



**Connecticut Department of  
Energy & Environmental Protection**  
Bureau of Materials Management & Compliance Assurance  
Water Permitting & Enforcement Division

## **Instructions for Completing the Permit Application for Wastewater Discharges from Subsurface Sewage Treatment and Disposal Systems**

*Use these instructions to complete the permit application form DEEP-WPED-APP-200, prepare supporting documents and publish the applicant's notice of permit application if applicable. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.*

### **Introduction**

This permit program, administered by the Water Permitting and Enforcement Division (WPED) of the Department of Energy and Environmental Protection (DEEP), regulates wastewaters treated by Subsurface Sewage Treatment and Disposal Systems which discharge to the ground water of the state.

*Subsurface Sewage Treatment and Disposal System* means a system which consists of primary, secondary, or tertiary treatment followed by a structure or device to apply effluent to the soil either above grade or below grade which will then discharge to the ground water of the state. Subsurface Sewage Treatment and Disposal Systems include septic/leachfield systems.

In general, wastewaters treated by Subsurface Sewage Treatment and Disposal Systems include domestic sewage wastewater that is primarily of animal, plant, or natural origin and amenable to treatment by soil based systems.

Please note that DEEP has delegated the authority to issue permits for household and small commercial subsurface disposal systems

to the Commissioner of Public Health. In general, such systems involve the discharge of no more than 7,500 gallons per day (gpd) of domestic sewage to any one lot. See section 22a-430-1 of the Regulations of Connecticut State Agencies (RCSA) and Public Act No. 17-146 for further information.

For discharges of domestic sewage from Subsurface Sewage Treatment and Disposal Systems, a pre-application meeting with DEEP is strongly recommended prior to application submittal. Contact the Subsurface Disposal Section of the Bureau of Materials Management and Compliance Assurance at 860-424-3025 for additional information.

### **Who Needs a Permit?**

Any person or municipality that discharges water, substance or material into the waters of the state, which includes surface waters, storm drains, ground waters, and POTWs, is required to obtain a permit from DEEP prior to initiating the discharge. However, DEEP has delegated the authority to issue permits for household and small commercial subsurface disposal systems to the Commissioner of Public Health. In general, such systems involve the discharge of

less than 7,500 gallons per day (gpd) of domestic sewage to any one lot. See RCSA section 22a-430-1 and Public Act No. 17-146 for further information.

Any person or municipality who proposes to initiate, create, originate or maintain a *new* discharge must submit a completed permit application to DEEP and obtain a permit from DEEP prior to discharging. If the owner and the operator of the discharging activity or facility are different, the operator is responsible for submitting the permit applications.

Any person proposing to continue a previously permitted discharge, must apply for renewal of the existing permit by submitting a sufficient permit application at least one hundred eighty (180) days prior to the expiration date of the existing permit. If your application is or may be untimely, (i.e. submitted less than 180 days before the expiration date), please refer to section 22a-6j of the Connecticut General Statutes (CGS). If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

Any person proposing to transfer a DEEP permit must submit a completed *License Transfer Form* (DEEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a license modification. In some cases, license modifications may require submittal of parts of or up to an entire individual license application. For further information concerning license transfers, please contact the Permit Assistance Office at 860-424-3003. For further information concerning modifications, please contact WPED at 860-424-3025.

### **Notice of Permit Application**

Section 22a-6g of the Connecticut General Statutes imposes public notification

requirements on applicants for certain permits issued by DEEP.

In order to comply with these requirements, you must:

1. Publish notice of the permit application in a [newspaper of general circulation](#) in the area potentially affected by the activity that is the subject of your permit application. This notice *must follow the format* specified at the end of these notice instructions and must be published *before* you submit your application to the DEEP. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct. Refer to the following list, [www.ct.gov/deep/lib/deep/permits\\_and\\_licenses/newspapers.pdf](http://www.ct.gov/deep/lib/deep/permits_and_licenses/newspapers.pdf) for newspapers of general circulation in Connecticut.
2. Send a copy of the published notice, to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, 1st selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the Secretary of the State's website (<https://portal.ct.gov/SOTS>), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list of mayors and first selectmen available (<https://portal.ct.gov/-/media/SOTS/ElectionServices/lists/MayorsFirstSelectmanList-1-7-19.pdf?la=en>). If you have questions, you can call the

Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.

