



# Connecticut Department of Energy & Environmental Protection

Bureau of Materials Management and Compliance Assurance  
Waste Engineering and Enforcement Division

## Instructions for Completing the General Permit Registration Form for a Municipal Transfer Station

Use these instructions to complete the Registration Form for the General Permit for a Municipal Transfer Station (DEEP-SW-REG-002).

- These instructions are organized to follow the Registration Form (with same numbering). Additional sources of information for completing the required documents are found at the end of these instructions.
- Submit a completed Registration Form for each location to be used as a municipal transfer station.

*NOTE: 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.*

### Introduction

DEEP uses both individual and general permits to regulate transfer stations. Individual permits are issued directly to an applicant, whereas general permits are issued to authorize similar activities by one or more registrants throughout a prescribed geographic area. Authorization of an activity under a general permit is governed by that general permit. A general permit sets terms and conditions for conducting an activity which, when complied with, are protective of the environment. General permits are a quicker and more cost effective way to permit specific activities for both the department and the registrant.

The General Permit for a Municipal Transfer Station authorizes municipalities to:

- continue to operate an existing, approved municipal transfer station or recycling facility, or
- construct and operate a new municipal transfer station.

The General Permit authorizes facilities that process no more than one thousand (1,000) tons per day of solid waste and designated recyclables, not counting clean wood, leaves and grass in calculation of this limit. Larger operations require individual permits.

### Assistance

For assistance regarding the general permit program for municipal transfer stations, call 860-424-3366. The Registration Form, these instructions and the subject general permit are available on the DEEP website at: [Waste and Materials Management Permits and General Permits \(ct.gov\)](https://www.deep.state.ct.us/Waste-and-Materials-Management-Permits-and-General-Permits)

### Who May Register for General Permit Authorization?

Any municipality, municipalities or regional authority seeking to construct and/or operate a municipal transfer station and that can comply with the requirements of the subject General Permit, with the exception of those transfer

stations if: (1) revenue at the municipal transfer station is generated by charging a private hauler to tip waste generated outside of the boundaries of the municipality or municipalities for regional transfer stations; or (2) the municipal transfer station is operated by a private contractor that accepts MSW generated at commercial or industrial locations outside of the boundaries of the municipality or municipalities for regional transfer stations.

If the municipality can meet the subject general permit requirements, then it must register with DEEP and obtain approval of authorization. *Those who cannot meet the General Permit requirements will need to seek an individual permit for a solid waste facility.*

## How To Apply

Your general permit registration must include the following:

- An original [General Permit Registration Form for Municipal Transfer Stations](#) (DEEP-SW-REG-002),
- A site plan and all required supporting documents,
- **One** copy of the registration package,
- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection.”

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

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

When submitting your general permit registration, label your supporting documents as directed on your registration form and always include, on each document, the registrant’s name as indicated on the *Registration Form*. When additional space is necessary to answer a question on the registration form, please attach additional sheets by the appropriate question. Label each sheet with the

registrant's name as indicated on the *Registration Form*, along with the corresponding part number and question number indicated on the general permit 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 facility;
- Facility currently operating under a DEEP-approved solid waste permit or the DEEP General Permit for Recycling; or
- Renewal of an already existing registration for the General Permit for a Municipal Transfer Station.

Provide the date of issuance of any previously approved solid waste permit or general permit registration for the proposed or existing facility.

Any person to whom or to which the commissioner issued an approval of registration under this general permit may request renewal of such approval of registration prior to the expiration of such approval if there have been no changes in operations, or in the types of or quantities of materials accepted. Such request shall be submitted to the commissioner on a completed registration form with the applicable fee no later than 120 days before the expiration date of the existing approval of registration.

## Part II: Fee Information

The registration fee for a municipal transfer station is \$8,000.00 for a ten-year term. To enable municipalities to better budget for this general permit, an initial fee of \$800.00 shall be submitted with the registration package and the balance of the fee will be billed to the municipality annually in equal installments (\$800.00/year). The registration package shall be deemed incomplete if the \$800.00 fee is not included, and registration for this General Permit cannot be approved. The \$800.00 annual invoice is due on or before July 1 of each year.

