



Connecticut
Department of Energy & Environmental Protection
LAND & WATER RESOURCES

CPPU USE ONLY	
App #s:	_____

	_____ -DIV
	_____ -FM/E
Doc #:	_____
Check #:	_____

LWRD License Application Transmittal Form

The Land & Water Resources Division (LWRD) License Application* consists of this Transmittal Form and the program-specific form. All application forms can be found on the Department of Energy & Environmental Protection (DEEP) website at [Land Use Permits and General Permits \(ct.gov\)](http://Land Use Permits and General Permits (ct.gov)). Submit application forms per instructions provided in Part VII of this transmittal form.

Part I: License Type and Fee Information

The table below lists various License types issued by DEEP LWRD. Check the boxes below that correspond with the LWRD license(s) being requested. If more than one license is necessary for a project, complete only one Transmittal Form. Complete as many Program Forms as applicable for the project.

Type of Review/License	Program Form	Fee	DEEP USE ONLY
<u>Licenses for Activities in Tidal Waters</u>			
<input type="checkbox"/> Structures, Dredging & Fill ²	C	\$660	[#439]
<input type="checkbox"/> Structures, Dredging & Fill ² and Tidal Wetlands (TW)	C	\$660	[#1058]
<input type="checkbox"/> Structures, Dredging & Fill ² and Section 401 Water Quality Certificate (WQC) ³	C	\$660	[#1769]
<input type="checkbox"/> Structures, Dredging & Fill ² ; TW; and Section 401 WQC ³	C	\$660	[#1772]
<input type="checkbox"/> Certificate of Permission (if applicable, WQC will be included)	D	\$375	[#410]
² For projects larger than 825 square feet, provide Attachment A with an additional fee. Refer to the instructions (page 4) for fee calculations. ³ For activities requiring a Sec.404 Permit from United States Army Corps of Engineers (USACE).			
<u>General Permit Registration for Coastal Maintenance</u>			
<input type="checkbox"/> Marina and Mooring Field Reconfiguration	E	\$700	[#992]
<input type="checkbox"/> Remedial Activities Required by Order	F	\$700	[#427]
<input type="checkbox"/> Residential Modification to FEMA Standards	G	\$100	[#423]
<input type="checkbox"/> Reconstruction of Permitted Structures	H	\$300	[#1741]
<u>General Permit Registration for Minor Coastal Structures</u>			
<input type="checkbox"/> 4/40 Docks/Access Stairs	I	\$700	[#426]
<input type="checkbox"/> Non-Harbor Moorings	J	\$250	[#422]
<u>General Permit Registration for Dolphin Cove</u>			
<input type="checkbox"/> Structures, Fill, Obstructions, or Encroachments in Dolphin Cove Lagoon, Stamford	K	\$100	[#420]
<u>For Federal Actions Only:</u>			
<input type="checkbox"/> Section 401 Water Quality Certificate (Tidal) Federal Coastal Consistency – contact LWRD staff	C	None	[#1186]

Part I: License Type and Fee Information (continued)