3. Include a copy of the published notice of permit application and a completed [Certification of Notice Form - Notice of Application](#) (DEEP-APP-005A) as Attachment AA to the permit application.

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published that displays the notice, the name of the newspaper and the date of publication.

The [Certification of Notice Form - Notice of Application](#) asks you to:

- a) specify the date and newspaper in which the notice was published;
- b) certify that a copy of the notice was provided to the chief elected municipal official; and
- c) identify the municipal official(s) to whom the notice was provided.

If you have any questions about these notice requirements contact the Subsurface Disposal Group of the Bureau of Materials Management and Compliance Assurance at 860-424-3025.

***Your application will not be processed **until** DEEP receives the copy of the notice as described above and a completed Certification of Notice Form - Notice of Application.***

In addition, DEEP may notify you that other forms of notice are required, including the posting of a sign in accordance with CGS section 22a-6l.

Also, when the application review is complete and DEEP has made a final decision on your permit application, DEEP will publish a Notice of Tentative Determination in the newspaper. Please note that you will receive an invoice for the public notice fee and you will be responsible for payment.

The following format must be used when publishing notice of an application:

Notice of Permit Application

Town(s): **[LIST ALL TOWNS IN WHICH THE REGULATED  
ACTIVITY IS LOCATED OR WILL HAVE AN EFFECT]**

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the "applicant") of **[INSERT ADDRESS OF APPLICANT HERE]** will submit to the Department of Energy and Environmental Protection an application under section 22a-430 of the Connecticut General Statutes for a permit to initiate, create, originate or maintain a discharge of water, substance or material to the waters of the state.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT AT A STREET ADDRESS GIVE THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS E.G., ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity will potentially affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY (I.E., WETLANDS; WATERCOURSES, BY NAME; GROUND WATERS; AIR; LAND; TIDAL WETLANDS)]**.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application will be available for inspection at the Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance, Permitting and Enforcement, 79 Elm Street, Hartford, CT 06106-5127 (860-424-3025) from 8:30 to 4:30, Monday through Friday. Please call in advance to schedule review of the application.

## How To Apply

Your permit application must include the following:

- A *Permit Application for Subsurface Sewage Disposal Systems* (DEEP-WPED-APP-200 ) and all supporting documents;
- One copy of the application package;
- The total application fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.
- A copy of the published notice of permit application, as described in these instructions with a completed Certification of Notice form ((DEEP-APP-005A).

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

**Refer to the Available Resources Section at the end of these instructions to obtain all required documents related to the subject permit application.**

When submitting your permit application, label your supporting documents as directed on your application form and always include the applicant's name as indicated on the *Application Form* on each document. Be sure to list these supporting documents in your table of contents in the Executive Summary. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the *Application Form*, along with the corresponding part number and question number indicated on the permit application form. You should retain a copy of all documents for your files.

## Permit Application Instructions (DEEP-WPED-APP-200)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter “N/A” in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Check the “Available Resources” section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

### Part I: Application Type and Description

Please indicate whether you are applying for a new permit, a renewal of an existing permit, a modification of an existing permit, or a renewal and modification of an existing permit by checking the appropriate box. A permit is deemed to be "existing" *only* if it has not yet expired on the date you file your application. Please provide the existing permit number.

If you are applying for a *new* permit:

- a permit must not have been issued for the discharge(s) or,
- a permit issued for the discharge(s) must have expired.

If you are applying for a *renewal* of an existing permit:

- a permit issued for the discharge must not have expired.

Note that a permit is deemed to be "existing", *only* if it has not yet expired on

the date you file your permit application. If your permit for the discharge has expired, you need to apply for a new permit.

If you are applying for a *modification* of a permit:

- a permit issued for the discharge must not have expired.

Note that if you are seeking a *permit modification*, you should consult WPED at 860-424-3025 prior to submitting a permit application to determine whether a permit application form is necessary.

RCSA section 22a-430-4(p)(5)(B) lists minor modifications, which can be made to permits without the need, in many cases, for public notice, *and without submitting a full application form*.

