



# Forms and Applications

# 7 | Forms and Applications

Forms and applications provided in this manual are to help you with administration of the local aquifer protection area program. These sample forms and applications include:

7.1	<a href="#">Determining Regulatory Status in Aquifer Protection Areas</a>	58
7.2	<a href="#">Registration Form and Instructions</a>	62
7.3	<a href="#">Permit Application and Instructions</a>	79
7.4	<a href="#">Transfer Form</a> for Registrations and Permits	94
7.5	<a href="#">Environmental Compliance Information Form and Instructions</a>	101
7.6	<a href="#">Aquifer Protection Inspection Report and Instructions</a>	105

These documents are available for download at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection).

# 7 | Forms and Applications

## 7.1 | Determining Regulatory Status in Aquifer Protection Areas



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

### **Determining Regulatory Status in Aquifer Protection Areas**

[MONTH] [YEAR]

[Town/City Name Aquifer Protection Agency]

[Form Number]

# 7 | Forms and Applications

## 7.1 | Determining Regulatory Status in Aquifer Protection Areas (continued)

### Determining Regulatory Status in Aquifer Protection Areas

This form will help you determine your regulatory status under the Aquifer Protection Area Program.

Certain facilities that are located in Aquifer Protection Areas are required to register their regulated activities with either the local Aquifer Protection Agency or the Connecticut Department of Energy and Environmental Protection (DEEP).

Date: \_\_\_\_\_

#### Facility Information

Name of facility: \_\_\_\_\_

Street Address or Description of Location: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Facility Owner/Operator Contact Information

Name (printed): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Description of business or activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIC: \_\_\_\_\_

Please submit this Determining Your Regulatory Status in Aquifer Protection Areas Form to:

[AQUIFER PROTECTION AGENCY]  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[CITY/TOWN NAME] [STATE] [ZIP CODE]

**Disclaimer:** This checklist is a tool to help you determine whether your facility will be a non-regulated facility. It is not a complete list of all regulations that may apply to your business. You are responsible for knowing and complying with all applicable state, federal, local and tribal requirements.

#### AGENCY USE ONLY

Application No.: \_\_\_\_\_

APA Name: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Date of Review: \_\_\_\_\_

\_\_\_\_ Facility is regulated

\_\_\_\_ Facility is not regulated

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

1 of 3

[DATE]

# 7 | Forms and Applications

## 7.1 | Determining Regulatory Status in Aquifer Protection Areas (continued)

### Regulated Activity List

From the following list, check **all** regulated activities being conducted at the facility or activities proposed for the facility.

**Regulated Activity:** There are exceptions within each regulated activity. For a full description of each regulated activity see Section [NUMBER] of the Aquifer Protection Area Regulations of the [TOWN/CITY NAME].

- (A) Underground storage or transmission of oil or petroleum
- (B) Oil or petroleum dispensing for the purpose of retail, wholesale or fleet use
- (C) On-site storage of hazardous materials for the purpose of wholesale sale
- (D) Repair or maintenance of vehicles or internal combustion engines of vehicles
- (E) Salvage operations of metal or vehicle parts
- (F) Wastewater discharges to ground water other than domestic sewage and stormwater
- (G) Car or truck washing (unsewered)
- (H) Production or refining of chemicals
- (I) Clothes or cloth cleaning service (dry cleaner)
- (J) Industrial laundry service (unsewered)
- (K) Generation of electrical power by means of fossil fuels (power plants)
- (L) Production of electronic boards, electrical components, or other electrical equipment
- (M) Embalming or crematory services (unsewered)
- (N) Furniture stripping operations
- (O) Furniture finishing operations
- (P) Storage, treatment or disposal of hazardous waste under a RCRA permit
- (Q) Biological or chemical testing, analysis or research (unsewered)
- (R) Pest control services
- (S) Photographic finishing (unsewered)
- (T) Production or fabrication of metal products
- (U) Printing, plate making, lithography, photoengraving, or gravure
- (V) Accumulation or storage of waste oil, anti-freeze or spent lead-acid batteries (recycling facility under a state DEEP General Permit)
- (W) Production of rubber, resin cements, elastomers or plastic
- (X) Storage of de-icing chemicals
- (Y) Accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste (under a state DEEP permit; a solid waste facility, landfill, transfer station, composting facility, processing center)
- (Z) Dying, coating or printing of textiles, or tanning or finishing of leather
- (AA) Production of wood veneer, plywood, reconstituted wood or pressure-treated wood
- (BB) Pulp production processes

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

2 of 3

[DATE]

# 7 | Forms and Applications

## 7.1 | Determining Regulatory Status in Aquifer Protection Areas (continued)

**If you checked a listed activity above, indicate if you meet one of the following exclusions.**

**1. The following are not regulated activities:**

Any activity conducted at a residence without compensation

any activity involving the use or storage of no more than two and one-half (2.5) gallons of each type of hazardous material on-site at any one time, provided the total of all hazardous materials on-site does not exceed fifty-five (55) gallons at any one time

any agricultural activity regulated pursuant to section 22a-354m(d) of the Connecticut General Statutes

any activity provided all the following conditions are satisfied:

1. such activity takes place solely within an enclosed building in an area with an impermeable floor,
2. such activity involves no more than 10% of the floor area in the building where the activity takes place,
3. any hazardous material used in connection with such activity is stored in such building at all times,
4. all waste waters generated by such activity are lawfully disposed through a connection to a publicly owned treatment works, and
5. such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than one hundred and ten (110) gallons of hazardous materials

any activity solely involving the use of lubricating oil provided all the following conditions are satisfied:

1. such activity does not involve cleaning of metals with chlorinated solvents at the facility,
2. such activity takes place solely within an enclosed building in an area with an impermeable floor,
3. any hazardous material used in connection with such activity is stored in such building at all times, and
4. such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than 110 gallons of such lubricating oil and associated hazardous waste

any activity involving the dispensing of oil or petroleum from an above-ground storage tank or tanks with an aggregate volume of 2000 gallons or less provided all the following conditions are satisfied:

1. such dispensing activity takes place solely on a paved surface which is covered by a roof,
2. the above-ground storage tank (or tanks) is a double-walled tank with overfill alarms, and
3. all associated piping is either above ground, or has secondary containment

**2. Provide further explanation why activity is or is not regulated.**

---

---

---

---

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

3 of [3]

[DATE]

# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

### **Registration Form for Regulated Activities in Aquifer Protection Areas**

[MONTH] [YEAR]

[Town/City Name Aquifer Protection Agency]

[Form Number]

# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (cont'd.)

### Municipal Registration Form for Regulated Activities in Aquifer Protection Areas

Please complete this form in accordance with the instructions [FORM NUMBER] to ensure the proper handling of your registration. Print or type unless otherwise noted. You must submit the registration fee along with this form.

This registration form is for registering regulated activities in Aquifer Protection Areas in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations in the [TOWN/CITY NAME].

AGENCY USE ONLY	
Application No.	_____
Registration No.	_____
Permit No.	_____
APA Name	_____
Date of Receipt	_____

#### Part I: Registration Type

Check the appropriate box identifying the registration type.

<p>This registration is for (check one):</p> <p><input type="checkbox"/> A <i>new</i> registration</p> <p><input type="checkbox"/> A <i>renewal</i> of an existing registration</p> <p><input type="checkbox"/> A <i>modification</i> of an existing registration*</p> <p><input type="checkbox"/> A registration for a <i>vacant site/inactive activity</i>**</p>	<p>Please identify any previous or existing aquifer protection registration/ permit number in the space provided:</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

\*Note that if you are seeking a *modification*, you should consult the [TOWN/CITY NAME] Aquifer Protection Agency at [PHONE NUMBER] prior to submitting a registration to determine whether a registration form is necessary. \*\*Note that if you are registering a *vacant site* where currently no regulated activity is taking place, you must certify that applicable best management practices are being met at the site.

#### Part II: Fee Information

<p>A registration fee of \$[FEE AMOUNT] shall be submitted with the registration form. A registration shall not be deemed complete and no activity will be authorized by this registration unless the registration fee has been paid in full. The registration will not be processed without the fee. The fee shall be non-refundable and shall be paid by check or money order to the [TOWN/CITY NAME].</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Part III: Registrant Information

1. Fill in the name of the registrant(s).			
Name of Registrant:		Name of Company:	
Mailing Address:			
City/Town:		State:	Zip Code:
Business Phone:		ext.	Fax:
E-mail address:			
Registrant's interest in property or facility at which the proposed activity is to be located: (check all that apply)			
<input type="checkbox"/> site owner	<input type="checkbox"/> option holder	<input type="checkbox"/> lessee	<input type="checkbox"/> facility owner
<input type="checkbox"/> easement holder	<input type="checkbox"/> operator	<input type="checkbox"/> other (specify):	
<input type="checkbox"/> Check here if there are co-registrants. If so, label and attach additional sheet(s) to this sheet with the required information.			

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

1 of [6]

[DATE]



# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (cont'd.)

### Part III: Registrant Information (continued)

2. List primary contact for departmental correspondence and inquiries. (Please complete all fields.)

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

E-mail address:

3. List attorney or other representative, if applicable:

Firm Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Attorney:

4. Facility Operator:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

5. Facility Owner:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

6. List any engineer(s) or other consultant(s) employed or retained to assist in preparing the registration or in designing or constructing the activity.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

Service Provided:

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

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

2 of [6]

[DATE]

# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (cont'd.)

### Part IV: Facility Information

1. Name of facility:

Street Address or Description of Location:

City/Town:

State:

Zip Code:

2. From the following list, check *all* regulated activities being conducted at the facility.

**Regulated Activity:** For a full description of each regulated activity see Section [NUMBER] of the Aquifer Protection Area Regulations of the [TOWN/CITY NAME] or Appendix A of the instructions [FORM NUMBER].

- (A) Underground storage or transmission of oil or petroleum
- (B) Oil or petroleum dispensing for the purpose of retail, wholesale or fleet use
- (C) On-site storage of hazardous materials for the purpose of wholesale sale
- (D) Repair or maintenance of vehicles or internal combustion engines of vehicles
- (E) Salvage operations of metal or vehicle parts
- (F) Wastewater discharges to ground water other than domestic sewage and stormwater
- (G) Car or truck washing (unsewered)
- (H) Production or refining of chemicals
- (I) Clothes or cloth cleaning service (dry cleaner)
- (J) Industrial laundry service (unsewered)
- (K) Generation of electrical power by means of fossil fuels (power plants)
- (L) Production of electronic boards, electrical components, or other electrical equipment
- (M) Embalming or crematory services (unsewered)
- (N) Furniture stripping operations
- (O) Furniture finishing operations
- (P) Storage, treatment or disposal of hazardous waste under a RCRA permit (hazardous waste facility)
- (Q) Biological or chemical testing, analysis or research (unsewered)
- (R) Pest control services
- (S) Photographic finishing (unsewered)
- (T) Production or fabrication of metal products
- (U) Printing, plate making, lithography, photoengraving, or gravure
- (V) Accumulation or storage of waste oil, anti-freeze or spent lead-acid batteries (recycling facility under a state DEEP General Permit)
- (W) Production of rubber, resin cements, elastomers or plastic
- (X) Storage of de-icing chemicals (salt storage facility, fleet, state or municipal garage)
- (Y) Accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste (under a state DEEP permit; a solid waste facility, landfill, transfer station, composting facility, processing center)
- (Z) Dying, coating or printing of textiles, or tanning or finishing of leather
- (AA) Production of wood veneer, plywood, reconstituted wood or pressure-treated wood
- (BB) Pulp production processes

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

3 of [6]

[DATE]

# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (cont'd.)