Type of License	Program Form	Fee	DEEP USE ONLY
<u>Licenses for Activities in Non-Tidal Waters</u>			
<input type="checkbox"/> Section 401 Water Quality Certificate (Individual) ³	L	None	[#1195]
<input type="checkbox"/> Pre-Construction Notification, USACE General Permits for CT ³	L	None	[#1188]
<input type="checkbox"/> Inland Wetlands and Watercourses ⁴	L	None	[#365]
<input type="checkbox"/> Inland Wetlands and Watercourses ⁴ and WQC ³	L	None	[#2225]
³ For activities requiring a Sec.404 Permit from USACE. Check either Individual 401 WQC or PCN, not both. Contact staff if you need assistance to determine which box is applicable. ⁴ For State Agency Activities OR Activities Conducted on State Owned/Controlled Lands.			
<u>General Permit Registration for Water Resources Construction Activities</u>			
<u>Inland Wetlands – State agencies only</u>			
<u>Non-Consumptive Water Diversion – Public, municipal, and state agencies</u>			
<input type="checkbox"/> Activities 1-5: Maintenance and State Property Use Plans	M	\$5,000	[#2243]
<input type="checkbox"/> Activities 6-8: Infrastructure and State Facility Resiliency Projects	N	\$5,000	[#2244]
<input type="checkbox"/> Activity 9: Conservation Activities	N	\$2,500	[#2245]
<input type="checkbox"/> Activity 10: Infrastructure Projects with Interagency Coordination	O	\$2,500	[#2246]
Additional Licenses for Activities			
<u>These licenses may be combined with Tidal or Non-Tidal Waters licenses.</u>			
<u>Water Diversion – Non-consumptive</u>			
<input type="checkbox"/> Watershed < 0.5 sq. mi.	L	\$2,050	[#457]
<input type="checkbox"/> Watershed ≥ 0.5 sq. mi and < 2.0 sq. mi.	L	\$4,000	[#456]
<input type="checkbox"/> Watershed ≥ 2.0 sq. mi.	L	\$6,250	[#455]
<u>For State Agency Activity/Activities Receiving Funding Through a State Agency:</u>			
<input type="checkbox"/> Flood Management Certification	P	None	[#1185]
<input type="checkbox"/> Flood Management Certification with Exemption Request	P	None	[#1185]
Fee from Attachment A, if applicable			
Total			

*For processing purposes, the terms Application and Applicant are synonymous with the terms Registration and Registrant.

<p>In addition to applicable boxes above, check here if your application is:</p> <p><input type="checkbox"/> eligible for a municipal 50% discount;</p> <p><input type="checkbox"/> for work in tidal waters and being submitted pursuant to CGS section 22a-361(a)(2)(d) to address a violation; or</p> <p><input type="checkbox"/> receiving state funding including federal funding administered by the state (to help determine need for Flood Management Certification); or</p> <p><input type="checkbox"/> being submitted by a state agency, therefore the fee will be paid by Inter-Agency Transfer of Funds. State Agencies should submit the registration or application package without the registration/application fee.</p>
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Part II: Project and Site Information

1a. Project: Provide a brief description of project/activity/work: _____

1b. Site Name and Location

Name of Site: _____

Address of Site: _____ City/Town: _____ State: _____ Zip Code: _____

Parcel Location/Tax Assessor's Reference: Map _____ Block _____ Lot _____

GPS Coordinates/Latitude and Longitude: Provide the exact location of proposed activity, in degrees/minutes/seconds or in decimal degrees: Latitude: _____ Longitude: _____

Parcel/Easement size: If the project is located on a parcel, indicate parcel acreage: _____ acres

If the project is located on a utility/transportation right-of-way or easement, indicate dimensions or acres: _____

Part III: Applicant Information

- If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, they 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. For any other changes, contact the specific program from which you hold a current DEEP license.

1. Applicant/Registrant* Information

Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Business Phone: _____ Ext.: _____

Contact Person: _____ Phone: _____ Ext: _____

E-mail Address†: _____

†Applicant Email is **Required**. 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.

☐ If co-applicant(s), check this box and attach co-applicant information as Attachment B following this form. If work will occur on more than one property, each property owner must be a co-applicant.

a) Applicant Type (check one):

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

☐ business entity (if a business entity, complete i through iii below):

i) business 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.

*For processing purposes, the terms Application and Applicant are synonymous with the terms Registration and Registrant.

Part III: Applicant Information (continued)

b) Applicant's interest in property at which the proposed activity is located:

- ☐ site owner ☐ option holder ☐ lessee ☐ facility owner
☐ easement holder ☐ operator ☐ other (specify): _____

2. List billing contact, if different than the applicant:

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext.: _____
Contact Person: _____ Title: _____
E-mail: _____

3. Primary contact for departmental correspondence (including an email confirmation receipt from the Central Permit Processing Unit) and inquiries if different than applicant:

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext.: _____
Contact Person: _____ Title: _____
E-mail: _____

4. Site/Property Owner*, if different than applicant:

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext.: _____
Contact Person: _____ Title: _____
E-mail: _____

