



Connecticut Department of  
Energy & Environmental Protection

## Pre-Application Guidance

This guidance is intended to help you better prepare for your pre-application meeting. You may submit this checklist to the department after you have completed the [Pre-Application Questionnaire](#), or bring it to the pre-application meeting or just think about the questions to prepare for your pre-application meeting. For questions, contact the Office of Planning and Program Development (OPPD) at 860-424-3003.

### Part I: General Information

1. Proposed Applicant Name: Project Contact Person: Phone: _____ Email: _____
2. Project Address (if known): City/Town: _____

### Part II: Additional Project Information

Does your project include any of the following :

Similar operations in other locations  
*If so, where?*

Post construction employees or residents at the site  
*If so, what is the estimated number of post construction employees or residents at the site? (If the project represents a modification at an existing site, please indicate both the current number of employees/residents, as well as the anticipated numbers at project completion.)*

Generation of vehicular traffic  
*If so, what type and volume during and after construction:*

Use of any heavy equipment  
*If so please describe what type:*

Heating/cooling equipment  
*If so, what types:*  
*If so, what fuel type(s) will be used in this equipment (check all that apply)*

<b>Fuel Types</b>	<b>Btu/hr</b>
<input type="checkbox"/> Gas (specify type):	
<input type="checkbox"/> Fuel Oils (specify type):	
<input type="checkbox"/> Waste oils:	
<input type="checkbox"/> Other (specify type):	

## Part II: Additional Project Information (continued)

- Emergency or standby generators
- Site dewatering
- Construction of any structures
- Erosion or sedimentation control devices

*If so, please describe:*

- Other permits - federal and municipal

*If so, please describe:*

- Building demolition
- Asbestos removal
- Lead paint abatement
- Ancillary development associated with the site (e.g., highway improvements).
- Any alternatives to the proposed project if located in a coastal area or wetlands

*If so, please describe:*

If the project is in a coastal area or wetlands, please provide the following at the pre-application meeting:

1. A site plan showing:
  - the project's footprint;
  - the location of environmentally sensitive areas, e.g., coastal resources, aquifer protection zones, floodplains, tidal or inland wetlands, watercourses, etc.;
  - a notation of the scale used;
  - existing versus proposed conditions;
  - tidal elevations, including datum used (MLW or NAVD 1988)
2. Photographs of the site at low tide and high tide (If tidal wetlands are present, photographs must be taken during the growing season).
3. For dredging projects, please provide the following:
  - plans showing the lowest predicted tide
  - If dredged sediment will go upland, plans must show upland disposal areas, groundwater sources, dewatering areas. Please indicate if you have coordinated with the Remediation Division (860-424-3705) for upland disposal.
  - If any previous dredging permits have been issued, plan view showing previously authorized areas versus current proposed dredging footprints. (*This is important to determine if any areas of the dredging project could be COP eligible*)
4. Any previous authorizations/enforcement actions for the site.