### Part V: Best Management Practices

The registrant and operator, if different from the registrant, must certify that the facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. The registrant and the operator, if different from the registrant, must sign this part. A registration will be considered incomplete unless the required signatures are provided.

For a full description of Best Management Practices (BMPs) for regulated activities, see Section [NUMBER] of the Aquifer Protection Area Regulations or Appendix B of the instructions [FORM NUMBER].

"I certify that the subject facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. I have checked the box by each of the following statements as verification that the subject facility is in compliance with all applicable best management practices."

- Storage of hazardous materials above ground is in compliance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- The number of underground storage tanks used to store hazardous materials shall not increase in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- Replacement of any underground storage tanks used to store hazardous materials shall take place in accordance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- Devices for release of wastewaters to the ground shall not be used except in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- A Materials Management Plan has been developed in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations and will be implemented upon issuance of a registration.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registrant (print or type)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Signature of Operator (if different than above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Operator (print or type)

\_\_\_\_\_  
Title (if applicable)

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

4 of [6]

[DATE]

### Part VI: Supporting Documents

Please check the box by the attachments being submitted as verification that *all* applicable attachments have been submitted with this registration 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 registrant's name.

- Attachment A: A Facility Boundary Map *(Required for all Registrations)*  
An 8" X 11" copy of the relevant portion of a USGS Topographic Quadrangle Map with the exact location of the facility\* (property) boundaries shown. A larger scale [local property or assessor's] map with the facility boundaries shown, may also be submitted to clarify boundary locations. For sample maps see Figures A and B of the instructions [FORM NUMBER].  
  
\*Note: In accordance with Section [NUMBER] of the Aquifer Protection Area Regulations, "facility" is defined as property where a regulated activity is being conducted by any person, including without limitation any buildings located on the property that are owned or leased by that person; and includes contiguous land owned, leased, or for which there is an option to purchase by that person.
- Attachment B: Materials Management Plan, *if requested by the Agency.*
- Attachment C: Stormwater Management Plan, *if requested by the Agency.*

*(continued on the following page)*

# 7 | Forms and Applications

## 7.2 | Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (cont'd.)

### Part VII: Registrant Certification

The registrant *and* the individual(s) responsible for actually preparing the registration must sign this part. A registration will be considered incomplete unless all required signatures are provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments, and I certify, 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 any false statement made in the submitted information is punishable as a criminal offense, under Section 53a-157b of the General Statutes and any other applicable law.

I understand that the agency or its duly authorized agent may make regular inspections of the facility and associated property, except a private residence, at reasonable hours.

I certify that this application is on complete and accurate forms as prescribed by the Agency without alteration of the text."

Signature of Registrant	Date
Name of Registrant (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)
<input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet.	

Please submit the Registration Form, Fee, and all Supporting Documents to:

[AQUIFER PROTECTION AGENCY]  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[CITY/TOWN NAME] [STATE] [ZIP CODE]

The registrant shall also mail a copy of this completed form to the following:

- Commissioner of the Department of Energy and Environmental Protection,
- Commissioner of Public Health, and
- The affected water company.

See Appendix C of the instructions for contacts and mailing addresses.

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

6 of [6]

[DATE]

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas

Use these instructions to complete the registration form for regulated activities in Aquifer Protection Areas [FORM NUMBER]. These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.

A completed registration form must be submitted for each separate facility (or non-contiguous property).

### Introduction

The Aquifer Protection Area Program was established to protect large public water supply wells from contamination through land use controls. In accordance with the [TOWN/CITY] Aquifer Protection Area Regulations, Section [NUMBER], new activities using significant quantities of hazardous materials are prohibited from locating within Aquifer Protection Areas, while existing facilities are required to register their use. Registration allows the facility to continue to operate at that site, including changing or expanding operations on the site. Basic best management practices for handling and storage of hazardous materials are required. The facility must develop and implement a materials management plan, which is maintained at the facility and submitted to the Aquifer Protection Agency, upon request. Guidance for developing such plans is available from the [TOWN/CITY] Aquifer Protection Agency and the Department of Energy and Environmental Protection (DEEP).

Any questions that you may have regarding the Aquifer Protection Area Program should be directed to [NAME AND PHONE NUMBER OF Agency CONTACT].

### Who May Register a Regulated Activity in an Aquifer Protection Area?

Any person engaged in a regulated activity, as defined in Section [NUMBER] of the Aquifer Protection Area Regulations (see Appendix A of these instructions), which

1. was active on, or
2. has been active within the past five (5) years of, or
3. held a municipal building permit before,

the date an applicable Aquifer Protection Area was designated shall register the regulated activity.

### Do I Register with the DEEP or the Municipal Aquifer Protection Agency?

You must register with the DEEP if the regulated activity is to be conducted at a facility that:

1. holds one or more of the following permits: National Pollutant Discharge Elimination System (NPDES), State Pollutant Discharge Elimination System (SPDES) or Federal Resource Conservation and Recovery Act (RCRA) Treatment, Storage and Disposal Facility (TSDF);

2. is a public service company;
3. is a large-quantity hazardous waste generator; or
4. is a state Agency, as specified in Section 22a-354p(g) of the Connecticut General Statutes [CGS].

To register with the DEEP, complete and submit to DEEP the Registration Form for Regulated Activities in Aquifer Protection Areas (DEEP-APA-REG-100). This form is available on the web at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection) or by calling DEEP at 860-424-3020.

All other regulated activities shall register with the municipal Aquifer Protection Agency in the town in which the facility is located by completing and submitting the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (FORM NUMBER). If a facility is located in more than one municipality, the facility must register with each municipality.

The Commissioner of the Department of Energy and Environmental Protection may exempt a regulated activity from registering if it is determined that such activity does not and will not pose a threat to any public supply well due to the nature of the hazardous materials used. Any questions that you may have regarding exemptions should be directed to DEEP at 860-424-3020.

### Timeframe for Registration

If the regulated activity is specified in Section [NUMBER] of the Aquifer Protection Area Regulations, the person engaged in such activity shall submit a registration to the Aquifer Protection Agency not later than one hundred eighty (180) days after municipal adoption of regulations pursuant to CGS § 22a-354p, or the designation of the Aquifer Protection Area pursuant to RCSA Sec. 22a-354i-2, whichever occurs later, unless otherwise authorized in writing by the commissioner.

### A complete registration will expire five (5) years from the date of receipt of a registration.

Any person proposing to continue a previously registered regulated activity must apply for renewal of the existing registration by submitting a sufficient registration at least one hundred eighty (180) days prior to the expiration date of the existing registration.

If a registration renewal is not submitted prior to the expiration date of the existing registration, then the existing registration is deemed to have expired.

If you are applying for a modification of an active, valid registration, you may be required to submit certain parts of a registration or the entire registration. For further information concerning modifications, please contact the [TOWN/CITY] Aquifer Protection Area Agency at [PHONE NUMBER].

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### How to Apply

Your registration must include the following:

- A Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (FORM NUMBER) and all supporting documents,
- The applicable registration fee, paid by check or money order, made payable to the “[TOWN/CITY NAME].”

You must submit the above materials together as a package to:

[AQUIFER PROTECTION AGENCY]  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[TOWN/CITY NAME] [STATE] [ZIP CODE]

The registrant shall mail a copy of the completed registration form to the following:

1. Commissioner of the DEEP,
2. the Commissioner of Public Health, and
3. the affected water company.

See Appendix C of these instructions for specific DEEP, Department of Public Health and water company contacts.

When submitting your registration, label your supporting documents as directed on your registration form and always include, on each document, the applicant’s name. 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 applicant’s name, along with the corresponding part number and question number indicated on the registration form. You should retain a copy of all documents for your files.

### Part I: Registration Type

Check the appropriate box to specify if the registration is for a new registration, a renewal of an existing registration, or a modification of an existing registration. If you are applying for a renewal or modification of an existing registration, or if a permit has been obtained for a new regulated activity at the facility, please identify the previous or existing registration or permit number in the space provided. Please note that if you are seeking a modification, you should consult the [TOWN/CITY] Aquifer Protection Agency prior to submitting a registration to determine whether completing a registration form is necessary.

### Part II: Fee Information

A fee of \$[FEE AMOUNT] must be submitted for each registration you are seeking. Each separate facility (or non-contiguous property) requires a separate registration and fee. The registration will not be processed without the fee. The payment should be in the form of a check or money order made payable to “[TOWN/CITY].”

### Part III: Registrant Information

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. If identifying an individual, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.)
- Phone – Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
- Contact Person – Provide the name of the specific individual within the company whom Municipal Aquifer Protection Agency may contact.
  1. Registrant – Fill in the registrant’s name, mailing address and phone number. Check the boxes describing the registrant’s interest in the property or facility. Provide the company name. Indicate if there are co-registrants, and if so, provide the required information for each registrant.
  2. Primary Contact – If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. The municipality will direct copies of all correspondence and inquiries to this primary contact.
  3. Attorney – It is not required that an applicant be represented by an attorney or any other agent. If you do have an attorney representing you for this process, complete this section.
  4. Facility Operator – If the registrant is not the operator of the affected facility, complete this section.
  5. Facility Owner – If the registrant is not the owner of the affected facility complete this section.

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

6. Engineers or Consultants – List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

### Part IV: Facility Information

1. The facility name should be the name by which the facility is commonly known and/or uniquely identified.

The “facility” (as defined in Section [NUMBER] of the Aquifer Protection Area Regulations) means property where a regulated activity is conducted by any person, including without limitation any buildings located on the property that are owned or leased by that person; and including contiguous land owned, leased, or for which there is an option to purchase by that person.

The information provided as the location address should be the address of the property at which the regulated activity takes 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 1,000 feet north of its intersection with Bear Swamp Road.”

2. Check off all regulated activities conducted at the facility. Note that the descriptions of regulated activities listed in the registration form are simplified. The full descriptions, which include some exceptions, are provided in Section [NUMBER] of the Aquifer Protection Area Regulations, reproduced in this document as Appendix A. These regulated activities are further modified by exceptions listed in Section [NUMBER] of the Aquifer Protection Area Regulations, also included in Appendix A of these instructions, which exempts residential activities, volumes of hazardous materials below given thresholds, agricultural activities, as well as several other minor categories.

### Part V: Best Management Practices

Registrants must certify that the regulated activities at the facility are in compliance with the best management practices (BMPs) specified in Section [NUMBER] of the Aquifer Protection Area Regulations, in order to complete the registration form. Such BMPs are attached as Appendix B of these instructions. Most facilities will already be in compliance with the very basic BMPs in Section [NUMBER] of the Aquifer Protection Area Regulations.

Please note, however, that development and implementation of a materials management plan is also required by Section [NUMBER] of the Aquifer Protection Area Regulations. A brief guidance document and sample plan is available from the [TOWN/CITY] Aquifer Protection Agency or on the DEEP website at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection). A materials management plan must be maintained at the facility and made available for inspection if requested by a representative of DEEP or the Municipal Aquifer Protection Agency.

The registrant must check the box by each of the five BMPs as verification that the facility is in compliance with all of the BMPs. The registrant and the operator, if different from the registrant, must sign the certification.

### Part VI: Supporting Documents

Check the appropriate box by each attachment as verification that all applicable attachments have been submitted.

Please label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant.

