



Instructions for Completing a Request for Authorization under the General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories

Use these instructions to complete a “Request for Authorization under the General Permit for Diversion of Water for Consumptive Use” (Authorization Required Categories) form (DEEP-WPMD-REQ-002). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws and the applicable general permit and its specific eligibility requirements prior to completing the Request for Authorization form. Remember, it is your responsibility to comply with all applicable laws and to demonstrate in your request for authorization that the subject activity complies with all conditions for approval under the general permit.

Introduction

The Water Planning and Management Division (WPMD) of the Department of Energy and Environmental Protection’s (DEEP) Bureau of Water Protection and Land Reuse administers the *General Permit for Diversion of Water for Consumptive Use*. DEEP issues several general permits to regulate minor activities considered to have minimal environmental effect. A general permit is issued for one or more geographic locations and applies to an entire category of regulated activity, rather than to individual applicants. Those wishing to have their particular regulated activity authorized under an approved general permit must meet certain requirements and conditions contained within the general permit. Like other permits, general permits have limited duration and must be periodically renewed.

Section 378a of the Connecticut General Statutes (CGS) allows DEEP to issue general permits under the Water Diversion Permit program. The *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEEP-WPMD-GP-002) is one of four general permits for the diversion of water for consumptive use. Other such general permits includes the “Non-filing”,

“Reauthorization”, and “Filing” categories of eligible diversions. The “Authorization Required” categories covered by this general permit include:

- Withdrawal of up to 250,000 gpd – Surface Water / Stratified Drift Aquifer
- Withdrawal of up to 250,000 gpd – Bedrock Aquifer
- Interconnection and Transfer of Up to 1,000,000 gpd

Section 3(a) and 3(b) of the *General Permit for Diversions for Water for Consumptive Use: Authorization Required Categories* lists the provisions and requirements that must be met prior to authorization. You should review the nature of your proposed activity against these criteria.

Regulated activities vary widely in their environmental effects. The type and nature of the technical documentation required for adequately documenting a request for authorization will likewise vary depending on the proposed activity and its proposed location. For this reason, DEEP recommends strongly that requesters consult with WPMD staff prior to conducting environmental and engineering

studies or submitting the *Request for Authorization Form*. Because your request for authorization will be reviewed concurrently by DEEP and the municipal land use agencies, requests for authorization must be complete when they are submitted to DEEP. Incomplete requests will be rejected or denied without prejudice.

Who May Apply for General Permit Authorization?

Any person who wishes to conduct a regulated activity authorized under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEEP-WPMD-GP-002) must submit a *Request for Authorization Form* to the commissioner.

Any activity which causes, allows or results in the withdrawal from or the alteration, modification or diminution of the instantaneous flow of the waters of the state is a regulated activity unless such activity is properly registered with the commissioner under CGS section 22a-368 or is exempt from the Act under CGS section 22a-377(a) or section 22a-377(b)-1 of the Regulations of Connecticut State Agencies (RCSA). The Act defines “instantaneous flow” to mean the volume of water that would occur in waters at a given point at any given moment (see CGS section 22a-367). We distinguish two kinds of diversions, *consumptive* and *non-consumptive*. These instructions consider consumptive uses only.

Consumptive use diversions are diversions which withdraw or remove more than 50,000 gallons of surface or ground water during any twenty-four hour period from waters of the state including, but not limited to, any withdrawal or removal for public or private water supply, industrial use, irrigation, hydropower generation, flood management, water quality management, recreation, landscaping ponds and decorative water fountains, or any other purpose. Consumptive use diversions with minimal environmental effect may be authorized under one of the four consumptive use general permits as listed in the previous

section. In accordance with CGS section 22a-379, each person or municipality holding a diversion permit authorizing a consumptive use diversion is required to pay an annual permit fee of \$750.00 to DEEP.

