

# Permit Application for Diversion of Water for Consumptive Use

Please complete this application form in accordance with the [instructions](#) (DEEP-WPMD-INST-100) in order to ensure the proper handling of your application. Print or type unless otherwise noted. You must submit the fee, a copy of the published notice of permit application and the completed [Certification of Notice Form](#), and all applicable supporting documents along with this form.

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
<b>Program: Water Diversion-Consumptive</b>	

## Part I: Application Type

This application is for (check one): <input type="checkbox"/> A new application <input type="checkbox"/> A renewal of an existing permit <input type="checkbox"/> A modification of an existing permit	For renewals or modifications: 1. Existing permit or authorization number: 2. Expiration Date:
<b>Town where site is located:</b> _____	
<b>Brief Description of Project:</b> _____	

## Part II: Permit Type and Fee Information

The total fee as listed below is to be submitted with *each* permit that you are applying for. The fee for municipalities is 50% of the below listed rate. The application will not be processed without the fee. The fee shall be non-refundable and shall be paid by check or money order to the Department of Energy and Environmental Protection or through the E-Payment portal.

☐ Check here 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*

Type of Permit (check <i>all</i> that apply):	Fee
<input type="checkbox"/> Withdrawal > 0.05 and < 0.5 million gallons per day (mgd)	\$2,050.00 <b>[#454]</b>
<input type="checkbox"/> Withdrawal ≥ 0.5 and < 2.0 mgd	\$4,000.00 <b>[#459]</b>
<input type="checkbox"/> Withdrawal ≥ 2.0 mgd	\$6,250.00 <b>[#458]</b>

## 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 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. The applicant is responsible for publishing legal notice in accordance with the requirements of [CGS section 22a-6g](#), and all applicable laws.

Date of Publication: \_\_\_\_\_

### Part III: Applicant Information

- *\*If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the applicant's name shall be stated **exactly** as it is registered with the Secretary of State. 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 the Secretary of State's database [onlineBusinessSearch \(ct.gov\)](http://onlineBusinessSearch.ct.gov).*
- *If an applicant is 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 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](mailto:DEEP.OPPD@ct.gov) . For any other changes you must contact the specific program from which you hold a current DEEP license.*

#### 1. Applicant Information

a) Applicant Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

\*E-mail:

\*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

b) Applicant Type (check one):

☐ individual      ☐ federal agency      ☐ state agency      ☐ municipality      ☐ tribal

☐ \*business entity (\*If a business entity complete i through iii):

i) check type: ☐ corporation      ☐ limited liability company      ☐ limited partnership

☐ limited liability partnership      ☐ statutory trust      ☐ Other: \_\_\_\_\_

ii) provide Secretary of the State business ID #: \_\_\_\_\_ This information can be accessed at the Secretary of State's database [onlineBusinessSearch \(ct.gov\)](http://onlineBusinessSearch.ct.gov).

iii) ☐ Check here if your business is **NOT** registered with the Secretary of State's office.

c) Applicant's interest in property at which the proposed activity is to be located:

☐ site owner      ☐ option holder      ☐ lessee

☐ easement holder      ☐ operator      ☐ other (specify): \_\_\_\_\_

☐ Check if any co-applicants. If so, attach additional sheet(s) with the required information as requested above.

#### 2. Billing contact, if different than the applicant.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

### Part III: Applicant Information (continued)

**3. Primary contact for departmental correspondence and inquiries, if different than the applicant.**

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

\*E-mail:

\*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

**4. Attorney or other representative, if applicable.**

Firm Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Attorney:

Phone:

ext.

E-mail:

**5. Property Owner, if different than the applicant.**

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

**6. Engineer(s) or other consultant(s) employed or retained to assist in preparing the application or in designing or constructing the activity.**

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

Service Provided:

☐ Check here if additional sheets are necessary, and label and attach them to this sheet.

### Part IV: Pre-Application Meeting

**If a pre-application meeting was held concerning the subject activity, provide the following:**

DEEP Staff Name: \_\_\_\_\_

Pre-Application Meeting Date: \_\_\_\_\_

☐ Multiple permits

☐ Single permit

## Part V: Site Information

### 1. SITE NAME AND LOCATION

- a. Name of Site :

Street Address or Location Description:

City/Town:

State:

Zip Code:

Project No., if applicable:

- b. Tax Assessor's Reference: Map Block Lot

(Assessor's reference is not required if requester is an agency of the State of Connecticut.)

