**Scoping Notice**

**[NOTE – The instructions in the brackets are meant to assist agency staff complete the notice. Please delete all instructions and brackets prior to submitting for publication - including this note.** **If pasting text from MS Word, always paste as plain text]**

**Notice of Scoping for [name of project or action]**

**Project Title**: [Include this line only if the sponsoring agency's title is different than the project/action name above.]

**Address** ["es" if multiple] **of possible location:** ["s" if multiple]**:**

**Municipality** [Use "ies" if multiple.] **where proposed action might be located**: [cities/towns]

**Project Description**:[include a brief description of the action and its purpose and need]

**Project Map** ["s" if multiple]**:** Click here [Link to media file] to view a map of the project area.

Written comments from the public are welcomed and will be accepted until the close of business on: **[Insert Date in bold type –** should be no less than thirty (30) days from the publication date or 5 days after a public scoping meeting, whichever is later**]**

**There will be a public scoping meeting for this proposed action:** [Delete if no meeting is scheduled]

**DATE**: **[Insert Date in bold type** (held not less than ten days following the notice in the EM)**]**

**TIME**:

**PLACE**:

**NOTES**:

[Note: If a public scoping meeting is scheduled, the sponsoring agency might have to post a notice of the special meeting on the agency’s website and the Sec. of the State’s public meeting calendar, consistent with CGS 1-225. Please consult with agency legal counsel for guidance, if needed.]

[Delete this paragraph if meeting is scheduled] Any person may ask the sponsoring agency to hold a public scoping meeting by sending such a request to the address below. If a public scoping meeting is requested by 25 or more individuals, or by an association that represents 25 or more members, the sponsoring agency shall schedule a public scoping meeting. Such requests must be made by **[Insert Date in bold type –** should be 10 days from the publication date**].**

**Additional information about the project can be viewed in person at** [Locations] **and online at**: [Insert name] [Link - should be a state of CT controlled website]

**Other Information:** [optional – should be a state of CT controlled website]

**Written comments and/or requests for a public scoping meeting should be sent to**

**Name:** [insert name – not bold]

**Agency:** [insert agency – not bold]

**Address:** [insert Address – not bold]

**Fax:** [Use a fax number only if your agency is actively monitoring and responding to faxes]

**E-Mail:** [insert email – not bold]

**If you have questions about the public scoping meeting [delete if no public scoping meeting], or other questions about the scoping for this project, contact:**

**Name:** [insert name – not bold]

**Agency:** [insert agency – not bold]

**Address:** [insert Address – not bold]

**Phone:** [insert phone – not bold]

**E-Mail:** [insert email – not bold]

**Inquiries and requests to view and or copy documents, pursuant to the Freedom of Information Act, must be submitted to the sponsoring state agency:**

**Name:** [insert name – not bold]

**Agency:** [insert agency – not bold]

**Address:** [insert Address – not bold]

**Fax:** [Use a fax number only if your agency is actively monitoring and responding to faxes]

**E-Mail:** [insert email – not bold]

**What Happens Next:** The [sponsoring agency] will make a determination whether to proceed with preparation of an Environmental Impact Evaluation (EIE) or that the project does not require the preparation of an EIE under the Connecticut Environmental Policy Act (CEPA). A Post-Scoping Notice of its decision will appear in a future edition of the *Environmental Monitor*.