



Instructions for Completing a Request for Reauthorization of Activities under the General Permit for Diversion of Water for Consumptive Use

*Use these instructions to complete a **Request for Reauthorization of Activities under the General Permit for Diversion of Water for Consumptive Use** form (DEEP-WPMD-REQ-001). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws and the applicable general permit and its specific eligibility requirements prior to completing the Request for Reauthorization form. Remember, it is your responsibility to comply with all applicable laws and to demonstrate in your request for reauthorization that the subject activity complies with all conditions for approval under the general permit.*

Introduction

The Water Planning and Management Division (WPMD) of the Department of Energy and Environmental Protection's (DEEP) Bureau of Water Protection and Land Reuse administers the *General Permit for Diversion of Water for Consumptive Use*. DEEP issues several general permits to regulate minor activities considered to have minimal environmental effect. A general permit is issued for one or more geographic locations and applies to an entire category of regulated activity, rather than to individual applicants. Those wishing to have their particular regulated activity authorized under an approved general permit must meet certain requirements and conditions contained within the general permit. Like other permits, general permits have limited duration and must be periodically renewed.

Section 378a of the Connecticut General Statutes (CGS) allows DEEP to issue general permits under the Water Diversion Permit program. The *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* (DEEP-WPMD-GP-001) is intended for use by those needing to continue their existing coverage obtained under the following

general permits:

- General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories (DEP-IWRD-GP-012) issued March 29, 2007;
- General Permit for Diversion of Water for Consumptive Use: Filing Only Categories (DEP-IWRD-GP-011) issued March 15, 2007;
- General Permit for Diversion of Water for Consumptive Use: Reauthorization Categories (DEP-IWRD-GP-01R) issued March 15, 2007.

Only the following categories of activities as originally authorized under the *General Permit for Diversion of Water for Consumptive Use* will be eligible for reauthorization:

- Interconnection and Transfer of up to 1,000,000 gpd
- Withdrawal of up to 250,000 gpd – Surface Water / Stratified Drift Aquifer
- Withdrawal of up to 250,000 gpd – Bedrock Aquifer
- Backup Wells
- Small Supplemental Bedrock Well
- Small Water Supply System
- Large Tidally-Influenced Rivers

- Water Supply Interconnections
- Unregistered Water Supply Systems
- Diversion of up to 250,000 gpd New Water
- Restoration of Lost Capacity

Section 3(a) and 3(b) of the *General Permit for Diversions for Water for Consumptive Use – Reauthorization Categories* lists the provisions and requirements that must be met prior to authorization. You should review the nature of your ongoing activity against these criteria. Requesters are encouraged to include in their request for reauthorization any additional information that would document that these criteria will be met.

How to Apply

Your request for reauthorization should be submitted simultaneously to DEEP, to certain municipal land-use agencies of the town where the subject activity is located, and to any town in which the activity may have an effect.

1. Submit to each municipal agency listed in Part IX of the *Request for Reauthorization* form one copy of your completed *Request for Reauthorization* form (DEEP-WPMD-REQ-001) and all of its attachments, *and*
2. Submit to DEEP:
 - a completed *Request for Reauthorization* form (DEEP-WPMD-REQ-001) including all its attachments.
 - the general permit fee (check or money order payable to the “*Department of Energy and Environmental Protection*” or through the online E-payment portal.
 - All DEEP items must be mailed as a package to:

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

The filing deadline to submit this completed form is ninety days after the effective date of the subject general permit. Otherwise you must complete forms DEEP-WPMD-REQ-002 or DEEP-WPMD-REQ-

003 depending on the eligibility category.

DEEP Action on Requests for Reauthorization under the General Permit for Diversion of Water for Consumptive Use

The *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* is a “filing-only” type of general permit whereby your activity is considered authorized upon receipt by DEEP of a complete and sufficient request for reauthorization. DEEP will review your request for reauthorization for consistency with the general permit. If the request for reauthorization is found to be, complete, and consistent with the general permit, the requestor will receive a brief notification of such finding. If the request is found to be untimely, the requestor will receive a notice of such finding with instructions on how to remain in compliance with water diversion law. If the request is found to be incomplete or insufficient, the requestor will receive a brief notification of such finding with instructions on how to remain in compliance with water diversion law. If the request is rejected for any reason, a new general permit authorization fee must be submitted with any new request for reauthorization.

Instructions for Completing the Request for Reauthorization Form

A request for reauthorization is made on a form provided by DEEP and contains specific information about the requester and the ongoing activity. Requests for approval under the *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* (DEEP-WPMD-GP-001) are made using form DEEP-WPMD-REQ-001. After reviewing these instructions, the *Request for Reauthorization* form and the general permit, should you have any questions, please contact DEEP’s Water Planning and Management Division at 860-424-3704.

Please complete one **Request for Reauthorization** form for each authorization previously approved under the General Permit for Diversion of Water for Consumptive Use.

Part I: Existing Authorization

1. Provide the existing authorization number and issuance date as it appears on the letter issued by DEEP originally authorizing the subject activity and provide a copy of this letter as Attachment A.
2. Provide the town location of the subject activity.
3. Provide a brief description of the authorized diversion.

Part II: Eligible Diversion Activity and Fee Information

Each eligible activity and its associated fee is listed in this section of the form. Place a check mark by the activity being reauthorized. Complete one *Request for Reauthorization* for each current authorization you wish to reauthorize. A 50% discount applies for requests submitted by municipalities. The request for reauthorization will not be processed without the fee. General permit fees are not refundable. Payment should be in the form of a check or money order made payable to “*Department of Energy and Environmental Protection*” or through the E-Payment portal.