Each facility location requires a separate registration and fee (except for satellite drop sites for recyclables, which have no fee). The submittal will not be processed without the fee. The fee is non-refundable and shall be paid by check or money order to the “Department of Energy and Environmental Protection.”

### Part III: Registrant 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 Planning and Program Development (OPPD) at [DEEP.OPPD@ct.gov](mailto:DEEP.OPPD@ct.gov). For any other changes you must contact the specific program from which you hold a current DEEP license.

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 registrant 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* – Registrants must provide an accurate email address when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.

1. *Name of Registrant* - Complete the information concerning the registrant. Provide the name and business phone of the municipality exactly as it appears with the Secretary of State.

Municipalities may choose to partner together to establish and maintain a single facility that is authorized under a single registration. If this is a joint facility, provide the name, address, phone and contact name of the second municipality, using a separate page if needed.

2. *Billing Contact* – If the registrant is not the billing contact, complete this section.
3. *Primary Contact at Municipality* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, 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 registrant instead of the primary contact. Provide the name, address and title of the contact within the municipality who should receive correspondence and inquiries regarding the registration submittal. Provide the phone number(s) where the individual can be contacted during daytime business hours and email address.
4. *Primary Contact if Not Municipal Official* - Provide the name and address of the firm of the consultant, engineer, attorney, and the contact within that firm, if you have authorized such firm/person to act for you during the processing of this registration process. DEEP will direct copies of all correspondence and inquiries to this primary contact.

5. *Property Owner* - Provide the name of the legal owner of the property on which the facility will be located.
6. *Engineer(s) or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration submittal if not already identified. Be sure to identify the service that each will provide.
7. **Facility Operator, if not the Municipality** - Identify the business that will operate the facility, if it is not the municipality, including the appropriate contact within that business and the name and title of the foreman or lead at the facility.

#### 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.

#### Part V: Site Information

Complete this section as follows:

1. **Facility Name and Location** - State the facility name; this is the name by which the facility is commonly known and/or uniquely identified. Provide the street address of the property where the proposed facility is or will be located.

If the property does not have a street number, provide the Assessor’s map/block/lot AND 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, 1000 feet north of its intersection with Bear Swamp Road.”

Provide the latitude and longitude, in degrees, minutes and seconds or in decimal degrees, of the exact location of the proposed activity. In addition, please indicate the method used to determine the latitude and longitude coordinates. There are a variety of methods of deriving latitude and longitude coordinates; the Global Positioning System (GPS) is the most accurate.

2. **Tribal Lands** - Check the appropriate box to specify if the activity, which is the subject of the registration, is or will be located on federally recognized Indian lands.

***DEEP requires all registrants to conduct a review of the following Coastal, Natural Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.***

#### 3. Coastal Management Act Consistency

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The *coastal area*, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River	Milford	Stonington (Borough and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and Town of)	Norwich	
	Old Lyme	

The *coastal boundary*, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Land and Water Resources Division (LWRD), the DEEP File Room, and

municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from the [DEEP Store](#). The map can also be viewed at: [www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp). (Select the town and then select coastal boundary. If the town is not within the coastal boundary, you will not be able to select the coastal boundary map.)

***Activities within the coastal boundary:***

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for a new general permit registration or a modification of an existing registration where the physical footprint of the subject activity changes, you must complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) and submit it with your registration as Attachment C.

For renewals or other modifications located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

***Activities outside the coastal boundary but within the coastal area:***

For general permit registrations for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the *Coastal Consistency Review Form*, refer to the Available Resources Section at the end of these instructions. For assistance in completing the form, or if you have questions on this process, call LWRD at 860-424-3034.