These minor modifications include modifications to:

- correct typographical errors;
- require more or less frequent or new monitoring or reporting by the permittee, provided the minimum requirements of RCSA section 22a-430-3(j) are met and the new monitoring does not authorize the discharge of a new substance not authorized by the previous permit;
- extend interim compliance dates with no changes to the final compliance date, with the permittee's consent;
- transfer ownership or operational control, with the permittee's consent;
- delete a discharge, pollutant or substance from a permit without producing a discharge from another location above existing permit limits, with the permittee's consent;
- incorporate permit changes due to new or revised collection or treatment methods approved by DEEP, provided the new permit is at least as stringent as the existing permit;

- establish stricter permit conditions or pollutant limits, with the permittee's consent.

For additional information regarding minor modifications, see RCSA section 22a-430-4(p)(5)(B); for permit and application transfers, see RCSA section 22a-430-4(o); and for facility modification, see RCSA sections 22a-430-3(i)(1) through (5).

## **Part II: Fee and Public Notice Information**

1. *Fee Information* - The total application fee as shown on the application form must be submitted with the application. If the applicant is a municipality, the 50 percent fee discount applies.

DEEP will not process an application and will deem such application to be insufficient unless the required application fee has been paid.

2. *Public Notice Information* - The public notice of application must be published **prior** to submitting an application, as required in CGS section 22a-6g. A copy of the published notice of application, as described in these instructions, and the completed Certification of Notice Form must be included as Attachment AA to this application. Your application will **not** be processed if Attachment AA is not included. Indicate the public notice date of publication.

## **Part III: Applicant Information**

*If there are any changes or corrections to your company/facility or individual name, mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. For any other changes you must contact the specific program from which you hold a current DEEP license. If there is a change in ownership, please contact the Permit Assistance Office for questions concerning license transfers at 860-424-3003.*

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at **CONCORD**). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
  - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the town/city/company whom DEEP may contact.
  - *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP.
1. *Applicant* - Complete the information concerning the applicant.
  2. *Billing Contact* – Complete the information concerning the applicant’s billing contact, if different than the applicant.
  3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct

copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

4. *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
5. *Wastewater Treatment Contract Operator* – Please list the wastewater treatment contract operator, if applicable, of the facility or site at which the activity generating the discharge is to be conducted.
6. *Property Owner* – Please list the property owner at which the discharge is taking place.
7. *Facility Owner* - Please list the owner of the facility or site at which the activity generating the discharge is to be conducted.
8. *Engineers or Consultants* - Please list engineers or consultants employed or retained to assist in preparing the application or to design or construct the activity, which will generate the proposed discharge(s).

#### **Part IV: Site Information**

##### **1. Site Name and Location**

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

## 2. Indian Lands

Check the appropriate box to specify if the site is or will be located on federally recognized Indian lands.

***DEEP strongly encourages all applicants to conduct a review of the following Coastal, Natural Diversity Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their permit application to DEEP to ensure a more timely and efficient review of their permit application.***

## 3. Coastal Management Act Consistency

***If the application is for a new permit or a modification of an existing permit where the physical footprint of the subject activity is modified you must further evaluate your activity as detailed below.***

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a Coastal Consistency Review Form (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The coastal area, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River	Milford	Stonington (Borough and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and	Norwich	Old Lyme
Town of)		

The *coastal boundary*, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Office of Long Island Sound Programs (OLISP), the DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEEP Maps and Publications. The map can also be viewed at:

[www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp)  
(Select the town and then select coastal boundary. If the town is not within the coastal boundary you will not be able to select the coastal boundary map.)

### ***Activities within the coastal boundary:***

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for a new permit or a modification of an existing permit where the physical footprint of the subject activity changes, you must complete a *Coastal Consistency Review Form* (DEEP-APP-004) and submit it with your application as Attachment E.