The following attachment is required for all registrations:

#### Attachment A: A Facility Boundary Map

Submit, as Attachment A, an 8½" x 11" copy of the relevant portion of a United States Geological Survey (USGS) Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the facility (property) boundaries, in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations. See Figure A, at the end of these instructions, for an example of how a USGS Map must be labeled when submitted. If the site boundary is too small to show on a map with a scale of 1:24,000, then submit a local property or assessor’s map at a scale that clearly shows the facility boundaries. See Figure B, at the end of these instructions, as an example.

It is important that you accurately locate the facility on this map. An inaccurate description of the facility location may delay the processing of your registration. Refer to the definition of “facility” in Part IV, item 1 of these instructions.

**Please note:** This map is a critical piece of the registration. Facilities that have registrations for existing regulated activities are allowed to continue to operate, expand and change with minimal restrictions, as well as apply for permits to add new regulated activities within this boundary. New regulated activities are prohibited at unregistered facilities in Aquifer Protection Areas.



# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### Attachment B: Materials Management Plan

Submit a Materials Management Plan, as Attachment B, only if requested by the Municipal Aquifer Protection Agency. Otherwise, a copy of the Materials Management Plan must be maintained on-site. A Materials Management Plan shall be developed and implemented in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.

### Attachment C: Stormwater Management Plan

Submit a Stormwater Management Plan, as Attachment C, only if requested by the Municipal Aquifer Protection Agency. If requested, a Stormwater Management Plan shall be implemented in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations to assure that stormwater runoff generated by the subject regulated activity is managed to prevent pollution of groundwater.

### Part VII: Registrant Certification

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

The certification of the registration 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;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager in accordance with the company's "Articles of Organization," or a member of the LLC if no authority is vested in a manager;
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 applicant authorized by law.

A registration will be considered incomplete unless all required signatures are provided.

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

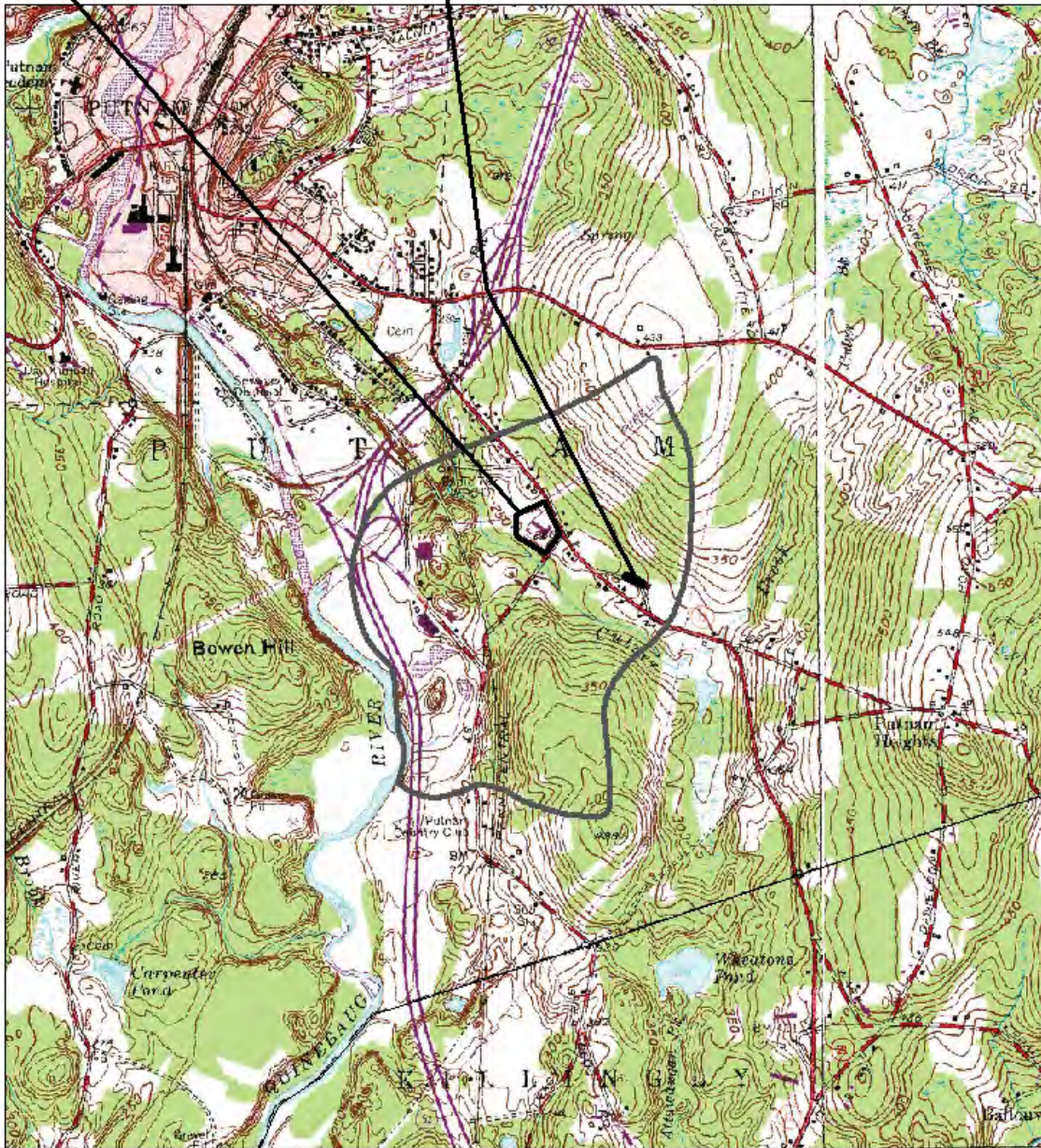
**Figure A: Aquifer Protection Area Facility Boundary Map**

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

— APA Boundary    — Facility Boundary

1. Facility Boundary clearly shows at scale 1:24,000.

2. Facility Boundary where site boundary is too small to show on map at scale 1: 24,000. Please attach a detailed map at a scale which clearly shows facility boundary. See Figure B for example.



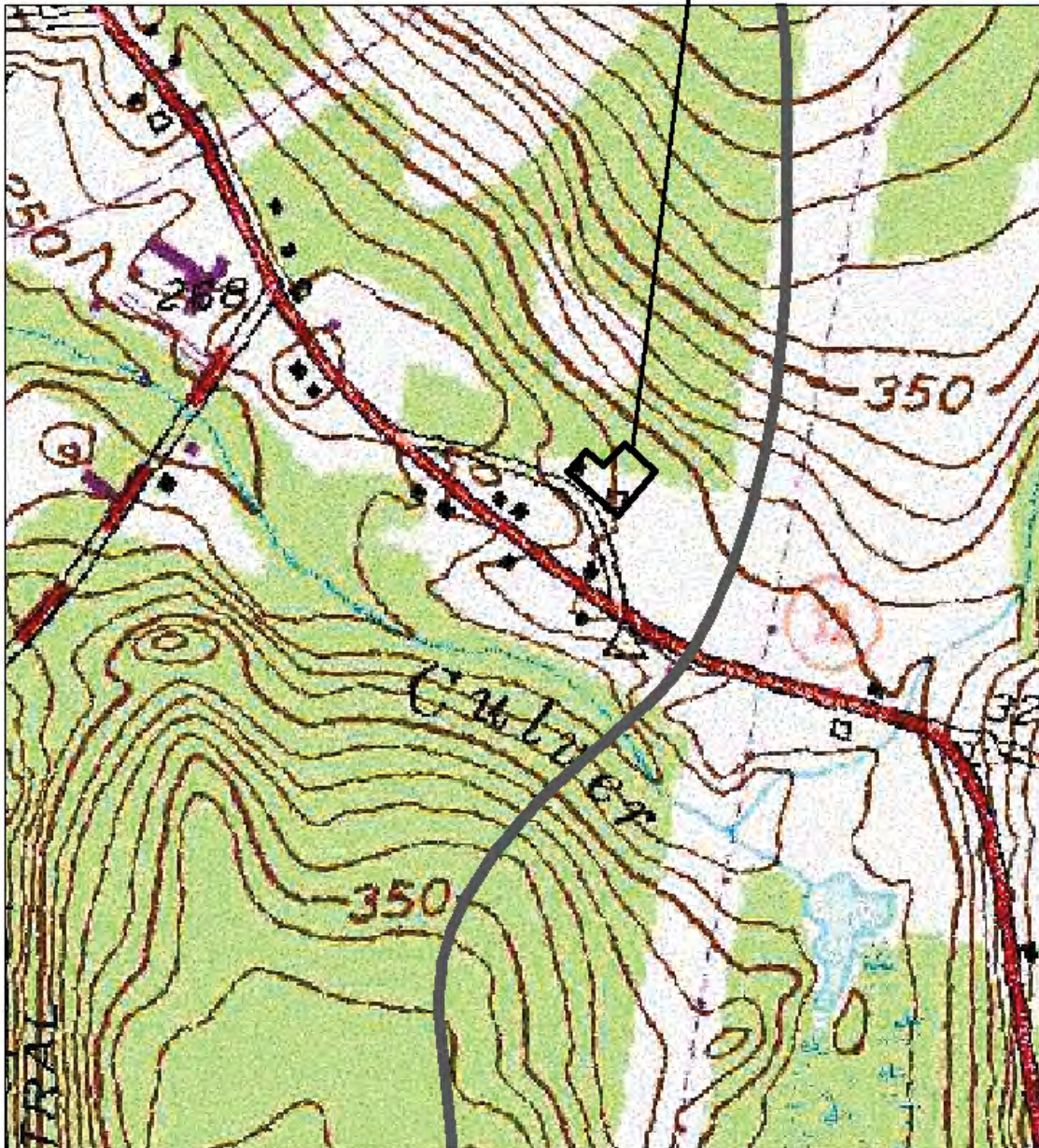
# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

**Figure B: Aquifer Protection Area Detailed Facility Boundary Map**

USGS Quadrangle Map: Putnam  
Map Scale: 1:6,000 (1"=500')  
— APA Boundary    — Facility Boundary

Example of a detailed map at a scale which clearly shows facility boundary where site boundary is too small to show on map at scale 1: 24,000. In this example the scale chosen to clearly show detail is 1: 6,000.



# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### Appendix A: Regulations of [TOWN/CITY NAME] Section [NUMBER]

#### Definition of a regulated activity

(34) "Regulated activity" means any of the following activities, which are located or conducted, wholly or partially, in an Aquifer Protection Area, except as provided for in Sec. 22a-354i-5(c) and 22a-354i-6 of the Regulations of Connecticut State Agencies:

- (A) underground storage or transmission of oil or petroleum, to the extent such activity is not preempted by federal law, or hazardous material, except for (i) an underground storage tank that contains number two (2) fuel oil and is located more than five hundred (500) feet from a public supply well subject to regulation under § 22a-354c or § 22a-354z of the Connecticut General Statutes, or (ii) underground electrical facilities such as transformers, breakers, or cables containing oil for cooling or insulation purposes which are owned and operated by a public service company,
- (B) oil or petroleum dispensing for the purpose of retail, wholesale or fleet use,
- (C) on-site storage of hazardous materials for the purpose of wholesale sale,
- (D) repair or maintenance of vehicles or internal combustion engines of vehicles, involving the use, storage or disposal of hazardous materials, including solvents, lubricants, paints, brake fluids, transmission fluids or the generation of hazardous wastes,
- (E) salvage operations of metal or vehicle parts,
- (F) wastewater discharges to groundwater other than domestic sewage and stormwater, except for discharges from the following that have received a permit issued by the Commissioner pursuant to § 22a-430 of the Connecticut General Statutes: (i) a pump and treat system for groundwater remediation, (ii) a potable water treatment system, (iii) heat pump system, (iv) non-contact cooling water system, or (v) swimming pools,
- (G) car or truck washing, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (H) production or refining of chemicals including, without limitation, hazardous materials or asphalt,
- (I) clothes or cloth cleaning service which involves the use, storage or disposal of hazardous materials including, without limitation, dry-cleaning solvents,
- (J) industrial laundry service which involves the cleaning of clothes or cloth contaminated by hazardous material, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (K) generation of electrical power by means of fossil fuels, except for (i) generation of electrical power by an emergency engine as defined by § 22a-174-22(a) (3) of the Regulations of Connecticut State Agencies, or (ii) generation of electrical power by means of natural gas or propane,
- (L) production of electronic boards, electrical components, or other electrical equipment involving the use, storage or disposal of any hazardous material or involving metal plating, degreasing of parts or equipment, or etching operations,
- (M) embalming or crematory services which involve the use, storage or disposal of hazardous material, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (N) furniture stripping operations which involve the use, storage or disposal of hazardous materials,
- (O) furniture finishing operations which involve the use, storage or disposal of hazardous materials, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (P) storage, treatment or disposal of hazardous waste subject to a permit under Sec. 22a-449(c)-100 to 22a-449(c)-110, inclusive, of the Regulations of Connecticut State Agencies,
- (Q) biological or chemical testing, analysis or research which involves the use, storage or disposal of hazardous material, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works, and provided that on-site testing of a public supply well by a public water utility is not a regulated activity,
- (R) pest control services which involve storage, mixing or loading of pesticides or other hazardous materials,
- (S) photographic finishing which involves the use, storage or disposal of hazardous materials, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### Appendix A: Regulations of [TOWN/CITY NAME] Section [NUMBER] (continued)

- (T) production or fabrication of metal products which involves the use, storage or disposal of hazardous materials including (i) metal cleaning or degreasing with industrial solvents, (ii) metal plating, or (iii) metal etching,
- (U) printing, plate making, lithography, photoengraving, or gravure, which involves the use, storage or disposal of hazardous materials,
- (V) accumulation or storage of waste oil, antifreeze or spent lead-acid batteries which are subject to a general permit issued under § 22a-208(i) and 22a-454(e)(1) of the Connecticut General Statutes,
- (W) production of rubber, resin cements, elastomers or plastic, which involves the use, storage or disposal of hazardous materials,
- (X) storage of deicing chemicals, unless such storage takes place within a weathertight waterproof structure for the purpose of retail sale or for the purpose of deicing parking areas or access roads to parking areas,
- (Y) accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste which is subject to a permit issued by the Commissioner pursuant to §§ 22a-207b, 22a-208a, and 22a-208c of the Connecticut General Statutes, except for a potable water treatment sludge disposal area,
- (Z) dyeing, coating or printing of textiles, or tanning or finishing of leather, which activity involves the use, storage or disposal of hazardous materials,
- (AA) production of wood veneer, plywood, reconstituted wood or pressure-treated wood, which involves the use, storage or disposal of hazardous material, production of rubber, resin cements, elastomers or plastic, which involves the use, storage or disposal of hazardous materials,
- (BB) pulp production processes that involve bleaching.
- (3) any agricultural activity regulated pursuant to § 22a-354m(d) of the Connecticut General Statutes;
- (4) any activity provided all the following conditions are satisfied:
  - (A) such activity takes place solely within an enclosed building in an area with an impermeable floor,
  - (B) such activity involves no more than 10% of the floor area in the building where the activity takes place,
  - (C) any hazardous material used in connection with such activity is stored in such building at all times,
  - (D) all wastewaters generated by such activity are lawfully disposed through a connection to a publicly owned treatment works, and
  - (E) such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above-ground storage of more than one hundred and ten (110) gallons of hazardous materials;
- (5) any activity solely involving the use of lubricating oil provided all the following conditions are satisfied:
  - (A) such activity does not involve cleaning of metals with chlorinated solvents at the facility,
  - (B) such activity takes place solely within an enclosed building in an area with an impermeable floor,
  - (C) any hazardous material used in connection with such activity is stored in such building at all times, and
  - (D) such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than 110 gallons of such lubricating oil and associated hazardous waste; and
- (6) any activity involving the dispensing of oil or petroleum from an above-ground storage tank or tanks with an aggregate volume of 2,000 gallons or less, provided all the following conditions are satisfied:
  - (A) such dispensing activity takes place solely on a paved surface which is covered by a roof,
  - (B) the above ground storage tank (or tanks) is a double-walled tank with overfill alarms, and
  - (C) all associated piping is either above ground, or has secondary containment.

#### The following are not regulated activities:

- (1) Any activity conducted at a residence without compensation;
- (2) any activity involving the use or storage of no more than two and one-half (2.5) gallons of each type of hazardous material on-site at any one time, provided the total of all hazardous materials on-site does not exceed fifty-five (55) gallons at any one time;

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### Appendix B: Regulations of [TOWN/CITY NAME] Section [NUMBER]

#### Best Management Practices (BMPs) for Regulated Activities

[Insert Additional BMPs As Required By Each Municipality; The Following Are The State BMPs; Regulations Of Connecticut State Agencies Sec. 22a-354i-9(A)]

#### Every regulated activity shall be conducted in accordance with the following:

- (1) Hazardous materials may be stored above ground within an Aquifer Protection Area only in accordance with the following conditions:
  - (A) hazardous material shall be stored in a building or under a roof that minimizes stormwater entry to the hazardous material storage area, except that a roof is not required for a bulk storage facility as defined in Sec. 22a-354i-1(6) of the Regulations of Connecticut State Agencies,
  - (B) floors within a building or under a roof where hazardous material may be stored shall be constructed or treated to protect the surface of the floor from deterioration due to spillage of any such material,
  - (C) a structure which may be used for storage or transfer of hazardous material shall be protected from storm water run-on, and groundwater intrusion,
  - (D) hazardous material shall be stored within an impermeable containment area which is capable of containing at least the volume of the largest container of such hazardous material present in such area, or 10% of the total volume of all such containers in such area, whichever is larger, without overflow of released hazardous material from the containment area,
  - (E) hazardous material shall not be stored with other hazardous materials that are incompatible and may create a hazard of fire, explosion or generation of toxic substances,
  - (F) hazardous material shall be stored only in a container that has been certified by a state or federal Agency or the American Society of Testing Materials as suitable for the transport or storage of such material,
  - (G) hazardous material shall be stored only in an area that is secured against unauthorized entry by the public, and
  - (H) the requirements of this subdivision are intended to supplement, and not to supersede, any other applicable requirements of federal, state, or local law, including applicable requirements of the Resource Conservation and Recovery Act of 1976, as amended;
- (2) no person shall increase the number of underground storage tanks used to store hazardous materials;
- (3) an underground storage tank used to store hazardous materials shall not be replaced with a larger tank unless
  - (A) there is no more than a 25% increase in volume of the larger replacement tank, and
  - (B) the larger replacement tank is a double-walled tank with coaxial piping, both meeting new installation component standards pursuant to 22a-449(d)-1(e) and 22a-449(d)-102 of the Regulations of Connecticut State Agencies, and with interstitial monitoring;
- (4) no person shall use, maintain or install floor drains, dry wells or other infiltration devices or appurtenances which allow the release of waste waters to the ground, unless such release is permitted by the Commissioner in accordance with § 22a-430 or 22a-430b of the Connecticut General Statutes; and
- (5) a materials management plan shall be developed and implemented in accordance with the following:
  - (A) A materials management plan shall contain, at a minimum, the following information with respect to the subject regulated activity:
    - (i) A pollution prevention assessment consisting of a detailed evaluation of alternatives to the use of hazardous materials or processes and practices that would reduce or eliminate the use of hazardous materials, and implementation of such alternatives where possible and feasible,
    - (ii) a description of any operations or practices which may pose a threat of pollution to the aquifer, which shall include the following:
      - (a) a process flow diagram identifying where hazardous materials are stored, disposed and used, and where hazardous wastes are generated and subsequently stored and disposed,
      - (b) an inventory of all hazardous materials which are likely to be or will be manufactured, produced, stored, utilized or otherwise handled, and

# 7 | Forms and Applications

## 7.2 | Instructions for Completing the Municipal Registration Form for Regulated Activities in Aquifer Protection Areas (continued)

### Appendix B: Regulations of [TOWN/CITY NAME] Section [NUMBER] (continued)

- (c) a description of waste, including waste waters generated, and a description of how such wastes are handled, stored and disposed,
  - (iii) the name, street address, mailing address, title and telephone number of the individual(s) responsible for implementing the materials management plan and the individual(s) who should be contacted in an emergency,
  - (iv) a recordkeeping system to account for the types, quantities, and disposition of hazardous materials which are manufactured, produced, utilized, stored, or otherwise handled or which are discharged or emitted; such recordkeeping system shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal Aquifer Protection Agency, and
  - (v) an emergency response plan for responding to a release of hazardous materials. Such plan shall describe how each such release could result in pollution to the underlying aquifer and shall set forth the methods used or to be used to prevent and abate any such release;
- (B) when a materials management plan is required under either Sec. 22a-354i-7(d) or 22a-354i-8(c),
- such materials management plan shall be completed and certified by a professional engineer or a certified hazardous materials manager, or, if the facility where the regulated activity is conducted has received and maintained an ISO 14001 environmental management system certification, then the registrant may complete and certify the materials management plan; and
- (C) the materials management plan shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal aquifer protection Agency.
- (i) The development and implementation of a stormwater management plan required for regulated activities in accordance with sections 8(c) and 9(d) of the APA Regulations, shall be as follows: A stormwater management plan shall assure that stormwater runoff generated by the subject regulated activity is (i) managed in a manner so as to prevent pollution of ground water, and (ii) shall comply with all of the requirements for the General Permit of the Discharge of Stormwater Associated with a Commercial Activity issued pursuant to § 22a-430b of the Connecticut General Statutes.

### Appendix C: Contacts

#### Department of Energy and Environmental Protection

Copies of forms being submitted to the Department of Environmental Protection shall be directed to:

AQUIFER PROTECTION PROGRAM  
DEPARTMENT OF ENERGY AND  
ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

#### Department of Public Health

Copies of forms being submitted to the Department of Public Health shall be directed to:

DRINKING WATER DIVISION  
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH  
410 CAPITOL AVENUE, MS #51 WAT  
HARTFORD, CT 06134-0308

#### Water Company

Copies of forms shall be sent to the affected water company. A listing of water company contacts is available by calling [TOWN/CITY NAME] Aquifer Protection Agency at [PHONE NUMBER].

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

### **Permit Application to Add a Regulated Activity to a Aquifer Protection Area**

[MONTH] [YEAR]

[Town/City Name Aquifer Protection Agency]

[Form Number]



# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area

Please complete this form in accordance with the instructions [FORM NUMBER] to ensure the proper handling of your permit application. Print or type unless otherwise noted. You must submit the application fee along with this form.

This permit application form is for adding a regulated activity to a facility where a registered regulated activity occurs in an Aquifer Protection Area in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations in the [TOWN/CITY NAME].

AGENCY USE ONLY	
Application No.	_____
Registration No.	_____
Permit No.	_____
APA Name	_____
Date of Receipt	_____

#### Part I: Application Type

Check the appropriate box identifying the application type.