**4. *Natural Diversity Data Base (NDDB) - Endangered or Threatened Species***

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

Please refer to “Requests for Natural Diversity Data Base State Listed Species Reviews” located on the DEEP website at: <https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests> to determine if your activity, including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, is located within an area identified as, or otherwise known to be, a habitat for endangered, threatened or special concern species. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal areas. If applicable, prior to submitting the subject registration, you must submit a [Request for NDDB State Listed Species Review Form](#) (DEEP-APP-007) to NDDB. Please note that NDDB review generally takes 4 to 6 weeks and may require the registrant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject registration. A copy of the NDDB Determination response letter that has not expired **must** be submitted with the completed subject registration as Attachment D. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Do *not* submit any NDDB Preliminary Site Assessments with your registration. Be aware that you must renew your NDDB Determination if it expires before project work commences.

## 5. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS section 22a-354a through 22a-354bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas.

Please review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your activity is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your activity is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [DEEP-Aquifer Protection](#) or contact the program at [DEEP.AquiferProtection@ct.gov](mailto:DEEP.AquiferProtection@ct.gov).

## 6. *Conservation or Preservation Restriction*

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, proof of written

notice of the registration to the holder of such restriction or a letter from the holder of such restriction verifying that the registration is in compliance with the terms of the restriction, must be submitted as Attachment E, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

## 7. *Environmental Justice Communities*

- a. If the activity which is the subject of the registration includes a *new* facility or a *new* activity and is located in an environmental justice community, the registrant must hold an informal public meeting that is convenient to the public, prior to issuance of permit approval.

The registrant must provide public notice of the informal public meeting by each of the following forms: 1) a newspaper announcement and 2) notice to abutting property owners. Other forms of notice may include, but not be limited to, a visible and accessible sign or a broadcast media announcement. The registrant shall notify DEEP confirming the date, time and place of the meeting, submit proof of the notification of the meeting and submit the meeting attendance sheet.

Confirmation of the meeting and submittals must be addressed to the following DEEP program:

Environmental Justice Program  
Office of the Commissioner  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127  
860-424-3044

- b. If the subject registration includes an activity which will occur at an *existing applicable* facility and is located in an environmental justice community, the registrant shall submit an Environmental Justice Public Participation Plan **PRIOR TO FILING THE SUBJECT REGISTRATION WITH THE**

**DEPARTMENT** pursuant to CGS section 22a-20a CGS. Refer to the Environmental Justice Public Participation Guidelines (DEEP-EJ-GUID-001) for more information, ([Environmental Justice \(ct.gov\)](https://www.ct.gov/deep/epa/ej))

Submit a copy of the written Plan approval with your registration as Attachment F.

An environmental justice community is defined as:

- a. a United States census block group, as determined in accordance with the most recent United States census, for which thirty percent or more of the population consists of low income persons who are not institutionalized and have an income below two hundred percent of the federal poverty level, or

- b. a distressed municipality.

A facility or activity must be located directly in the defined census block or the distressed municipality in order to be subject to the requirement of holding an informal public meeting. A list of current environmental justice communities can be found on the DEEP website at [Environmental Justice \(ct.gov\)](https://www.ct.gov/deep/epa/ej). The list of distressed municipalities can also be found on the DECD website at [Distressed Municipalities \(ct.gov\)](https://www.ct.gov/decd/epa/ej)

8. Check the appropriate box to state who will operate the facility, the municipality or an outside contractor.

If an outside contractor will run the facility, submit the Duties Statement as “Attachment G.” See Part V(Attachment G) of these instructions for detailed information on preparation of a Duties Statement.

9. **Additional Recyclable Materials** – List all additional materials that are being collected at the facility and sent off-site for recycling (e.g. FOG) that are not otherwise authorized by the subject general permit.

## Part VI: Supporting Documents

Check the appropriate box for each attachment being submitted to verify that all applicable attachments have been submitted. Label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant as indicated on the *Registration Form*.

### Attachment A: United States Geological Survey (USGS) Topographic Quadrangle Map

Submit an 8 ½” x 11” copy of the relevant portion of a USGS Quadrangle Map at a scale of 1:24,000 (or a full-sized original) as “Attachment A.” Outline the boundaries of the activity site and mark any proposed buildings on the map. State the name of the USGS quadrangle on the copy of the map submitted.