Check the box if paying online through the E-Payment portal. *After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed.*

Part III: Requester Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of

Innovative Partnerships and Planning at DEEP.OPPD@ct.gov.

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. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [onlineBusinessSearch \(ct.gov\)](#). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the requestor is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
 - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
 - *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
 - *E-Mail* – Requestors must provide an accurate email address when completing their request form. The email address may be used for future correspondence from the DEEP to your business.
1. *Requestor* - Complete the information concerning the requestor.
 2. *Billing Contact* – If the requestor is not the billing contact, complete this section.
 3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this request, complete this section. DEEP will direct copies of all

correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the requestor instead of the primary contact.

4. *Attorney* - It is not required that a requestor be represented by an attorney or any other agent. If you do have an attorney, complete this section.
5. *Property Owner* - If the requestor is not the owner of the affected property, complete this section.
6. *Facility Owner* - If the requestor is not the owner of the affected facility or equipment, complete this section.
7. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the request or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

Part IV: Pre-Application Coordination

If a pre-application meeting was held for the subject activity, please provide the DEEP staff contact name and the date the pre-application meeting was held. Also check the appropriate box indicating whether multiple permits or a single permit were required for the subject activity.

Part V: Compliance and Enforcement History

CGS section 26-310 allows DEEP to consider a requestor's history of compliance with environmental law when acting on their request for reauthorization.

Report in this subsection any "non-compliant" finding included on a *Permit Report Compliance Notice* issued by the IWRD/WPMD with regards to your current authorization. Also include a completed copy of an [Applicant Compliance Information Form](#) (DEEP-APP-002) as Attachment B.

Part VI: Site Information

Site Location

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take 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 1000 feet north of its intersection with Bear Swamp Road."

Part VII: Project Summary

This part of your request for reauthorization is to be comprised of a narrative statement and data describing the subject activity. This information will be used to substantiate a key requirement of this general permit – that the quantity of your ongoing consumptive withdrawal - and if explicitly quantified on your original authorization, the rate, frequency and duration of that withdrawal - has not increased beyond what was previously authorized under the General Permit for the Diversion of Water for Consumptive Use. Any such increase will result in the rejection of your *Request for Reauthorization*.

Part VIII: Supporting Documents

This part of the *Request for Reauthorization* form is a summary check list of required information that is appended to your request for reauthorization. The *Request for Reauthorization* form instructs requesters to include certain information as attachments.

Please label all attachments as referenced in the *Request for Reauthorization* form and be sure to include the name of the requester as indicated on the *Request Form*. Check the appropriate box

by each attachment as verification that all attachments have been submitted.

In addition you must prepare and attach to the request as Attachment C a project location map. See Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.

All requesters are encouraged to include in their request for reauthorization any additional information not specifically requested on the *Request for Reauthorization* form that may assist DEEP staff as Attachment D.

Part IX: Notice to Municipal Agencies

CGS section 22a-378a allows for any person who requests authorization under these general permits to provide certain municipal agencies and commissions with notice of such request. A complete copy of your *Request for Reauthorization* form and all of its attachments comprises such notice and must be submitted to these agencies and commissions at the same time you submit your request to DEEP.

If the subject activity may have an affect in an adjacent municipality, a complete copy of your *Request for Reauthorization* form, including all of its attachments, must also be submitted to the listed agencies and commissions of the adjacent municipality.

If a town's wetlands agency and conservation commission are combined, please note this on Part IX of the *Request for Reauthorization* form when listing the name and address of the agency.

Part X: Requestor Certification

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

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

A request for reauthorization will be considered insufficient unless all required signatures are provided.

IMPORTANT: A diversion is authorized under the *General Permit for Diversion of Water for Consumptive Use – Reauthorization (DEEP-WPMD-GP-001)* upon receipt, by the commissioner, of a complete, sufficient *Request for Reauthorization* and appropriate fee, in accordance with Section 4 of that general permit.

Available Resources:

Below is a list of possible resources for specific information required for this request for reauthorization. Be sure to also check the DEEP website, www.ct.gov/deep and your local town hall or library for maps and other reference materials.

For general assistance regarding a diversion activity, contact the WPMD at 860 424-3704.

For the subject general permit, registration form, and other required documents visit the DEEP

website at: [Land Use Permits and General Permits](#)

- USGS Topographic Quadrangle Map: [Geographic Information Systems \(ct.gov\)](#); [DEEP Store](#), 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) www.usgs.gov
- Endangered or Threatened Species Areas: DEEP.RecordsCenter@ct.gov; "State and Federal Listed Species and Natural Communities"; [Endangered Species \(ct.gov\)](#)
- Aquifer Protection Area Maps: [Aquifer Protection Program](#), [DEEP Store](#), 860-424-3555
- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes: [Legislative Commissioners' Office of the Connecticut General Assembly](#)
- DEEP website for Statutes and Regulations: [Laws and Regulations \(ct.gov\)](#)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [Laws & Regulations | US EPA](#)

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact the DEEP Office of Diversity and Equity at (860) 418-5910 or by email @ deep.accommodations@ct.gov if you are requesting a communication aid or service, have limited proficiency in English, need some other type of accommodation, or if you wish to file an ADA or Title VI discrimination complaint. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.

Figure A- Project Location Map Sample

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

- Boundary of
- Areas of regulated activities on site
- Proposed well field (with site)
- Proposed well (site boundary too small to show)
- Project
- Multiple project areas

