

**CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
OFFICE OF ADJUDICATIONS**

**HOW THE PROCESS WORKS – INFORMATIONAL PUBLIC HEARINGS**

The information below provides an overview of the Informational Public Hearing process. This document is intended to provide basic information to the public; it is not intended to be legal advice and should not be considered as such. The Office of Adjudications cannot provide any advice regarding participation in the hearing process, and legal assistance should be provided by an attorney.

1. DEEP staff will issue a [Notice of Tentative Determination](#). This notice sets forth the filing deadline and requirements for a Petition for a Hearing. The Office of Adjudications does not track pending applications.
2. Pursuant to § 4(a) of P.A. 25-84, an applicable hearing on a licensing application will be conducted as a public informational hearing and will not be subject to the requirements of the Uniform Administrative Procedure Act (“UAPA”), unless the petition requesting the hearing satisfies the requirements contained in § 4(b) of the Act, which states:

“A hearing shall be subject to the requirements of chapter 54 of the general statutes if the petition sets forth specific facts that: (1) Demonstrate that the legal rights, duties or privileges of at least one person who signed the petition will be, or may reasonably be expected to be, affected by the decision, or (2) satisfy the requirements to intervene as a party pursuant to section 22a-19 of the general statutes.”
3. An Informational Public Hearing on a permit matter may be initiated by:
  - a. The request of the Commissioner
  - b. A request for Hearing from the Applicant
  - c. A [petition for hearing](#) that contains the required statutory signatures. Petitions for hearing must be filed electronically via the DEEP Office of Adjudication’s E-filing system, <https://deep-adjudications-cms-efile.ct.gov/>.
    - i. If the signed original petition is only in electronic format, it must be submitted with a statement signed by the petitioner that it exists only in that form. Original petitions filed electronically must also be mailed or delivered to the Office of Adjudications within 30 days of electronic submittal.
4. The Office of Adjudications will review the request or petition for timeliness and sufficiency, and make a hearing determination pursuant to 25-84.
5. If the matter proceeds as an Informational Public Hearing:
  - a. The Hearing Officer will issue a Notice of Status Conference.
    - i. The Status Conference will be set for a date after the close of the filing deadline for a Petition for Hearing.
    - ii. The petitioner's representative is **not** a party to the proceeding but should attend the Status Conference to discuss the petition and be aware of the informational public hearing schedule.
6. Ex Parte Communication
  - a. All filings and communications should be submitted through the Office of Adjudication's E-Filing System.
  - b. Any communication outside of the E-Filing System is prohibited.
7. All filings should be submitted electronically to the Hearing Officer pursuant to the Office of Adjudication’s [E-filing Policy](#).

8. Parties to an Informational Public Hearing
  - a. Applicant
  - b. DEEP staff
9. Informational Public Hearing Events:
  - a. Status Conference
    - i. The purpose of this meeting is to schedule the informational public comment hearing, set hearing deadlines, and discuss hearing procedures.
    - ii. This is a public meeting but not an opportunity for public participation.
  - b. Public Comment Hearing
    - i. Each party will make a short presentation relevant to the draft permit(s).
    - ii. Members of the Public will have the opportunity to present public comments. Each member of the public is afforded three minutes to present a public comment.
    - iii. Written public comments will be accepted following the public hearing, pursuant to the Hearing Officer's deadline.
    - iv. This is not a question-and-answer session.
  - c. Public Comment Response Document
    - i. DEEP Staff will review all public comments and issue a Comment Response Document addressing relevant comments submitted at the Public Comment Hearing and during the public comment period.
    - ii. If necessary, DEEP Staff may revise the Draft Permits based on the public comments received.
    - iii. DEEP Staff will make a recommendation to the Commissioner on the draft permit(s).
  - d. Hearing Officer Report
    - i. The Hearing Officer will not issue a final decision; they will issue a Hearing Officer Report summarizing the hearing process as it occurred.
    - ii. The Hearing Officer Report will confirm the conclusion of the informational hearing process.
  - e. All filings, rulings, hearing officer reports, and hearing activity for cases initiated after April 2026 can be accessed through DEEP's Docket Portal (<https://deep-adjudications-publicportal.ct.gov>). Members of the public can subscribe to a case and receive email notifications for all docket activity. Interested members of the public can submit written public comments through the docket portal and view all comments submitted on a matter.

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