DEEP will use this map to enter your activity location into its Geographic Information System (“GIS”). The activity site and proposed activities must be accurately located because the GIS generates natural resource information relevant to your site. *See Figure A at the end of these instructions for an example of this requirement.*

### Attachment B: Facility Site Plan

Submit as “Attachment B” a legible drawing of the facility that has been prepared, signed, dated, stamped and certified by a professional engineer (P.E.) licensed to practice in Connecticut in accordance with Section 4(c)(2) of the General Permit for a Municipal Transfer Station and these instructions. The facility site plan shall provide: (1) a clear and detailed presentation of all existing and proposed, natural and man-made features; and (2) the proposed layout of the facility. More than one sheet may be used, if necessary.

The site plan shall include but not be limited to:

- plan scale of at least 1 in. = 100 ft.; provide the scale on the plan in graphic form;
- plan date, and each revision date;
- north arrow;

- existing and proposed contour intervals at no more than 5 ft. and sufficient to show surface water flow;
- all structures and all outdoor activities, including delineation, dimensions and quantities of processing and storage areas;
- processing and storage equipment (e.g. scale, roll-off containers, box trailers, loaders etc...)
- wetlands and watercourses;
- easements and utilities;
- stormwater and sanitary sewer systems;
- flood zone;
- a location map;
- roads and internal drives, parking areas, all paved areas;
- landscaping; and
- any other information the commissioner deems necessary.

A **professional engineer** licensed to practice in Connecticut shall affix his seal and an original signature on the site plan, with the following certification:

*“I certify that I have thoroughly prepared and completely reviewed the site plan submitted with the Registration Form for a General Permit for a Municipal Transfer Station. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements.”*

### **Attachment C: Coastal Consistency Review Form**

You may be required to complete and submit a *Coastal Consistency Review (DEP-APP-004)* as Attachment C to demonstrate that the activity is consistent with the Connecticut Coastal Management Act’s standards and policies. Refer to the instructions in Part IV, item 3, to determine if this requirement pertains to you.

### **Attachment D: Endangered or Threatened Species: CT NDDDB Information**

Submit a copy of the NDDDB Determination response letter that has not expired, and include a copy of any mitigation measures developed for this activity and approved by NDDDB, as Attachment D, as explained in in Part IV, item 4 of these instructions.

### **Attachment E: Conservation or Preservation Restriction**

If the property is located within a conservation or preservation restriction area, submit proof of written notice of this registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, as Attachment E.

### **Attachment F: Environmental Justice**

Submit a copy of the written Plan approval as Attachment F. Please refer to the instructions in Part IV, item 7, to determine if this requirement pertains to you.

### **Attachment G: Duties Statement**

Facilities that are operated by subcontractors shall, at all times, keep on file with DEEP a current “Duties Statement” that describes in detail the organization of facility staffing. The Statement should include at a minimum: The Facility Lead’s job title and name of the employee in charge of daily operations, and the Town official to whom the Facility Lead reports, and; a detailed list of the facility-related tasks assigned to both the contractor and to the municipality (if any), including such items as: responsibility for keeping daily records; responsibility for preparing monthly, quarterly and annual reports for submittal to DEEP; scalehouse staffing, if any; litter removal responsibilities; responsibilities for handling and removal of each waste type from the facility.

### **Part VII: Consent to Revocation of Existing Waste Permits**

Complete this Part to consent to revocation of existing waste permits. Only one permit may



authorize the solid waste activities at the transfer station facility. In order to register for the subject General Permit, the registrant must therefore consent to the revocation of any other permits or registrations issued previously to authorize the transfer station and recycling activities.

**Part VIII: 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 and any part thereof required by the registration. This includes consultants, professional engineers, surveyors, soil scientists, etc. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the registration, 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, 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 registrant authorized by law.

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

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**Additional Resources**

Below is a list of possible resources for specific information required for this registration. Be sure to also check the DEEP website, [Department of Energy and Environmental Protection](#) and your local town hall or library for maps and other reference materials.