<p>This application is for (check one):</p> <p><input type="checkbox"/> A new permit</p> <p><input type="checkbox"/> A renewal of an existing permit</p> <p><input type="checkbox"/> A modification of an existing permit*</p>	<p>Please identify the existing aquifer protection registration number:</p> <p>Please identify any existing aquifer protection permit number(s):</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

\* Note that if you are seeking a *modification*, you should consult the [TOWN/CITY NAME] Aquifer Protection Agency at [PHONE NUMBER] prior to submitting an application to determine whether an application form is necessary.

#### Part II: Fee Information

An application fee of \$[FEE AMOUNT] shall be submitted with the application form. An application shall not be deemed complete and no activity will be authorized by this application unless the application fee has been paid in full. 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 [TOWN/CITY NAME].
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Part III: Applicant Information

1. Fill in the name of the applicant(s). This shall be the same as the registrant(s) for the facility.			
Name of Applicant:			
Mailing Address:			
City/Town:	State:	Zip Code:	
Business Phone:	ext.	Fax:	
E-mail address:			
Applicant's interest in property or facility at which the proposed activity is to be located: (check all that apply)			
<input type="checkbox"/> site owner	<input type="checkbox"/> option holder	<input type="checkbox"/> lessee	<input type="checkbox"/> facility owner
<input type="checkbox"/> easement holder	<input type="checkbox"/> operator	<input type="checkbox"/> other (specify):	
Name of Company:			
<input type="checkbox"/> Check here if there are co-applicants. If so, label and attach additional sheet(s) to this sheet with the required information.			

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

1 of [6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Part III: Applicant Information (continued)

2. List primary contact for departmental correspondence and inquiries, if different than the applicant.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

E-mail address:

3. List attorney or other representative, if applicable:

Firm Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Attorney:

4. Facility Operator, if different than the applicant:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

5. Facility Owner, if different than the applicant:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

6. List any 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.

Fax:

Contact Person:

Title:

Service Provided:

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

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

2 of [6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

1. Fill in the following information concerning the registrant(s) as indicated on the registration, if different than the applicant.

Name of Registrant:

Mailing Address:

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Registrant's interest in property or facility at which the proposed activity is to be located:  
(check all that apply)

site owner       option holder       lessee       facility owner

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

Name of Company:

Check here if there are co-registrants. If so, label and attach additional sheet(s) to this sheet with the required information.

### Part V: Facility Information

1. Name of facility, if applicable:  
Street Address or Description of Location: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. From the following list and in the appropriate column, check *all* regulated activities that a) are **registered** at the facility, b) are registered and will **continue** to be conducted at the facility, c) are not registered, but are **proposed** to be conducted at the facility as a permitted activity.

**Regulated Activity:** For a full description of each regulated activity see Section [NUMBER] of the Aquifer Protection Area Regulations of the [TOWN/CITY NAME] or Appendix A of the instructions ([FORM NUMBER]).

Regulated Activity	registered  √	registered and will continue to be conducted  √	not registered but proposed to be conducted  √
(A) Underground storage or transmission of oil or petroleum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(B) Oil or petroleum dispensing for the purpose of retail, wholesale or fleet use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(C) On-site storage of hazardous materials for the purpose of wholesale sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(D) Repair or maintenance of vehicles or internal combustion engines of vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(E) Salvage operations of metal or vehicle parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

3 of [6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

Regulated Activity	registered √	registered and will continue to be conducted √	not registered but proposed to be conducted √
(D) Repair or maintenance of vehicles or internal combustion engines of vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(E) Salvage operations of metal or vehicle parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(F) Wastewater discharges to ground water other than domestic sewage and stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(G) Car or truck washing (unsewered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(H) Production or refining of chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(I) Clothes or cloth cleaning service (dry cleaner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(J) Industrial laundry service (unsewered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(K) Generation of electrical power by means of fossil fuels (power plant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(L) Production of electronic boards, electrical components, or other electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(M) Embalming or crematory services (unsewered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(N) Furniture stripping operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(O) Furniture finishing operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(P) Storage, treatment or disposal of hazardous waste under a RCRA permit (hazardous waste facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Q) Biological or chemical testing, analysis or research (unsewered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(R) Pest control services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(S) Photographic finishing (unsewered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(T) Production or fabrication of metal products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(U) Printing, plate making, lithography, photoengraving, or gravure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(V) Accumulation or storage of waste oil, anti-freeze or spent lead-acid batteries (recycling facility under a DEEP Permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(W) Production of rubber, resin cements, elastomers or plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(X) Storage of de-icing chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Y) Accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste (under a state DEEP permit; a solid waste facility, landfill, transfer station, composting facility, processing center)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Z) Dying, coating or printing of textiles, or tanning or finishing of leather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

4 of [6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Part V: Facility Information (continued)

Regulated Activity	registered √	registered and will continue to be conducted √	not registered but proposed to be conducted √
(AA) Production of wood veneer, plywood, reconstituted wood or pressure-treated wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(BB) Pulp production processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Part VI: Best Management Practices

The applicant and operator, if different from the applicant, must certify that the facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. The applicant and the operator, if different from the applicant, must sign this part. An application will be considered incomplete unless the required signatures are provided.

For a full description of Best Management Practices (BMP's) for regulated activities, see Section [NUMBER] of the Aquifer Protection Area Regulations or Appendix B of the instructions [FORM NUMBER].

"I certify that the subject facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. I have checked the box by each of the following statements as verification that the subject facility is in compliance with all applicable best management practices. "

- Storage of hazardous materials above ground is in compliance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- The number of underground storage tanks used to store hazardous materials shall not increase in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- Replacement of any underground storage tanks used to store hazardous materials shall take place in accordance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- Devices for release of wastewaters to the ground shall not be used except in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- A Materials Management Plan has been developed in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations and will be implemented upon issuance of a permit.
- A Stormwater Management Plan has been developed in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations and will be implemented upon issuance of a permit.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Name of Applicant (print or type) \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Signature of Operator (if different than above) \_\_\_\_\_

Date \_\_\_\_\_

Name of Operator (print or type) \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

5 of 6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Part VII: Supporting Documents

Please check the box by the attachments being submitted as verification that *all* applicable attachments have been 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.

<input type="checkbox"/>	Attachment A: A Facility Boundary Map
<input type="checkbox"/>	Attachment B: Materials Management Plan
<input type="checkbox"/>	Attachment C: Stormwater Management Plan
<input type="checkbox"/>	Attachment D: Environmental Compliance Information Form [FORM NUMBER]

### Part VIII: Applicant Certification

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

"I have personally examined and am familiar with the information submitted in this document and all attachments, and I certify, 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 any false statement made in the submitted information is punishable as a criminal offense, under Section 53a-157b of the General Statutes and any other applicable law.	
I understand that the agency or its duly authorized agent may make regular inspections of the facility and associated property, except a private residence, at reasonable hours.	
I certify that this application is on complete and accurate forms as prescribed by the Agency without alteration of the text."	
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)
<input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet.	

Note: Please submit the Permit Application Form, Fee, and all Supporting Documents to:  
[AQUIFER PROTECTION AGENCY]  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[CITY/TOWN NAME] [STATE] [ZIP CODE]

The applicant shall also mail a copy of this completed application form to the following:

- Commissioner of the Department of Energy and Environmental Protection,
- Commissioner of Public Health, and
- The affected water company. (See Appendix C of the instructions for contacts and mailing addresses.)

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

6 of [6]

[DATE]

# 7 | Forms and Applications

## 7.3 | Instructions for Completing the Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area

Use these instructions to complete the application form for regulated activities in Aquifer Protection Areas [FORM NUMBER]. These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the application form. Remember, it is your responsibility to comply with all applicable laws.

A completed application form must be submitted for each separate facility (or non-contiguous property).

### Introduction

The Aquifer Protection Area Program was established to protect large public water supply wells from contamination through land use controls. In accordance with the [TOWN/CITY] Aquifer Protection Area Regulations, Section [NUMBER], new activities using significant quantities of hazardous materials are prohibited from locating within Aquifer Protection Areas, while existing facilities are required to register their use. Registration allows the facility to continue to operate at that site. In addition, a registrant may apply for a permit to add (or change to) a new regulated activity. Basic best management practices for handling and storage of hazardous materials are required. The facility must develop and implement a materials management plan and a stormwater management plan, which are maintained at the facility and submitted to the Aquifer Protection Agency. Guidance for developing such plans is available from the [TOWN/CITY] Aquifer Protection Agency and the Department of Environmental Protection (DEEP).

Any questions that you may have regarding the Aquifer Protection Area should be directed to [NAME AND PHONE NUMBER OF Agency CONTACT].

### Who May Apply for a Permit to Add a Regulated Activity to a Registered Facility?

Any person may apply for a permit to add or change a regulated activity at a facility that currently holds a Registration for Regulated Activities in Aquifer Protection Areas.

### Do I Apply for a Permit with the DEEP or the Municipal Aquifer Protection Agency?

**You must apply to DEEP for a permit to add or change a regulated activity if the registered facility:**

- 1) holds one or more of the following state permits:
  - National Pollutant Discharge Elimination System (NPDES),
  - State Pollutant Discharge Elimination System (SPDES), or
  - Federal Resource Conservation and Recovery Act (RCRA) Treatment, Storage and Disposal Facility (TSDF);
- 2) is a public service company;

- 3) is a large-quantity hazardous waste generator; or
- 4) is a state Agency, as specified in § 22a-354p(g) of the Connecticut General Statutes [CGS].

To obtain a permit from DEEP, complete and submit to DEEP the **Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area** (DEEP-APA-APP-200). This form is available on the web at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection) or by calling DEEP at 860-424-3020.

All other registered facilities must apply for a permit to add a regulated activity with the municipal aquifer protection Agency in the town in which the facility is located by completing and submitting the Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area [FORM NUMBER]. If a facility is located in more than one municipality, the facility must apply with each municipality.

### Timeframe for Permits

A permit to add a regulated activity to a registered facility must be obtained prior to commencement of the new regulated activity. To allow sufficient time for processing, such permit application should be submitted to [TOWN/CITY] Aquifer Protection Agency at least 180 days prior to the anticipated commencement date of such regulated activity.

### A permit will expire ten (10) years from the date of issuance of the permit.

Any person proposing to continue a previously permitted regulated activity must apply for renewal of the existing permit by submitting a sufficient application at least one hundred eighty (180) days prior to the expiration date of the existing permit.

If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

If you are applying for a modification of an active, valid permit, you may be required to submit certain parts of, or an entire, application. For further information concerning modifications, please contact the [TOWN/CITY] Aquifer Protection Agency.

### How To Apply

Your application must include the following:

- A Municipal Permit Application Form to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area [FORM NUMBER] and all supporting documents,
- The applicable application fee, paid by check or money order, made payable to the "[TOWN/CITY NAME]."

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

**You must submit the above materials together as a package to:**

AQUIFER PROTECTION AGENCY  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[TOWN/CITY NAME] [STATE] [ZIP CODE]

The applicant shall mail a copy of the completed permit application form to the following:

- 1) Commissioner of the DEEP,
- 2) the Commissioner of Public Health, and
- 3) the affected water company.

See Appendix C of these instructions for specific DEEP, Department of Public Health and water company contacts.