- ☐ Check here if the property lies on more than one parcel. If so, attach additional sheet(s) with the required information as requested above.

- c. Latitude and Longitude of the approximate "center of the site" in *degrees, minutes, and seconds*:

Latitude:

Longitude:

Method of determination (check one):

☐ GPS ☐ USGS Map ☐ Other (please specify):

If a USGS Map was used, provide the quadrangle name:

- d. Drainage Basin number(s) wherein the proposed activity will take place:

### 2. TRIBAL RESERVATION LANDS: Will the activity which is the subject of this application be located on:

- a) Federally recognized tribal reservation lands? (refer to [EPA's Region 1 Tribal Program](#) to confirm)  
☐ Yes ☐ No

*If Yes, permit applicants should contact [EPA's Region 1 Tribal coordinator](#) if they are proposing development on a federal reservation.*

- b) State recognized tribal reservation lands? ☐ Yes ☐ No

*If Yes, state permits may be required. Please contact [CT DEEP Tribal Affairs](#) for potential permitting requirements.*

### 3. COASTAL BOUNDARY: Is the diversion of water for consumptive use, which is the subject of this application, located within the coastal boundary as delineated on DEEP approved coastal boundary maps? ☐ Yes ☐ No

If yes, and this application is for a new authorization or a modification of an existing authorization where the physical footprint of the subject activity is modified, you must submit a [Coastal Consistency Review Form](#) (DEEP-APP-004) with your application as Attachment K.

Information on the coastal boundary is available 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.) or the local town hall or on the "Coastal Boundary Map" available at the [DEEP Store](#) (860-424-3555 or [deep.store@ct.gov](mailto:deep.store@ct.gov)).

## Part V: Site Information (continued)

4. **NATURAL DIVERSITY DATA BASE (NDDB) - ENDANGERED OR THREATENED SPECIES:** According to the most current "[Natural Diversity Data Base Areas Maps](#)", will the diversion of water for consumptive use, which is the subject of this application, including all areas affected by the diversion, be located within an area identified as, or otherwise known to be, a habitat for state listed endangered, threatened or special concern species?

☐ Yes ☐ No Date of Map:

If yes, complete and submit a Natural Diversity Data Base Review Request using the DEEP's ezFile portal ([filings.deep.ct.gov/DEEPPortal/](http://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](mailto:deep.nddbrequest@ct.gov) if you need help.**

Please note if NDDB biologist review is required, it may take 6 to 8 weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting this permit application.

**A copy of the NDDB Determination response letter that has not expired *must* be submitted with this completed application in Attachment F (Environmental Report) or in Attachment N (other information) if no environmental report is required.** Include a copy of any mitigation measures developed for this activity and approved by NDDB. Be aware that you must renew your NDDB Determination if it expires before project work commences.

5. **AQUIFER PROTECTION AREAS:** Is the site located within a mapped Level A or Level B [Aquifer Protection Area](#), as defined in CGS section 22a-354a through 22a-354bb?

☐ Yes ☐ No If **yes**, check one: ☐ Level A **or** ☐ Level B

If **Level A**, are any of the [regulated activities](#), as defined in RCSA section 22a-354i-1(34), conducted on this site? ☐ Yes ☐ No

If **yes**, and your business is **not** already registered with the Aquifer Protection Program, contact [local aquifer protection agent](#) or DEEP to take appropriate actions.

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

6. **CONSERVATION OR PRESERVATION RESTRICTION:** Is the property subject to a conservation or preservation restriction? ☐ Yes ☐ No

If Yes, 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 L.

7. **FISHERIES CONSULTATION:** Check the applicable box if the diversion of water for consumptive use, which is the subject of this application involves one of the following activities, and submit a completed [Fisheries Consultation Form](#) (DEEP-FISH-APP-007), as Attachment M.