For renewals or other modifications of existing permits for activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

### ***Activities outside the coastal boundary but within the coastal area:***

For permit applications (new permits, modifications, or renewals) for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you

that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the *Coastal Consistency Review Form*, refer to the Available Resources Section at the end of these instructions. For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

#### 4. *Natural Diversity Data Base (NDDDB) - Endangered And Threatened Species*

***If the application is for a new permit or a modification of an existing permit where the physical footprint of the subject activity is modified you must further evaluate your activity as detailed below.***

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

Please refer to “Requests for Natural Diversity Data Base State Listed Species Reviews” located on the DEEP website at: [www.ct.gov/deep/nddbrequest](http://www.ct.gov/deep/nddbrequest) to determine if your activity, including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, is located within an area identified as, or otherwise known to be, a habitat for endangered, threatened or special concern species. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal

areas. If applicable, prior to submitting the subject application, you must submit a Request for NDDDB State Listed Species Review” form (DEEP-APP-007) to NDDDB. Please note that NDDDB review generally takes 4 to 6 weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject permit application. A copy of the NDDDB Determination response letter that has not expired **must** be submitted with the completed subject application as Attachment F. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Do *not* submit any NDDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDDB Determination if it expires before project work commences.

#### 5. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS section 22a-354a through 22a-354bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas.

Review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not

already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However, you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection) or contact the program at 860-424-3020.

#### **6. Conservation or Preservation Restriction**

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment G. The municipality where the site is located may have information concerning such restrictions.

### **Part V: Facility or Activity Information**

1. List the principal raw materials used, products produced and/or services provided at this facility. RCSA section 22a-430-4(c)(4)
2. Identify in the table the type, quantity and method of disposal of all wastes, including wastewaters which are not included as discharges that are the subject of this permit application (e.g., wastewaters hauled away or covered under a different permit). In the middle column identify the amount of waste produced with the length of time associated

with such production (e.g., 20 gallons per day). In the right column, identify the method of disposal (i.e., incineration, waste hauler, coverage under a different permit) of the wastes identified, as well as the name of the resource recovery facility, waste hauler, or permit, etc. RCSA section 22a-430-4(c)(12)

3. Itemize in the table, by name and maximum quantity, the toxic or hazardous substances, including oil and petroleum liquids, stored on site or expected to be used or present in a raw material, intermediate or final product or byproduct, or used as a chemical additive or treatment substance, in quantities greater than five gallons. See Appendix B and D of RCSA section 22a-430-4, and Title 40 of the Code of Federal Regulations (40 CFR) Part 261 Appendix VIII and 40 CFR Part 116.4 for a listing of toxic and hazardous substances. For substances stored in quantities of five gallons or less, a general description by category (i.e., acids, bases, cyanides, organic chemicals and heavy metals) with an estimated total by category should be provided. RCSA section 22a-430-4(c)(9)

Also, identify whether the substance is listed in the Toxic Chemical Release Inventory (TRI) rule under Section 313 of the Emergency Planning and Community Right-to-Know Act by checking the box in the TRI column. For an updated list of toxic chemicals call the U.S. Environmental Protection Agency's RCRA, Superfund & ECRA Hotline at 1-800-424-9346 or visit their webpage [www.epa.gov](http://www.epa.gov) (TRI Chemical List).

4. If you are subject to requirements or compliance schedules from a federal, state or local authority which affect the discharges which are the subject of your permit application, or for construction, upgrading or operation of the wastewater treatment system, please identify on the table the requirement or schedule and describe the

project or process change(s). Also, list the required and projected final compliance dates. [RCSA section 22a-430-4(c)(19)]

## **Part VI: Activity Specific Information**

Complete items 1 through 4 concerning the subsurface sewage treatment and disposal system(s).

## **Part VII: Supporting Documents**

All permit applications must include all Attachments, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the *permit application form*.

### **Attachment AA: Notice of Permit Application**

Submit as Attachment AA, a copy of the published notice of permit application, and a completed [\*Certification of Notice Form - Notice of Application\*](#) (DEEP-APP-005A).

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published, that displays the notice, the name of the newspaper and the date of publication.

### **Attachment A: Executive Summary**

All permit applications must include, on the form provided by DEEP, a completed *Executive Summary* (DEEP-PED-APP-101) as Attachment A.

### **Attachment B: Applicant Background Information**

A completed *Applicant Background Information Form* (DEEP-APP-008) must be submitted as Attachment B for all permit applications.

### **Attachment C: Applicant Compliance Information Form**

Section 22a-6m of the Connecticut General Statutes provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications for activities not previously permitted by DEEP must include a completed *Applicant Compliance Information Form* (DEEP-APP-002) as Attachment C.