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

### Part I: Application Type

Check the appropriate box to specify if the application is for a new permit, a renewal of an existing permit, or a modification of an existing permit. Please provide the existing aquifer protection registration number in the space provided. If you are applying for a renewal or modification of an existing permit, or if a permit has been obtained for a new regulated activity at the facility, please provide the existing aquifer protection permit number in the space provided. Please note that if you are seeking a modification, you should consult the [TOWN/CITY] Aquifer Protection Agency prior to submitting an application to determine whether completing an application form is necessary.

### Part II: Fee Information

A fee of \$[FEE AMOUNT] must be submitted for each permit you are seeking. Each separate facility (or non-contiguous property) requires a separate application and fee. The application will not be processed without the fee. The payment should be in the form of a check or money order made payable to "[TOWN/CITY]."

### Part III: Applicant Information

**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 application. If identifying an individual, provide the full legal

name (include title and suffix) in the following format: Title (Ms., Dr., etc.); First Name; Middle Initial; Last Name; Suffix (Jr., P.E., Ph.D., etc.)

- **Phone** – Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
- **Contact Person** – Provide the name of the specific individual within the company whom the Municipal Aquifer Protection Agency may contact.
  1. **Applicant** – Fill in the applicant's name, mailing address and phone number. Check the boxes describing the applicant's interest in the property or facility. Provide the company name. Indicate if there are co-applicants and if so, provide the required information for each applicant.
  2. **Primary Contact** – If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this application, complete this section. The municipality will direct copies of all this correspondence and inquiries to this primary contact.
  3. **Attorney** – It is not required that an applicant be represented by an attorney or any other agent. If you do have an attorney representing you for this application, complete this section.
  4. **Facility Operator** – If the applicant is not the operator of the affected facility, complete this section.
  5. **Facility Owner** – If the applicant is not the owner of the affected facility, complete this section.
  6. **Engineers or Consultants** – List any engineers or other consultants employed or retained to assist in preparing the application or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

### Part IV: Registrant Information

**Registrant** – Complete the following if different than the applicant: Fill in the registrant's name, mailing address and phone number. Check the boxes describing the registrant's interest in the property or facility. Provide the company name. Indicate if there are co-registrants, and if so, provide the required information for each registrant.

### Part V: Facility Information

1. The facility name should be the name by which the facility is commonly known and/or uniquely identified.

The "facility" (as defined in Section [NUMBER] of the Aquifer Protection Area Regulations) means property where a regulated activity is conducted by any person, including, without limitation, any buildings located on the property



# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

that are owned or leased by that person and includes contiguous land owned, leased, or for which there is an option to purchase by that person.

The information provided as the location address should be the address of the property at which the regulated activity takes 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 1,000 feet north of its intersection with Bear Swamp Road.”

2. In the appropriate column of the table, check all regulated activities that a) are registered at the facility, b) are registered and will continue to be conducted at the facility, c) are not registered, but are proposed to be conducted at the facility as a permitted activity.

Note that the descriptions listed in the application form are simplified. The full descriptions, which include some exceptions, are provided in Section [NUMBER] of the Aquifer Protection Area Regulations, reproduced in this document as Appendix A. These regulated activities are further modified by exceptions listed in Section [NUMBER] of the Aquifer Protection Area Regulations, also included in Appendix A of these instructions, which exempts residential activities, volumes of hazardous materials below given thresholds, agricultural activities, as well as several other minor categories.

### Part VI: Best Management Practices

Applicants must certify that the regulated activities at the facility are in compliance with the best management practices (BMPs) specified in Section [NUMBER] of the Aquifer Protection Area Regulations in order to complete the application form. A copy of the BMPs is attached as Appendix B of these instructions. Most registered facilities will already be in compliance with the basic BMPs in Section [NUMBER] of the Aquifer Protection Area Regulations. Please note, however, that development and approval of a materials management plan and a stormwater management plan are required by Section [NUMBER] of the Aquifer Protection Area Regulations. A brief guidance document and sample plans are available from the [TOWN/CITY] Aquifer Protection Agency or on the DEEP website at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection). The materials management plan and stormwater management plan must be submitted with the application. Refer to these instructions under Attachments C and D. In addition, the plans must be maintained at the facility and made available for inspection if requested by the Municipal Aquifer Protection Agency.

The applicant must check the box by each of the five BMPs as verification that the facility is in compliance with all of the BMPs. The applicant and the operator, if different from the applicant, must sign the certification.

### Part VII: Supporting Documents

Check the appropriate box by each attachment as verification that all applicable attachments have been submitted.

Please label all attachments as referenced in the application form and these instructions and be sure to include the name of the applicant.

#### Attachment A: A Facility Boundary Map

Submit a copy of the registered facility boundary map as it was submitted with the original registration. (If unavailable, contact the Agency at [PHONE] for a copy.)

Note: The permitted activities must take place within the registered facility boundary.

#### Attachment B: Materials Management Plan

Submit a Materials Management Plan, required by Section [NUMBER] of the Aquifer Protection Area Regulations, as Attachment B. A copy of the Materials Management Plan must be maintained on-site. A Materials Management Plan shall be developed and implemented in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.

#### Attachment C: Stormwater Management Plan

Submit a Stormwater Management Plan, required by Section [NUMBER] of the Aquifer Protection Area Regulations, as Attachment C. A copy of the Stormwater Management Plan must be maintained on-site. A Stormwater Management Plan shall be implemented to assure that stormwater runoff generated by the subject regulated activity is managed in a manner so as to prevent pollution of groundwater and shall comply with all of the Stormwater Management Plan requirements of the DEEP's General Permit for the Discharge of Stormwater Associated with a Commercial Activity.

#### Attachment D: Environmental Compliance Information Form

Provide the applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. The applicant's environmental compliance record may be considered by the Agency when reviewing a permit application. All permit applications must include a completed Environmental Compliance Information Form [FORM NUMBER] as Attachment D.

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Part VIII: Applicant Certification

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

The certification of the application 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;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager in accordance with the company's "Articles of Organization" or a member of the LLC if no authority is vested in a manager;
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 applicant authorized by law.

An application will be considered incomplete unless all required signatures are provided.

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Appendix A: Regulations of [TOWN/CITY NAME] Section [NUMBER]

#### Definition of a Regulated Activity

“Regulated activity” means any of the following activities, which are located or conducted, wholly or partially, in an Aquifer Protection Area, except as provided for in Sec. 22a-354i-5(c) and 22a-354i-6 of the Regulations of Connecticut State Agencies:

- (A) underground storage or transmission of oil or petroleum, to the extent such activity is not pre-empted by federal law, or hazardous material, except for (i) an underground storage tank that contains number two (2) fuel oil and is located more than five hundred (500) feet from a public supply well subject to regulation under section 22a-354c or section 22a-354z of the Connecticut General Statutes, or (ii) underground electrical facilities such as transformers, breakers, or cables containing oil for cooling or insulation purposes which are owned and operated by a public service company,
- (B) oil or petroleum dispensing for the purpose of retail, wholesale or fleet use,
- (C) on-site storage of hazardous materials for the purpose of wholesale sale,
- (D) repair or maintenance of vehicles or internal combustion engines of vehicles, involving the use, storage or disposal of hazardous materials, including solvents, lubricants, paints, brake fluids, transmission fluids or the generation of hazardous wastes,
- (E) salvage operations of metal or vehicle parts,
- (F) wastewater discharges to groundwater other than domestic sewage and stormwater, except for discharges from the following that have received a permit issued by the Commissioner pursuant to section 22a-430 of the Connecticut General Statutes: (i) a pump and treat system for groundwater remediation, (ii) a potable water treatment system, (iii) heat pump system, (iv) non-contact cooling water system, or (v) swimming pools,
- (G) car or truck washing, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (H) production or refining of chemicals including, without limitation, hazardous materials or asphalt,
- (I) clothes or cloth cleaning service which involves the use, storage or disposal of hazardous materials including, without limitation, dry-cleaning solvents,
- (J) industrial laundry service which involves the cleaning of clothes or cloth contaminated by hazardous material, unless all wastewaters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (K) generation of electrical power by means of fossil fuels, except for (i) generation of electrical power by an emergency engine as defined by section 22a-174-22(a)(3) of the Regulations of Connecticut State Agencies, or (ii) generation of electrical power by means of natural gas or propane,
- (L) production of electronic boards, electrical components, or other electrical equipment involving the use, storage or disposal of any hazardous material or involving metal plating, degreasing of parts or equipment, or etching operations,
- (M) embalming or crematory services which involve the use, storage or disposal of hazardous material, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (N) furniture stripping operations which involve the use, storage or disposal of hazardous materials,
- (O) furniture finishing operations which involve the use, storage or disposal of hazardous materials, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (P) storage, treatment or disposal of hazardous waste subject to a permit under Sec. 22a-449(c)-100 to 22a-449(c)-110, inclusive, of the Regulations of Connecticut State Agencies,
- (Q) biological or chemical testing, analysis or research which involves the use, storage or disposal of hazardous material, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works, and provided that on-site testing of a public supply well by a public water utility is not a regulated activity,
- (R) pest control services which involve storage, mixing or loading of pesticides or other hazardous materials,
- (S) photographic finishing which involves the use, storage or disposal of hazardous materials, unless all waste waters from such activity are lawfully disposed of through a connection to a publicly owned treatment works,
- (T) production or fabrication of metal products which involves the use, storage or disposal of hazardous materials including (i) metal cleaning or degreasing with industrial solvents, (ii) metal plating, or (iii) metal etching,

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Appendix A: Regulations of [TOWN/CITY NAME] Section [NUMBER] (continued)

- (U) printing, plate making, lithography, photoengraving, or gravure, which involves the use, storage or disposal of hazardous materials,
  - (V) accumulation or storage of waste oil, antifreeze or spent lead-acid batteries which are subject to a general permit issued under § 22a-208(i) and 22a-454(e)(1) of the Connecticut General Statutes,
  - (W) production of rubber, resin cements, elastomers or plastic, which involves the use, storage or disposal of hazardous materials,
  - (X) storage of deicing chemicals, unless such storage takes place within a weathertight waterproof structure for the purpose of retail sale or for the purpose of deicing parking areas or access roads to parking areas,
  - (Y) accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste which is subject to a permit issued by the Commissioner pursuant to § 22a-207b, 22a-208a, and 22a-208c of the Connecticut General Statutes, except for a potable water treatment sludge disposal area,
  - (Z) dying, coating or printing of textiles, or tanning or finishing of leather, which activity involves the use, storage or disposal of hazardous materials,
  - (AA) production of wood veneer, plywood, reconstituted wood or pressure-treated wood, which involves the use, storage or disposal of hazardous material, production of rubber, resin cements, elastomers or plastic, which involves the use, storage or disposal of hazardous materials,
  - (BB) pulp production processes that involve bleaching.
- (c) The following are not regulated activities:**
- (1) Any activity conducted at a residence without compensation;
  - (2) any activity involving the use or storage of no more than two and one-half (2.5) gallons of each type of hazardous material on-site at any one time, provided the total of all hazardous materials on-site does not exceed fifty-five (55) gallons at any one time;
  - (3) any agricultural activity regulated pursuant to § 22a-354m(d) of the Connecticut General Statutes;
  - (4) any activity provided all the following conditions are satisfied:
    - (A) such activity takes place solely within an enclosed building in an area with an impermeable floor,
    - (B) such activity involves no more than 10% of the floor area in the building where the activity takes place,
    - (C) any hazardous material used in connection with such activity is stored in such building at all times,
    - (D) all waste waters generated by such activity are lawfully disposed through a connection to a publicly owned treatment works, and
    - (E) such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than one hundred and ten (110) gallons of hazardous materials;
  - (5) any activity solely involving the use of lubricating oil, provided all the following conditions are satisfied:
    - (A) such activity does not involve cleaning of metals with chlorinated solvents at the facility,
    - (B) such activity takes place solely within an enclosed building in an area with an impermeable floor,
    - (C) any hazardous material used in connection with such activity is stored in such building at all times, and
    - (D) such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than 110 gallons of such lubricating oil and associated hazardous waste; and
  - (6) any activity involving the dispensing of oil or petroleum from an above ground storage tank or tanks with an aggregate volume of 2,000 gallons or less, provided all the following conditions are satisfied:
    - (A) such dispensing activity takes place solely on a paved surface which is covered by a roof,
    - (B) the above ground storage tank (or tanks) is a double-walled tank with overflow alarms, and
    - (C) all associated piping is either above ground, or has secondary containment.