Non-consumptive diversions are diversions that divert waters of the state due to channelizing, damming, collecting, piping, culverting, filling, relocating or dredging such waters or the detaining of storm water for the purpose of storm water management. In general, non-consumptive diversions of waters draining from a watershed of less than 100 acres are exempt (see RCSA section 22a-377(b)-1). Non-consumptive diversions may be authorized under other general permits administered by WPMD. See the *List of General Permits* (DEEP-FS-004) in order to determine whether your activity is eligible for authorization under any of the other WPMD general permits.

How to Apply

Your request for authorization should be submitted simultaneously to DEEP, to certain municipal land-use agencies of the town where the subject activity is located, and to any town in which the activity may have an effect.

1. Submit to each municipal agency listed in Part VII of the *Request for Authorization* form one copy of your completed *Request for Authorization* form (DEEP-WPMD-REQ-002) and all of its attachments, *and*
2. Submit to DEEP:
 - an original and one copy of the completed *Request for Authorization* form (DEEP-WPMD-REQ-002) including all its attachments;
 - The general permit fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection” or through the online E-payment portal.

All DEEP items must be mailed 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 general permit.

When submitting your general permit request, label your supporting documents as directed on your registration form and always include, on each document, the registrant's name as indicated on the *Request Form*. When additional space is necessary to answer a question stated in the registration, please insert additional sheets by the appropriate question. Label each sheet with the registrant's name as indicated on the *Request Form*, along with the corresponding part number and question number indicated on the general permit registration form. You should retain a copy of all documents for your files.

DEEP Action on Requests for Authorization

Under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories*, your activity is considered authorized upon receipt by DEEP of a complete and sufficient request for authorization and subsequent issuance to the requester of a formal letter of authorization from DEEP. DEEP will review your request for authorization for consistency with the general permit. If the request for authorization is found to be complete and consistent with the general permit, the requester will receive a signed letter of approval that includes a specific description of the authorized activity as well as all terms and conditions of that approval. If the request is found to be incomplete or insufficient, the requester may receive a notice of insufficiency providing an opportunity to the requester to supply additional information. If the request is rejected for any reason, a new general permit authorization fee must be submitted with any new request for authorization.

Instructions for Completing the Request for Authorization Form

A request for authorization is made on a form provided by DEEP and contains specific information about the requester and the ongoing activity. Requests for approval under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEEP-WPMD-GP-002) are made using form DEEP-WPMD-REQ-002. The *Request for Authorization Form* is self-explanatory and, where necessary, directs you to various paragraphs in Section 4(c) of the general permit for a detailed description of the information required to complete a request for authorization. After reviewing these instructions, the *Request for Authorization Form* and the general permit, should you have any questions, please contact DEEP's Water Planning and Management Division at 860-424-3704.

Please complete one Request for Authorization form for each eligible category and for eligible activities proposed at other sites.

Part I: Eligible Diversion Activity and Fee Information

Each eligible activity and its associated fee is listed in this section of the form. Place a check mark by the activity being reauthorized. Complete one *Request for Reauthorization* for each current authorization you wish to reauthorize. The request for reauthorization will not be processed without the fee. General permit fees are not refundable. Payment should be in the form of a check or money order made payable to "Department of Energy and Environmental Protection" or through the E-Payment portal.

Check the box if paying online through the E-Payment portal. *After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed.* For municipalities, the 50% discount applies.

Part II: Requester Information

If there are any changes or corrections to your company/facility or individual 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. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Innovative Partnerships and Planning at DEEP.OPPD@ct.gov. For any other changes you must contact the specific program from which you hold a current DEEP license.

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 such 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 [onlineBusinessSearch \(ct.gov\)](#)). 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 registrant 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 company whom DEEP may contact.
- *E-Mail* – Requestors must provide an accurate email address when completing their request form. The email address may be used for future correspondence from the DEEP to your business.

1. *Requestor* - Complete the information

concerning the requestor.