The DEEP File Room; [DEEP.RecordsCenter@ct.gov](mailto:DEEP.RecordsCenter@ct.gov), 860-424-4180 is located on the store level at 79 Elm Street, Hartford, CT. Please call in advance for hours of operation.

The [DEEP Store](#), [deep.store@ct.gov](mailto:deep.store@ct.gov), 860-424-3555 is only available on line or by phone.

For general assistance regarding a municipal transfer station: contact the Solid Waste Program, Waste Engineering and Enforcement Division at 860-424-3366.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at: [Waste and Materials Management Permits and General Permits \(ct.gov\)](#)

- Coastal Boundary Areas: Town Hall and/or [DEEP Store](#), [deep.store@ct.gov](mailto:deep.store@ct.gov), 860-424-3555; "Coastal Boundary Map". Additional information: LWRD: 860-424-3034
  - [www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp)
  - [magic.lib.uconn.edu/connecticut\\_data.html#water](http://magic.lib.uconn.edu/connecticut_data.html#water)
- [Coastal Consistency Review Form](#)
- Coastal Resource Maps: Town Hall and/or [DEEP Store](#), [deep.store@ct.gov](mailto:deep.store@ct.gov), 860-424-3555
- 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](http://www.usgs.gov)

- Endangered or Threatened Species Areas: [DEEP.RecordsCenter@ct.gov](mailto:DEEP.RecordsCenter@ct.gov); "State and Federal Listed Species and Natural Communities"; [Endangered Species \(ct.gov\)](http://www.ct.gov)
- Aquifer Protection Area Maps: [Aquifer Protection Program](http://www.ct.gov), [DEEP Store](http://www.deepstore.com), 860-424-3555
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines: [Environmental Justice \(ct.gov\)](http://www.ct.gov)
- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention, [DEEP.pollutionprevention@ct.gov](mailto:DEEP.pollutionprevention@ct.gov) ; 860-424-3297
- Aerial Photographs: DEEP LWRD 860-424-3034
  - CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://www.cteco.uconn.edu)]
- Historic Aerial Photographs:
  - ◆ State Library: 860-566-4301
  - ◆ Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN) [magic.lib.uconn.edu/](http://magic.lib.uconn.edu/)
  - ◆ CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://www.cteco.uconn.edu)]
- Tidal Wetland Boundary Maps: [DEEP Store](http://www.deepstore.com), [deep.store@ct.gov](mailto:deep.store@ct.gov) ,860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP LWRD 860-424-3034
- Wetlands of Connecticut: [DEEP Store](http://www.deepstore.com), [deep.store@ct.gov](mailto:deep.store@ct.gov) ,860-424-3555
- National Wetland Inventory Maps: <https://www.fws.gov/wetlands/>, [DEEP Store](http://www.deepstore.com), 860-424-3555
- [2002 Connecticut Guidelines for Soil Erosion and Sediment Control](http://www.ct.gov)
- [Connecticut Guidelines for Stormwater Quality Management](http://www.ct.gov),
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [Geographic Information Systems \(ct.gov\)](http://www.ct.gov)
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or [DEEP Store](http://www.deepstore.com), [deep.store@ct.gov](mailto:deep.store@ct.gov), 860-424-3555; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation District Offices and the United States Department of Agriculture Conservation Service Office
- US Army Corps of Engineers
  - ◆ Regulatory Program <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/>
  - ◆ New England District, Regulatory Office  
696 Virginia Road  
Waltham, MA 02254  
Concord, MA 01742-2751  
[www.usace.army.mil](http://www.usace.army.mil)  
800-343-4789; 978-318-8335; 978-318-8338
- Copies of the Structures, Dredging and Fill Statutes, CGS sections 22a-359 through 22a-363f; the Tidal Wetlands Act, CGS sections 22a-28 through 22a-35a; and the Connecticut Coastal Management Act, CGS sections 22a-90 through 22a-112: DEEP LWRD 860-424-3034

- 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](mailto: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: Example of requirement to submit USGS map (in Part V Attachment A) showing the location of proposed activity**

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

Outline the area proposed for the operation and the location of buildings on site, if any