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Appendix B: Regulations of [TOWN/CITY NAME] Section [NUMBER]

#### Best Management Practices (BMPs) for Regulated Activities

[Insert additional BMPs as required by each municipality. The following are the state BMPs; Regulations of Connecticut State Agencies Sec. 22a-354i-9(a)]

#### Every regulated activity shall be conducted in accordance with the following:

- (1) Hazardous materials may be stored above ground within an Aquifer Protection Area only in accordance with the following conditions:
  - (A) hazardous material shall be stored in a building or under a roof that minimizes stormwater entry to the hazardous material storage area, except that a roof is not required for a bulk storage facility as defined in Sec. 22a-354i-1(6) of the Regulations of Connecticut State Agencies,
  - (B) floors within a building or under a roof where hazardous material may be stored shall be constructed or treated to protect the surface of the floor from deterioration due to spillage of any such material,
  - (C) a structure which may be used for storage or transfer of hazardous material shall be protected from stormwater run-on, and groundwater intrusion,
  - (D) hazardous material shall be stored within an impermeable containment area which is capable of containing at least the volume of the largest container of such hazardous material present in such area, or 10% of the total volume of all such containers in such area, whichever is larger, without overflow of released hazardous material from the containment area,
  - (E) hazardous material shall not be stored with other hazardous materials that are incompatible and may create a hazard of fire, explosion or generation of toxic substances,
  - (F) hazardous material shall be stored only in a container that has been certified by a state or federal Agency or the American Society of Testing Materials as suitable for the transport or storage of such material,
  - (G) hazardous material shall be stored only in an area that is secured against unauthorized entry by the public, and
  - (H) the requirements of this subdivision are intended to supplement, and not to supersede, any other applicable requirements of federal, state, or local law, including applicable requirements of the Resource Conservation and Recovery Act of 1976, as amended;
- (2) no person shall increase the number of underground storage tanks used to store hazardous materials;
- (3) an underground storage tank used to store hazardous materials shall not be replaced with a larger tank unless (A) there is no more than a 25% increase in volume of the larger replacement tank, and (B) the larger replacement tank is a double-walled tank with coaxial piping, both meeting new installation component standards pursuant to Sec. 22a-449(d)-1(e) and 22a-449(d)-102 of the Regulations of Connecticut State Agencies, and with interstitial monitoring;
- (4) no person shall use, maintain or install floor drains, dry wells or other infiltration devices or appurtenances which allow the release of wastewaters to the ground, unless such release is permitted by the Commissioner in accordance with § 22a-430 or 22a-430b of the Connecticut General Statutes; and
- (5) a materials management plan shall be developed and implemented in accordance with the following:
  - (A) A materials management plan shall contain, at a minimum, the following information with respect to the subject regulated activity:
    - (i) A pollution prevention assessment consisting of a detailed evaluation of alternatives to the use of hazardous materials or processes and practices that would reduce or eliminate the use of hazardous materials, and implementation of such alternatives where possible and feasible,
    - (ii) a description of any operations or practices which may pose a threat of pollution to the aquifer, which shall include the following:
      - (a) a process flow diagram identifying where hazardous materials are stored, disposed and used, and where hazardous wastes are generated and subsequently stored and disposed,
      - (b) an inventory of all hazardous materials which are likely to be or will be manufactured, produced, stored, utilized or otherwise handled, and
      - (c) a description of waste, including wastewaters generated, and a description of how such wastes are handled, stored and disposed,

# 7 | Forms and Applications

## 7.3 | Municipal Permit Application to Add a Regulated Activity to a Registered Facility in an Aquifer Protection Area (continued)

### Appendix B: Regulations of [TOWN/CITY NAME] Section [NUMBER] (continued)

- (iii) the name, street address, mailing address, title and telephone number of the individual(s) responsible for implementing the materials management plan and the individual(s) who should be contacted in an emergency,
  - (iv) a recordkeeping system to account for the types, quantities, and disposition of hazardous materials which are manufactured, produced, utilized, stored, or otherwise handled or which are discharged or emitted; such recordkeeping system shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal Aquifer Protection Agency, and
  - (v) an emergency response plan for responding to a release of hazardous materials. Such plan shall describe how each such release could result in pollution to the underlying aquifer and shall set forth the methods used or to be used to prevent and abate any such release;
- (B) when a materials management plan is required under either Sec. 22a-354i-7(d) or 22a-354i-8(c), such materials management plan shall be completed and certified by a professional engineer or a certified hazardous materials manager, or, if the facility where the regulated activity is conducted has received and maintained an ISO 14001 environmental management system certification, then the registrant may complete and certify the materials management plan; and
- (C) the materials management plan shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal Aquifer Protection Agency.
- (D) The development and implementation of a stormwater management plan required for regulated activities in accordance with sections 8(c) and 9(d) of the APA Regulations, shall be as follows: A stormwater management plan shall assure that stormwater runoff generated by the subject regulated activity is (i) managed in a manner so as to prevent pollution of groundwater, and (ii) shall comply with all of the requirements for the General Permit of the Discharge of Stormwater Associated with a Commercial Activity issued pursuant to § 22a-430b of the Connecticut General Statutes.

### Appendix C: Contacts

#### Department of Energy and Environmental Protection

Copies of forms being submitted to the Department of Environmental Protection shall be directed to:

AQUIFER PROTECTION PROGRAM  
DEPARTMENT OF ENERGY AND  
ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

#### Department of Public Health

Copies of forms being submitted to the Department of Public Health shall be directed to:

DRINKING WATER DIVISION  
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH  
410 CAPITOL AVENUE, MS #51 WAT  
HARTFORD, CT 06134-0308

#### Water Company

Copies of forms shall be sent to the affected water company. A listing of water company contacts is available by calling [TOWN/CITY NAME] Aquifer Protection Agency at [PHONE NUMBER].

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

### **Transfer Form for Regulated Activities in Aquifer Protection Areas**

[MONTH] [YEAR]

[Town/City Name Aquifer Protection Agency]

[Form Number]

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

### Transfer Form for Registrations and Permits in Aquifer Protection Areas

Please complete this form to ensure the proper handling of the transfer of your registration/permit. Print or type unless otherwise noted. You must submit the fee along with this form.

This transfer form is for transferring a registration or permit for regulated activities in Aquifer Protection Areas in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations in the [TOWN/CITY NAME].

AGENCY USE ONLY	
Application No.	_____
Registration No.	_____
Permit No.	_____
APA Name	_____
Date of Receipt	_____

#### Part I: Transfer Type

Check the appropriate box identifying the transfer type.

This transfer is for (check one):		
<input type="checkbox"/>	A registration	
<input type="checkbox"/>	A permit	
Please identify the aquifer protection registration or permit number you are proposing to transfer.		
<b>Registration or Permit Number</b>	<b>Expiration Date</b>	<b>Date of Proposed Transfer</b>

#### Part II: Fee Information

A transfer fee of \$[FEE AMOUNT] shall be submitted with the transfer form. A transfer of registration/permit shall not be deemed complete and no activity will be authorized by this transfer form unless the fee has been paid in full. The transfer will not be processed without the fee. The fee shall be non-refundable and shall be paid by check or money order to the [TOWN/CITY NAME].
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Part III: General Information

1. Name of facility:		
Street Address:		
City/Town:	State:	Zip Code:
2. Fill in the name, address and phone number of the current licensee.		
Name:		
Mailing Address:		
City/Town:	State:	Zip Code:
Business Phone:	Ext.	Fax:
E-mail Address:		

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

1 of 6]

[DATE]



# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

### Part III: General Information (continued)

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Permit Number: \_\_\_\_\_

3. Fill in the name, address and phone number of the proposed transferee.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Permit Number: \_\_\_\_\_

4. Name of facility (if it will change with the transfer):

Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5. Proposed transferee's interest in the property at which the regulated or permitted activity is located:

site owner       option holder       lessee       facility owner  
 easement holder       operator       other (specify): \_\_\_\_\_

Check here if there are co-applicants. If so, label and attach additional sheet(s) to this sheet with the required information as supplied above.

6. List new primary contact for correspondence and inquires if different than the proposed transferee.

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

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

2 of [6]

[DATE]

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

### Part III: General Information (continued)

7. List new attorney or other representative(s), if applicable.

Firm Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

Ext.

Fax:

Attorney:

8. New Property, Facility and/or Site Owner, if different than the proposed transferee.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

Ext.

Fax:

E-mail Address:

Contact Person:

Title:

Location address, if different than mailing address:

property owner     facility owner     site owner

9. New Facility Operator, if different than the owner:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

Ext.

Fax:

Contact Person:

Title:

Type (check one):  individual     private company     municipality

10. List any engineer(s) or other consultant(s) employed or retained to assist in preparing the transfer or in designing or constructing the activity.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

Ext.

Fax:

Contact Person:

Title:

Service Provided:

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

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

3 of [6]

[DATE]

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

### Part IV: Certification of Best Management Practices

The transferee and operator, if different from the transferee, must certify that the facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. The transferee and the operator, if different from the transferee, must sign this part. A transfer form will be considered incomplete unless the required signatures are provided.

For a full description of Best Management Practices (BMP's) for regulated activities, see Section [NUMBER] of the Aquifer Protection Area Regulations.

"I certify that the subject facility is in compliance with all the best management practices set forth in Section [NUMBER] of the Aquifer Protection Area Regulations. I have checked the box by each of the following statements as verification that the subject facility is in compliance with all applicable best management practices. "

- Storage of hazardous materials above ground is in compliance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- The number of underground storage tanks used to store hazardous materials shall not increase in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- Replacement of any underground storage tanks used to store hazardous materials shall take place in accordance with all provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
- Devices for release of wastewaters to the ground shall not be used except in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations.
- A Materials Management Plan has been developed in accordance with Section [NUMBER] of the Aquifer Protection Area Regulations and will be implemented upon issuance of a transfer.

\_\_\_\_\_  
Signature of Transferee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Transferee (print or type)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Signature of Operator (if different than above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Operator (print or type)

\_\_\_\_\_  
Title (if applicable)

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

4 of [6]

[DATE]

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

### Part V: Supporting Documents

Please check the box by the attachments as verification that *all* applicable attachments have been submitted with this transfer 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 both the licensee and the proposed transferee's name.

- Attachment A: A copy of the licensee's Registration Form and Registration Certificate
  
- Attachment B: A copy of the Facility Boundary Map *(Required as an attachment for all Registrations)*  
 An 8" X 11" copy of the relevant portion of a USGS Topographic Quadrangle Map with the exact location of the facility\* (property) boundaries shown. A larger scale [local property or assessor's] map with the facility boundaries shown, may also be submitted to clarify boundary locations.
  
