



DEEP Use Only	
Received Date:	
Town No.:	
Premises No.:	
Route Original to Engineering Section	

Written Authorization Form RCSA section 22a-174-2a(a)

This form is to be used only by the **municipalities and corporations described below.**

Municipalities

Any municipality seeking to designate a duly authorized representative for the purposes of signing any document such as a permit application, report or certification as specified in RCSA section 22a-174-2a(a)(1)(D) is required to obtain approval of such duly authorized representative from the commissioner in accordance with RCSA section 22a-174-2a(a)(1)(D)(iii). For municipalities seeking approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents.

Corporations

Any corporation seeking to designate a duly authorized representative for the purposes of signing any Title V related application, document, report or certification as specified in RCSA section 22a-174-2a(a)(2) is required to obtain approval of such duly authorized representative from the commissioner in accordance with RCSA section 22a-174-2a(a)(2)(B). For corporations seeking initial approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents or other information pertaining to Title V required by RCSA section 22a-174-33. Subsequent duly authorized representative approval requests shall be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative.

Please complete this form in accordance with the instructions (DEEP-SIG-INST-002) to ensure proper handling of your submission. **All other entities are not required to submit this form.**

Part I: Contact Information

Company/Municipality Name				
Mailing Address				
City/Town		State		Zip Code
Business Phone No.		Extension No.		
Contact Person				
Title				
Email	By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.			

Part II: Authorized Individual for Municipality

If you are a corporation, please skip to Part III.

1. This written authorization applies to the following duly authorized representative:					
Name					
Position					
Mailing Address					
City/Town		State		Zip Code	
Phone No.		Extension No.			
Email	By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.				
2. Which facilities will the duly authorized representative be authorized to sign documents for?			Please enter facility names and addresses here:		
3. Effective Date of Authorization					
4. Provide positive affirmation that this duly authorized representative meets each of the following requirements:			<input type="checkbox"/> Is responsible for the overall operation of the operating facility applying for or subject to a permit; [RCSA §22a-174-2a(a)(1)(D)(ii)] and <input type="checkbox"/> Has been given delegation of authority in writing by the municipality's ranking elected official or person authorized as principal executive officer by charter or resolution of the board of selectmen or town council or other governing body. [RCSA §22a-174-2a(a)(1)(D)(i)] Submit as Attachment A.		
5. Is this submittal to <u>replace</u> a previously designated individual?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name(s) of the previously designated individual(s) to be replaced:		
6. Is this submittal to <u>add</u> to a previously designated individual?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name(s) of the previously designated individual(s):		

Check if indicating more than one authorized individual or position at this time. If so, complete this Part for each such individual and attach additional sheet(s) with the required information as requested above.

Part III: Authorized Individual or Position for Corporation

If you are a municipality, please skip to Part IV.

1. This written authorization applies to the following duly authorized representative:		<input type="checkbox"/> Named Individual:			
		<input type="checkbox"/> Named Position:			
Name, if applicable					
Position					
Mailing Address					
City/Town		State		Zip Code	
Phone No.		Extension No.			
Email		By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.			
2. Title V Site Information					
Name of Site or Facility					
Street Address					
City/Town		State		Zip Code	
Does the facility currently have a Title V permit?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Title V Permit No: -TV Expiration Date:			
3. Effective Date of Authorization					
4. Provide positive affirmation that this duly authorized representative meets each of the following requirements:		<input type="checkbox"/> Is authorized to execute legally binding documents on behalf of such corporation; [RCSA §22a-174-2a(a)(1)(B)] <input type="checkbox"/> Is responsible for the overall operation of one or more manufacturing, production or operating facilities subject to RCSA section 22a-174-33; [RCSA §22a-174-2a(a)(2)] and <input type="checkbox"/> Has been given delegation of authority in writing by an officer of the corporation in accordance with corporate procedures. [RCSA §22a-174-2a(a)(2)(B)] Submit as Attachment A.			
5. Is this submittal to <u>replace</u> a previously designated individual or position?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name(s) of the previously designated individual(s) or position(s) to be replaced:			
6. Is this submittal to <u>add</u> to a previously designated individual or position?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name(s) of the previously designated individual(s) or position(s):			

Check if indicating more than one authorized individual or position at this time. If so, complete this Part for each such individual and attach additional sheet(s) with the required information as requested above.

Part IV: Attachments

Check the applicable box below for each attachment being submitted with this form. When submitting any supporting documents, please label the documents as indicated in this Part (e.g., Attachment A, etc.).

Attachment	Attachment Description	Required?	Attached
A	<p>For Municipalities: Copy of written delegation of authority by the ranking elected official or person authorized as principal executive officer by charter or resolution of the board of selectmen or town council or other governing body.</p> <p>For Corporations: Copy of written delegation of authority by an officer of the corporation in accordance with corporate procedures.</p>	Required	<input type="checkbox"/>
B	<p>For Municipalities: Organizational chart showing the relationship between the duly authorized representative, the delegating official, and the operating facility seeking or subject to a permit.</p> <p>For Corporations: Organizational chart showing the relationship between the duly authorized representative, the delegating officer, and the Title V source.</p>	Required	<input type="checkbox"/>

Part V: Certification

The ranking elected official or principal executive officer of the municipality, or an officer of the corporation must sign this certification. The form will be considered incomplete unless such signature is provided.

<p>“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of those 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 may be punishable as a criminal offense under section 22a-175 of the Connecticut General Statutes, under section 53a-157b of the Connecticut General Statutes, and in accordance with any applicable statute.</p> <p>I certify by my signature that the document being submitted herewith complies with Section 22a-174-2a(a) of the Regulations of Connecticut State Agencies</p> <p>I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.”</p>			
Signature of Municipal or Corporate Officer		Date	
Name of Municipal or Corporate Officer (print or type)			
Title			

Submit one hardcopy and one electronic copy of the completed and signed form to DEEP.

The hardcopy of the completed and signed application package shall be submitted to

BUREAU OF AIR MANAGEMENT
 ENGINEERING SECTION
 DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
 79 ELM STREET, 5th FLOOR
 HARTFORD, CT 06106-5127

The electronic copy of the completed and signed form shall be submitted to:

DEEP.BAM.AirPermits@ct.gov. Where the file size of attachments exceed the allowable limit, please contact DEEP.BAM.AirPermits@ct.gov to arrange an alternate method of submitting the electronic copy.

There is no fee required.

DEEP USE ONLY	
Commissioner Approval	
The above written authorization submittal naming a duly authorized representative for the purposes of compliance with RCSA section 22a-174-2a(a) has been:	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
_____	_____
Commissioner or Commissioner's Designee	Date
Date Copy of Approval/Rejection Sent to Source:	