- ☐ Withdrawal of water from a non-tidal/inland river, stream, pond or lake
- ☐ Withdrawal of water from a wetland, marsh, swamp, or bog hydrologically connected to a non-tidal/inland river, stream, pond or lake
- ☐ Withdrawal of groundwater from stratified drift deposits hydrologically connected to a non-tidal/inland river, stream, pond or lake

8. **Other Permits:** List any previous federal, state or local permits or certificates that have already been issued for the site or for the proposed activity:

Type or Nature of Permit	Permit No.	Issuing Authority	Date Issued	Expiration Date	Permittee Name

## Part VI: Supporting Documents

Check the applicable box below for each attachment being submitted with this application form. When submitting any supporting documents, please label the documents as indicated in this part (e.g., Attachment A, etc.) and be sure to include the applicant's name as indicated on this application form.

The specific information required in each attachment is described in the [Instructions for Completing a Permit Application for Diversion of Water for Consumptive Use](#) (DEEP-WPMD-INST-100).

- ☐ Attachment AA: a copy of the published notice of permit application, as described in the instructions, attached to a completed "[Certification of Notice Form](#)" (DEEP-APP-005A)
- ☐ Attachment A: Executive Summary
- ☐ Attachment B: An 8 1/2" x 11" copy of a United States Geological Survey (USGS) Topographic Quadrangle Map (scale: 1:24,000) with the regulated activity or project site outlined or pinpointed, as appropriate.
- ☐ Attachment C: [Documentation Form for Consumptive Water Diversion Permits](#) (DEEP-WPMD-APP-101)
- ☐ Attachment D: Plan Sheets and Drawings
- ☐ Attachment E: Wetland and Watercourse Report
- ☐ Attachment F: Environmental Report: Include a copy of the NDDB Determination response letter that has not expired, if applicable. 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.
- ☐ Attachment G: Mitigation Report
- ☐ Attachment H: Alternatives Assessment
- ☐ Attachment I: [Applicant Compliance Information Form](#) (DEEP-APP-002)
- ☐ Attachment J: [Applicant Background Information Form](#) (DEEP-APP-008)
- ☐ Attachment K: [Coastal Consistency Review Form](#) (DEEP-APP-004), if applicable.
- ☐ Attachment L: Conservation or Preservation Restriction Information, if applicable.
- ☐ Attachment M: [Fisheries Consultation Form](#) (DEEP-FISH-APP-007), if applicable.
- ☐ Attachment N: Other Information: any other information the applicant deems relevant or is required by DEEP; If an Environmental report is not required, include a copy of the NDDB Determination response letter that has not expired, if applicable and a copy of any mitigation measures developed for this activity and approved by NDDB.

## Part VII: Application Certification

The applicant *and all* individuals responsible for actually preparing the application or supporting documentation must sign this part. An application will be considered insufficient unless **all** required signatures are provided. You must include signatures of any person preparing any report or parts thereof filed in support of this application (i.e., professional engineers, surveyors, soil scientists, biologists, environmental and other consultants, etc.).

<p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.</p> <p>I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.</p> <p>I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.</p> <p>I certify that I have complied with all notice requirements as listed in section 22a-6g of the General Statutes."</p>	
Signature of Applicant	Date
Name of Applicant (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)
<p><input type="checkbox"/> Check here if additional signatures are required.</p> <p>If so, please reproduce this sheet and attach signed copies to this sheet.</p>	

Please remember to publish notice of the permit application **prior** to submitting your completed application to DEEP. Send a copy of the published notice to the chief elected official of the municipality in which the regulated activity is proposed, and provide DEEP with a copy of the published notice, as described in the instructions, attached to a completed [Certification of Notice Form](#) (DEEP-APP-005A) as Attachment AA to this application.

Please submit this completed form, fee, and all supporting documents to:

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

*Number of Copies of Application: Submit **one original and four copies** of all application forms, certifications, reports and supporting documents. The four copies may be submitted on a portable digital storage device, along with the one original hard copy.*

In addition, once you receive a confirmation of application receipt from DEEP, please send an electronic copy of the application with a copy of that receipt [todeep.waterdiversion@ct.gov](mailto:todeep.waterdiversion@ct.gov)