- Attachment C: Materials Management Plan, *if applicable.*
  
- Attachment D: Stormwater Management Plan, *if applicable.*

*(continued on the following page)*

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
 [FORM NUMBER]

5 of [6]

[DATE]

# 7 | Forms and Applications

## 7.4 | Transfer Form for Registrations and Permits in Aquifer Protection Areas (continued)

The transferee *and* the individual(s) responsible for actually preparing the transfer form must sign this part. A transfer will be considered incomplete unless all required signatures are provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments, and I certify, 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 any false statement made in the submitted information is punishable as a criminal offense, under Section 53a-157b of the General Statutes and any other applicable law.

I understand that this transfer shall become effective upon the Agency's written approval of this request. I understand that there are penalties for conducting any activity requiring a registration or a permit. I understand that this registration and permit transfer form is only to be used for changes in owners and operators of the licensed activity; if other changes are being proposed to the facility or site or facility operations, the proposed transferee must also obtain necessary permits or approvals.

I certify that this application is on complete and accurate forms as prescribed by the Agency without alteration of the text."

\_\_\_\_\_  
Signature of Transferee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Transferee (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.

Please submit the Transfer Form, Fee, and all Supporting Documents to:

[AQUIFER PROTECTION AGENCY]  
[TOWN HALL]  
[STREET NAME] [PO BOX]  
[CITY/TOWN NAME] [STATE] [ZIP CODE]

The Transferee shall also mail a copy of this completed form to the following:

- Commissioner of the Department of Energy and Environmental Protection,
- Commissioner of Public Health, and
- the affected water company.

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

6 of [6]

[DATE]

# 7 | Forms and Applications

## 7.5 | Environmental Compliance Information Form



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

# Environmental Compliance Information Form

[MONTH] [YEAR]

[Town/City Name Aquifer Protection Agency]

[Form Number]

# 7 | Forms and Applications

## 7.5 | Environmental Compliance Information Form (continued)

### Environmental Compliance Information Form

AGENCY USE ONLY	
Permit No.	_____
Applicant Name	_____

Applicant Name: \_\_\_\_\_

If you answer yes to any of the questions below, you must complete the Table of Enforcement Actions on the reverse side of this sheet.

- A. During the five years immediately preceding submission of this application, has the applicant been convicted in any jurisdiction of a criminal violation of any environmental law?
- Yes       No
- B. During the five years immediately preceding submission of this application, has a civil penalty been imposed upon the applicant in any state, including Connecticut, or federal judicial proceeding for any violation of an environmental law?
- Yes       No
- C. During the five years immediately preceding submission of this application, has a civil penalty exceeding five thousand dollars been imposed on the applicant in any state, including Connecticut, or federal administrative proceeding for any violation of an environmental law?
- Yes       No
- D. During the five years immediately preceding submission of this application, has any state, including Connecticut, or federal court issued any order or entered any judgement to the applicant concerning a violation of any environmental law?
- Yes       No
- E. During the five years immediately preceding submission of this application, has any state, including Connecticut, or federal administrative agency issued any order to the applicant concerning a violation of any environmental law?
- Yes       No

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

1 of 2

[DATE]

# 7 | Forms and Applications

## 7.5 | Environmental Compliance Information Form (continued)

**Table of Enforcement Actions**

(1) Type of Action	(2a) Date Commenced	(2b) Date Terminated	(3) Jurisdiction	(4) Case/Docket/Order No.	(5) Description of Violation

Check the box if additional sheets are attached. Copies of this form may be duplicated for additional space.

[TOWN/CITY NAME] AQUIFER PROTECTION AGENCY  
[FORM NUMBER]

2 of 2

[DATE]



# 7 | Forms and Applications

## 7.5 | Instructions for Completing the Environmental Compliance Information Form (continued)

All applications for permits must include, on the form provided by the Agency, a completed **Environmental Compliance Information Form** [FORM NUMBER]. The form includes a series of questions that the applicant must answer. If you answer yes to any of the questions on this form, you must complete the **Table of Enforcement Actions** as follows:

1. Type of Enforcement Action: Identify each enforcement action as one of the following:
  - Administrative order (including consent orders)
  - Judgment, order, or decree
  - Criminal conviction
- 2a. Date Commenced: Provide the date each enforcement action listed was issued or commenced.
- 2b. Date Terminated: If the enforcement action listed has terminated, provide the date of termination.
3. Jurisdiction: For each listed enforcement action, indicate whether a state court, a federal court, a state Agency or a federal Agency was involved. Identify such court or Agency.
4. Case/Docket/Order Number: Provide the case, docket or order number of each enforcement action listed.
5. Description of Violation: Provide a brief description of the violation involved in the listed enforcement action and any requirement or penalty imposed as a result of such action.

Note: You do not need to submit copies of any documents associated with any enforcement actions with your application initially, although the Agency retains the right to request these documents at a later date.

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report



[CITY/TOWN NAME]  
AQUIFER PROTECTION AGENCY  
[PHONE NUMBER]

# Aquifer Protection Inspection Report

[MONTH] [YEAR]

[Aquifer Protection Inspection Report]

[Form Number]

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

TOWN  
LOGO

### Aquifer Protection Inspection Report



**Site Background Information**

**Facility name:**

**Address:**

**Property Owner:**

**Type of Business:**

**Facility Representative(s):**

**Phone:**

**Comments:**

**Aquifer Protection Agent/Inspectors:**

**Other Inspectors:**

**Date:**                      **Arrival Time:**                      **Depart Time:**

**Weather Conditions:**

**Attachments:** Photos of the site

**Inspection Report Date:**

**Submitted by:**            [NAME]                      \_\_\_\_\_

                                         [NAME]                      \_\_\_\_\_

**Agency/Office/Phone:**

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

### Aquifer Protection Inspection Report

#### General Site Information

Registered/Permitted Regulated Activities:  by State DEEP  by APA Agency

APA Agency:

APA Name:

APA Regulations effective:

Registered Activity(s):

Permitted Activity(s):

Unregistered/unpermitted Activity

Activity

Facility boundary violation

Water and Sewage:

on-site septic system OR  public sewer

on-site well OR  public water supply

DEEP Permits/Registrations:

Wastewater

Stormwater

Solid Waste

Hazardous Waste

Other

**Comments:**

**Additional Note:**

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

### Aquifer Protection Inspection Report

#### Site Checklist of Potential Pollution Sources

##### Wastes/Wastewaters

##### Disposal/Handling Method

- hazardous or regulated wastes
- non-domestic wastewaters
- floor drains
- dumpsters, solid wastes storage
- other areas of concern

##### Fuel and Chemical Storage

##### Type of fuel/chemical

##### Volume

##### Above Ground

##### Underground

##### Containment

Waste oil

Waste antifreeze

Gasoline

Motor oil/hydraulic fluid

##### Other Potential Site Hazards

- spills/leaks
- illegal dumping
- oil/chemical stained areas
- outside work or transfer areas
- pesticide or chemical applications
- other

##### Stormwater Drainage

Description of system:

##### Potential Stormwater Pollution Source

- |                                                                       |                                                  |
|-----------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> exposed materials/storage                    | <input type="checkbox"/> deicing salt            |
| <input type="checkbox"/> unauthorized connections                     | <input type="checkbox"/> loading/transfer area   |
| <input type="checkbox"/> discharge to drywell or subsurface structure | <input type="checkbox"/> fueling/dispensing area |
| <input type="checkbox"/> large parking or pavement areas              | <input type="checkbox"/> other                   |

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

### Aquifer Protection Inspection Report

#### Best Management Practices (BMPs) Checklist

(RCSA Section 22a-354i-9)

Key: C  Compliance  
 NC  Non-compliance  
 N/A  Not applicable

Hazardous materials stored above ground within an aquifer protection area only in accordance with the following conditions:	
	1. hazardous material shall be stored in a building or under a roof that minimizes storm water entry to the hazardous material storage area, except that a roof is not required for a bulk storage facility
	2. floors within a building or under a roof where hazardous material may be stored shall be constructed or treated to protect the surface of the floor from deterioration due to spillage of any such material
	3. a structure which may be used for storage or transfer of hazardous material shall be protected from storm water run-on, and ground water intrusion
	4. hazardous material shall be stored within an impermeable containment area which is capable of containing at least the volume of the largest container of such hazardous material present in such area, or 10% of the total volume of all such containers in such area, whichever is larger, without overflow of released hazardous material from the containment area
	5. hazardous material shall not be stored with other hazardous materials that are incompatible and may create a hazard of fire, explosion or generation of toxic substances
	6. hazardous material shall be stored only in a container that has been certified to meet state or federal specifications for containers suitable for the transport or storage of such material
	7. hazardous material shall be stored only in an area that is secured against un-authorized entry by the public
	8. no person shall increase the number of underground storage tanks used to store hazardous materials
	9. an underground storage tank used to store hazardous materials shall not be replaced with a larger tank unless (A) there is no more than a 25% increase in volume of the larger replacement tank, and (B) the larger replacement tank is a double-walled tank with co-axial piping, both meeting new installation component standards pursuant to §22a-449(d)-1(e) and §22a-449(d)-102 of the Regulations of Connecticut State Agencies, and with interstitial monitoring
	10. no person shall use, maintain or install floor drains, dry wells or other infiltration devices or appurtenances which allow the release of waste waters to the ground, unless such release is permitted by the Commissioner in accordance with §22a-430 or §22a-430b of the C.G.S.

Aquifer Protection Inspection Report

Page 4 of 6

[DATE]

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

### Aquifer Protection Inspection Report

<p>A Materials Management Plan (MMP) shall be developed and implemented, as required by RCSA Section 22a-354i-9, in accordance with the following:</p>	
<p><b>Comment:</b></p>	
	<p>11. a pollution prevention assessment consisting of a detailed evaluation of alternatives to the use of hazardous materials or processes and practices that would reduce or eliminate the use of hazardous materials, and implementation of the alternatives where possible</p>
<p>A description of any operations or practices which may pose a threat of pollution to the aquifer, which include the following:</p>	
	<p>12. a process flow diagram identifying where hazardous materials are stored, disposed and used, and where hazardous wastes are generated and subsequently stored and disposed</p>
	<p>13. an inventory of all hazardous materials which are likely to be or will be manufactured, produced, stored, utilized or otherwise handled</p>
	<p>14. a description of waste, including waste waters generated, and a description of how such wastes are handled, stored and disposed</p>
	<p>15. the name, street address, mailing address, title and telephone number of the individual(s) responsible for implementing the materials management plan and the individual(s) who should be contacted in an emergency</p>
	<p>16. a record-keeping system to account for the types, quantities, and disposition of hazardous materials which are manufactured, produced, utilized, stored, or otherwise handled or which are discharged or emitted; such record-keeping system shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal aquifer protection agency</p>
	<p>17. an emergency response plan for responding to a release of hazardous materials. Such plan shall describe how each such release could result in pollution to the underlying aquifer and shall set forth the methods used or to be used to prevent and abate any such a release</p>
	<p>18. the materials management plan shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal aquifer protection agency</p>

# 7 | Forms and Applications

## 7.6 | Aquifer Protection Inspection Report (continued)

### Aquifer Protection Inspection Report

#### Inspection Information

Violations/Problems:

Notes:

Recommendations:

Aquifer Protection Inspection Report

Page 6 of 6

[DATE]