***If the applicant is not the property owner, submit written permission from the owner as Attachment C**

5. Facility Owner, if different than applicant:

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext.: _____
Contact Person: _____ Title: _____
E-mail: _____

6. Facility Operator, if different than applicant:

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext.: _____
Contact Person: _____ Title: _____ E-mail: _____

Part III: Applicant Information (continued)

7. Attorney or other representative, if applicable.

Firm Name: _____

Mailing Address: _____

City/Town: _____

State: _____ Zip Code: _____

Business Phone: _____

Ext.: _____

Attorney: _____

Title: _____

E-mail: _____

8. Engineer(s), surveyor(s) and/or other consultant(s) employed or retained to assist in preparing the application and designing or constructing the activity.

Name: _____

Mailing Address: _____

City/Town: _____

State: _____ Zip Code: _____

Business Phone: _____

Ext.: _____

Contact Person: _____

Title: _____

E-mail: _____

Service Provided: _____

Part IV: Pre-Application Coordination

If pre-application coordination occurred, provide DEEP LWRD staff contact information:

Staff Name: _____

Date: _____

Part V: Supporting Documents

As applicable, check the box by the attachments listed to indicate that they have been submitted. 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. Attach the materials below following this transmittal form.

- ☐ Attachment A Structures, Dredging and Fill fee calculation plan. (**Required** for projects larger than 825 square feet) Provide a plan view delineating the work area and show the computation. Refer to the instructions (page 4) for fee calculations.
- ☐ Attachment B Co-applicant information sheet (if applicable)
- ☐ Attachment C Written permission from property owner (if applicant is not the owner)
- ☐ Attachment D Additional signature sheet (if applicable)

Part VI: Applicant Certification

The applicant(s) *and* any individual(s) responsible for actually preparing the application must sign this section. An application will be considered insufficient unless *all* required signatures are provided.

"I have personally examined and am familiar with the information submitted in the LWRD application 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.

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.

I certify that the LWRD application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.

I certify that I have complied with all notice requirements, if applicable, as listed in Section 22a-6g of the General Statutes."

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)

☐ Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet as Attachment D. You must include signatures of any person preparing any report or parts thereof required in this application (i.e., professional engineers, surveyors, soil scientists, consultants, etc.).

Part VII: Application Submission

Instructions for submitting an application to DEEP LWRD:

1. **Once the Application Form and all relevant Attachments have been completed**, submit a hardcopy of **only** this completed License Application Transmittal Form and fee. (The Application will be submitted electronically after Step 3, below.) Applications will not be processed without the fee. The fee is non-refundable and shall be paid by check or money order to the Connecticut Department of Energy & Environmental Protection or through the E-Payment portal.

Send the Transmittal Form and fee (if paying by check or money order) to:

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

☐ Check here if paying online through the E-Payment portal.

After the Transmittal Form is received by the Central Permit Processing Unit and entered in the system, payment instructions will be emailed to the **Billing Contact** listed in Part III, paragraph 2., above.

State Agencies should submit the applicable registration/application package **without** the application fee and check the box in Part I, above, to indicate the fee will be paid by Inter-Agency Transfer of Funds.

2. Keep an electronic copy of this Transmittal.
3. Upon receipt of the Transmittal Form and fee, the Central Permit Processing Unit (CPPU) will e-mail a confirmation receipt letter to the Primary contact (Part III, #3, above) containing the DEEP assigned application number and upload instructions to the LWRD File Transfer Protocol (FTP) website. Follow directions contained in the email for uploading the application sections.

Please note, the application will not be considered complete until a PDF copy of the application with all relevant attachments has been uploaded. The official Date of Receipt of the application will be the date the electronic version of all application materials are uploaded to the DEEP LWRD FTP Site. If the application is not uploaded within ten business days of the CPPU confirmation of receipt letter date, the file will be closed. **DO NOT submit the Transmittal Form until the Application and Attachments are complete and ready for submission.**

If you are not capable of submitting the application electronically or if you have other questions or concerns regarding application submittals, please contact LWRD staff at 860-424-3019.