2. *Billing Contact* – If the requestor is not the billing contact, complete this section.
3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this request, 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 requestor instead of the primary contact.
4. *Attorney* - It is not required that a requestor be represented by an attorney or any other agent. If you do have an attorney, complete this section.
5. *Property Owner* - If the requestor is not the owner of the affected property, complete this section.
6. *Facility Owner* - If the requestor is not the owner of the affected facility or equipment, complete this section.
7. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the request or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

Part III: Pre-Application Coordination

If a pre-application meeting was held for the subject activity, please provide the DEEP staff contact name and the date the pre-application meeting was held. Also check the appropriate box indicating whether multiple permits or a single permit were required for the subject activity.

Part IV: Site Information

1a. Site 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."

Please provide a project number, if one has been assigned.

1b. Prepare and attach to the request as

Attachment 'A' a project location map and as Attachment 'B' a site plan. Please refer to Section 4(c)(2)(A)(xii) and (xiii) of the general permit for a description of what the map and plan must depict. See Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.

1c. Also please provide, if known, the latitude and longitude of the withdrawal location.

1d. For basin number(s) refer to the Connecticut Geological and Natural History Survey's map entitled "Natural Drainage Basins in Connecticut" 1988; [Geographic Information Systems \(ct.gov\)](http://Geographic Information Systems (ct.gov))

2. Name of wetlands and watercourses -

Indicate the name of any wetlands and watercourses involved with or potentially affected by the subject activity. Many wetlands and most watercourses are named on United States Geological Survey (USGS) topographic quadrangle maps. Please use the "official" names for wetlands and watercourses given on the USGS maps or.

In the case where the wetland or watercourse is not named on the USGS map, indicate the name of the watercourse immediately downstream and indicate that the subject wetland or watercourse is an unnamed tributary to that wetland or watercourse.

3. **Public Water Supply Watersheds** - Public water supply watershed land maps are on file with the town clerk's office in the subject town. You may also simply contact the water utility for this information.

DEEP requires all registrants 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 registration to DEEP to ensure a more timely and efficient review of their general permit registration.

4. **Coastal Management Act Consistency**

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	

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 Land and Water Resources Division (LWRD), the DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from the [DEEP Store](#).

The map can also be viewed at:

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 general permit registration or a modification of an existing registration 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 registration as Attachment C.

For renewals or other modifications of existing activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration 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 general permit registrations 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 registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon

the specific activities to be conducted and their potential impact on coastal resources.

For assistance in completing the form, or if you have questions on this process, call LWRD at 860-424-3034.

5. *Natural Diversity Data Base (NDDB) - Endangered And Threatened Species*

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: <https://portal.ct.gov/deep/nddb/requests-for-nddb-environmental-reviews> 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 registration, you must submit a Natural Diversity Data Base Review Request using the DEEP’s ezFile portal (filings.deep.ct.gov/DEEPPortal/). To get started, create a user account and start a new NDDB filing. Additional information about this new filing process can be found on the NDDB [website](#). *All requests for review must go through the new NDDB portal. Email deep.nddbrequest@ct.gov if you need help.*

Please note that NDDB 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 registration. A copy of the NDDB Determination response letter that has not expired **must** be submitted with the completed subject registration as Attachment D. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Do *not* submit any NDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDB Determination if it expires before project work commences.

6. *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.

If the diversion is within a Level A area and is one of the [regulated activities](#), as defined in RCSA section 22a-354i-1(34), and is within 3,000 feet of and in the same subregional basin as an Aquifer Protection Area, then include a statement signed by a duly authorized representative of the water company operating that Aquifer Protection Area, as required by Section 4(c)(2)(xv) of the General Permit for Diversion of Water for Consumptive Use – “Authorization Required” (DEEP-WPMD-GP-002), as Attachment E.

For more information on the Aquifer Protection Area Program visit the DEEP website at [DEEP-Aquifer Protection](#) or contact the program at DEEP.AquiferProtection@ct.gov.

7. *Conservation or Preservation Restriction*

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, proof of written notice of the registration to the holder of such restriction or a letter from the holder of such restriction verifying that the registration is in compliance with the terms of the restriction, must be submitted as Attachment F, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

8. *Floodplains Management* - Floodplains and floodways are delineated on maps adopted by the Federal Emergency Management Agency (FEMA) for each municipality in accordance with the regulations of the National Flood Insurance Program (44 CFR

59 et seq.) and, for certain rivers having state stream channel encroachment lines, by the commissioner. Such maps are on file with the affected town.