### **Attachment D: United States Geological Survey (USGS) Map**

Submit as Attachment D an 8 1/2" x 11" copy of the relevant portion or an original of a USGS topographic quadrangle map, at a scale of 1:24,000 indicating the exact location of the project site and the proposed activities. DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

The quadrangle name should be noted on the copy of the map submitted. See Figure A, at the end of these instructions, for an example of how a USGS Map must be labeled when submitted.

### **Attachment E: Coastal Consistency Review Form**

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a *Coastal Consistency Review Form* (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. Please refer to the instructions in Part IV, item 3, to determine if this requirement pertains to you.

### **Attachment F: CT NDDB Information**

Submit a copy of the NDDB Determination response letter that has not expired, and include a copy of any mitigation measures developed for this activity and approved by NDDB, as Attachment F, as explained in Part IV, item 4 of these instructions.

### **Attachment G: Conservation or Preservation Restriction**

If the property is subject to a conservation or preservation restriction, submit proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment G.

### **Attachment Q: Domestic Sewage Through Subsurface Sewage Treatment and Disposal Systems**

*Subsurface Sewage Treatment and Disposal System* means a system that consists of primary, secondary, and tertiary treatment followed by a structure or device to apply effluent to the soil either above grade or below grade that will then discharge to the ground water of the state. Subsurface Sewage Treatment and Disposal Systems include On-site Wastewater Renovation Systems (OWRS).

In general, wastewaters treated by Subsurface Sewage Treatment and Disposal Systems include domestic sewage wastewater that is primarily of animal, plant or natural origin and amenable to treatment by soil based systems.

Please note that DEEP has delegated the authority to issue permits for household and small commercial subsurface disposal systems to the Commissioner of Public Health. In general, such systems involve the discharge of less than 7,500 gallons per day (gpd) of domestic sewage to any one lot. See section 22a-430-1 of the Regulations of Connecticut State Agencies (RCSA) for further information.

Any engineering firm or other interested party planning a project requiring a DEEP permit for discharges from a Subsurface Sewage Treatment and Disposal Systems is strongly encouraged to contact the Subsurface Disposal Group of the Bureau of Materials Management and Compliance Assurance at 860-424-3025 to arrange a pre-application meeting to discuss the criteria necessary for evaluating these systems. The administrative process and methodology used by the DEEP can be found in the Guidance Document titled "[Design of Large-Scale On-site Wastewater Renovation Systems](#)" and available on CD from DEEP Maps and Publications (860-424-3555).

In addition, most Subsurface Sewage Treatment and Disposal Systems must be reviewed by the local director of health in compliance with relevant provisions of the Connecticut Public Health Code.

For application to renew an existing permit to discharge from Subsurface Sewage Treatment and Disposal Systems, submit the following supporting documents as Attachment Q:

1. An engineering report that evaluates the performance and operation of the On-site Wastewater Renovation System as designed, approved and permitted.
2. A summary and review of Discharge Monitoring Reports (DMRs) for the discharge; water meter readings; and monitoring and maintenance requirements.
3. A list of changes, if any, in circumstances or information on which the previous permit was based.

Upon receipt of your application, DEEP staff will contact you to schedule a field visit for physical inspection of the On-site Wastewater Renovation System.

### **Attachment U: Letter of Municipal Approval**

Applicants for permits to discharge domestic sewage from a community sewerage system not owned by a municipality, please submit, as Attachment U, a signed letter from the Water Pollution Control Authority or responsible authority of the municipality in which the system exists or will be located, indicating that such authority is satisfied that the proposed method of management of the system complies with the provisions of CGS section 7-246f as amended. [RCSA section 22a-430-4(c)(20)(G)] See form letter included in DEEP-WPED-APP-200.

### **Part VIII: Applicant Certification**

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. This includes consultants, professional engineers, surveyors, soil scientists, etc. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive

officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

### **Available Resources:**

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEEP website, [www.ct.gov/deep](http://www.ct.gov/deep) and your local town hall or library for maps and other reference materials.

The DEEP File Room 860-424-4180 is located on the store level at 79 Elm Street, Hartford, CT. Please call in advance for hours of operation.

The [DEEP Store](http://www.ct.gov/deep) 860-424-3555 is only available on line or by phone.

For general assistance regarding the subject permit application contact the Water Permitting and Enforcement Division at 860-424-3025

For the subject permit application form, instructions and other required documents visit the DEEP website at:

[www.ct.gov/deep/waterdischargepermitapps](http://www.ct.gov/deep/waterdischargepermitapps)

- Coastal Boundary Areas: Town Hall and/or DEEP Maps and Publications; "Coastal Boundary Map". Additional information: LWRD: 860-424-3034
  - [www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp)
  - [magic.lib.uconn.edu/connecticut\\_data.html#water](http://magic.lib.uconn.edu/connecticut_data.html#water)
- [Coastal Consistency Review Form](#)
- Coastal Resource Maps: Town Hall and/or [DEEP Store](http://www.ct.gov/deep), 860-424-3555
- USGS Topographic Quadrangle Map: [USGS](http://www.usgs.gov) [Topographic Quadrangle Map](http://www.usgs.gov/topographic/quadangle-map/): ([www.usgs.gov/topographic/quadangle-map/](http://www.usgs.gov/topographic/quadangle-map/)); [DEEP Store](http://www.ct.gov/deep), 860-424-3555, or USGS Office, 303-202-4700,

or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications)

[www.usgs.gov](http://www.usgs.gov)

- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; [www.ct.gov/deep/endangeredspecies](http://www.ct.gov/deep/endangeredspecies)
- Aquifer Protection Area Maps: [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection), DEEP Maps and Publications
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines: 860-424-3044 [www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice)
- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- Aerial Photographs:
  - ♦ DEEP OLISP 860-424-3034
  - ♦ CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://www.cteco.uconn.edu)]
- Historic Aerial Photographs:
  - ♦ State Library: 860-566-4301
  - ♦ Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN) <http://magic.lib.uconn.edu/>
  - ♦ CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://www.cteco.uconn.edu)]
- Tidal Wetland Boundary Maps: DEEP Maps and Publications 860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP OLISP 860-424-3034
- Wetlands of Connecticut: DEEP Maps and Publications 860-424-3555
- National Wetland Inventory Maps: DEEP Maps and Publications 860-424-3555
- 2002 Connecticut Guidelines for Soil Erosion and Sediment Control [www.ct.gov/deep/soilerosionsedimentcontrol](http://www.ct.gov/deep/soilerosionsedimentcontrol)
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [www.ct.gov/deep/gis](http://www.ct.gov/deep/gis)
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or [DEEP Store](#), 860-424-3555; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation District Offices and the United States Department of Agriculture Conservation Service Office
- US Army Corps of Engineers
  - ♦ Regulatory Program [www.usace.army.mil/inet/functions/cw/ecwo/reg/](http://www.usace.army.mil/inet/functions/cw/ecwo/reg/)
  - ♦ New England District, Regulatory Office  
696 Virginia Road  
Waltham, MA 02254  
Concord, MA 01742-2751  
[www.usace.army.mil](http://www.usace.army.mil)  
800-343-4789; 978-318-8335; 978-318-8338
  - ♦ Wetlands Regulatory Assistance Program  
[el.erdc.usace.army.mil/wrap/wrap.html](http://el.erdc.usace.army.mil/wrap/wrap.html)
- Copies of the Structures, Dredging and Fill Statutes, CGS sections 22a-359 through 22a-

363f; the Tidal Wetlands Act, CGS sections 22a-28 through 22a-35a; and the Connecticut Coastal Management Act, CGS sections 22a-90 through 22a-112: DEEP OLISP 860-424-3034

- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes:  
[www.cga.ct.gov/lco/statutes-index.asp](http://www.cga.ct.gov/lco/statutes-index.asp)
- DEEP website for Statutes and Regulations: [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/laws-regs)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [www.epa.gov/lawsregs](http://www.epa.gov/lawsregs)

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

## **Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

Figure A

USGS Quadrangle Map: Clinton  
Map Scale: 1:24,000 (1"=2,000')

Sample map indicating how to label the USGS map

\* Please include Latitude and Longitude for these locations in your application.