8a. The terms “fill” and “structure” are defined in the general permit, but generally mean anything placed on the ground, whether or not such ground is under or above water.

If fill or structures are placed within a FEMA floodway, your request must include an analysis prepared by a licensed engineer documenting the hydraulic effect of the activity. In the case of substantive hydraulic impacts, the engineer should review the following guidance document: [Hydraulic Analysis Guidance Document](#) (DEP-IWRD-GUID-100)

8b. If the requester has a Flood Management (FM) Certification for the subject activity, provide the FM certification number in the space provided.

9. **Existing Conditions** - Describe the present uses of the property on which the subject activity is proposed. Describe all natural and man-made features including wetlands, watercourses, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. Such features should be depicted on the site plan included as *Attachment B*.

Part V: Project Summary

This part of the form is comprised of narrative and data describing the subject activity. The specific information that is required is described in Part V of the *Request for Authorization Form*. Most of this information is self-explanatory except for:

5a. *Area of Influence* - This section should be supported by a ground water model which delineates the area of influence of the maximum proposed withdrawal under seasonal low flow and drought conditions. The methodology established in DEEP’s Level A Mapping Regulations (RCSA

section 22a-354b-1) for numerical ground water modeling provides the most accurate delineation of an area of influence for a well screened in stratified drift.

Note that withdrawals from certain surface water bodies, particularly those located in stratified drift deposits, should also be modeled as described above.

Plans for delineating an area of influence should be proposed to the WPMD **prior to the submittal of your Request for Authorization**.

6a. *Pump test* - While numerical ground water modeling provides the most accurate delineation of an area of influence for a well screened in stratified drift, with respect to wells to be drilled in bedrock, DEEP recognizes that modeling may not be very useful or practical, therefore, in lieu of an aquifer test, a plan for pump testing and the monitoring of ground and surface water in the vicinity of the well(s) should be proposed to WPMD **prior to the submittal of your Request for Authorization**.

Part VI: Supporting Documents

Please label all attachments as referenced in the *Request for Authorization* form and these instructions and be sure to include the name of the requester as indicated on the *Request* form. Check the appropriate box by each applicable attachment as verification that all applicable attachments have been submitted.

This part of the *Request for Authorization* form is a summary check list of required information that is appended to your request for authorization. The *Request for Authorization* form instructs requesters to include certain information as attachments.

Attachment A: Project Location Map

In addition to the information requested in Parts IV and V of the *Request for Authorization* form, you must prepare and attach to the request as *Attachment A*, a project location map. See

Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.

Attachment B: Site Plan

Submit, as Attachment B, a legible drawing of the location of the property where the activity will occur. The plan must show a north meridian arrow and be drawn to scale, with the scale shown as either a numerical ratio (e.g., 1:200) or as a bar scale (e.g., 1" = 40').

Attachment C: Coastal Consistency Review Form

Activities within the state's coastal area which includes the coastal boundary 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 4, to determine if this requirement pertains to you.

Attachment D: Natural Diversity Data Base (NDDB) -Endangered or Threatened Species 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 D, as explained in Part IV, item 5 of these instructions.

Attachment E: Aquifer Protection Area Permit

Submit as Attachment E a statement signed by a duly authorized representative of the water company operating that Aquifer Protection Area, as required by Section 4(c)(2)(xv) of the General Permit for Diversion of Water for Consumptive Use – “Authorization Required” (DEEP-WPMD-GP-002) if applicable, as explained in Part IV, item 6 of these instructions.

Attachment F: Conservation or Preservation Restriction

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, submit proof of written notice of this registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, as Attachment F. The municipality where the site is located may have information concerning such restrictions.

Attachment G: Floodplain Information

For activities located in a floodplain: please review Section 4(c)(2)(A)(xiv) of the General Permit for Diversion of Water for Consumptive Use. For guidance, please refer to the [Hydraulic Analysis Guidance Document](#).

Attachment H: Area of Influence Information

Provide the information specified in Section 4(c)(2)(A)(xvi) of the General Permit for Diversion of Water For Consumptive Use: Authorization Required Categories.

Attachment I: Low Flow Calculations

Describe the method used to derive such flow in the space below and provide a copy of the calculations as Attachment I. Such flow should be calculated using methodologies published in the Connecticut Water Resources Bulletin No. 34 or other method acceptable to the commissioner. However, where available, the preferred method shall be statistical determinations and regression equations as developed by the U.S. Geological Service.

Attachment J: Well Completion Report

Submit as Attachment J a well completion report, including well depth, a description of the earth materials penetrated (i.e. peat, silt, sand, gravel, clay) and yield test results.

Attachment K: Aquifer Pump Test

Provide the information specified in Section 4(c)(2)(A)(xvii) of the General Permit for Diversion of Water For Consumptive Use: Authorization Required Categories, as Attachment K.

Attachment L: Water Supply Plan or Coordinated Plan

Provide a copy of an approved water supply plan or coordinated water system plan as described in Section 3(a)3 of the General Permit for Diversion of Water For Consumptive Use: Authorization Required Categories as Attachment L.

Attachment M: Other Information

All requesters are encouraged to include with their *Request for Authorization* form, any additional information not specifically requested that may assist DEEP staff as *Attachment M*.

Part VII: Copy to Municipal Agencies

Pursuant to CGS section 22a-378a, any person who requests authorization under these general permits is required to provide certain municipal agencies and commissions with notice of such request. A complete copy of your *Request for Authorization* form and all of its attachments comprises such notice and must be submitted to these agencies and commissions at the same time you submit your request to DEEP.

If the subject activity may have an affect in an adjacent municipality, a complete copy of your *Request for Authorization* form, including all of its attachments, must also be submitted to the listed agencies and commissions of the adjacent municipality.

If a town's wetlands agency and conservation commission are combined, please note this on Part VII of the *Request for Authorization* form when listing the name and address of the agency.

Part VIII: Requester Certification

After the request for authorization has been completed it must be reviewed and signed by both the requester and the individual(s) who actually prepared the request for authorization. By their signature, they certify that, to the best of their knowledge and belief, the information contained on the request form, including all attachments, is true, accurate and complete.

The certification of the request for authorization package shall 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, or his agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by 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 registrant authorized by law.

A request for authorization will be considered insufficient unless all required signatures are provided.

IMPORTANT: A diversion is authorized under the *General Permit for Diversion of Water for Consumptive Use – Authorization Required* (DEEP-WPMD-GP-002) upon written approval by the commissioner in accordance with Section 4 of that general permit.

Available Resources:

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

For general assistance regarding a diversion activity, contact the WPMD at 860 424-3704.

For the subject general permit, registration form, and other required documents visit the DEEP website at: [Land Use Permits and General Permits](#)

- USGS Topographic Quadrangle Map: [Geographic Information Systems \(ct.gov\)](#); [DEEP Store](#), 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
- Endangered or Threatened Species Areas: DEEP.RecordsCenter@ct.gov; "State and Federal Listed Species and Natural Communities"; [Endangered Species \(ct.gov\)](#)
- Aquifer Protection Area Maps: [Aquifer Protection Program](#), [DEEP Store](#), 860-424-3555
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [Geographic Information Systems \(ct.gov\)](#)
- State and federal statutes and regulations are available for review at various locations:
On the web:
 - State Statutes: [Legislative Commissioners' Office of the Connecticut General Assembly](#)
 - DEEP website for Statutes and Regulations: [Laws and Regulations \(ct.gov\)](#)

- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [Laws & Regulations | US EPA](#)

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. Please contact the DEEP Office of Diversity and Equity at (860) 418-5910 or by email @deep.accommodations@ct.gov if you are requesting a communication aid or service, have limited proficiency in English, need some other type of accommodation, or if you wish to file an ADA or Title VI discrimination complaint. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.

Figure A- Project Location Map Sample

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

