



Instructions for Completing the Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects (Large-Scale Beneficial Filling Pilot Program)

Use these instructions to complete the authorization [Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects, \(DEEP-WEED-APP-800\)](#) prepare supporting documents and publish the applicant’s notice of authorization application [if applicable]. A pre-application meeting is highly recommended and may be required before a submittal of a complete application. Additional sources of information for completing the required documents are found at the end of these instructions in the Available Resources section.

NOTE: These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

[Section 22a-209f\(c\)\(2\)\(A\)](#) of the Connecticut General Statutes (“CGS”) states the Commissioner of the Department of Energy and Environmental Protection (“DEEP”) may establish a pilot program to issue no more than four (4) authorizations for the use of beneficially reclaimed materials as fill. The authorizations will allow beneficially reclaimed materials to be used as fill when there is an engineering need for such materials to facilitate the reclamation or redevelopment of environmentally impaired or underutilized land.

CGS section 22a-209f provides the Commissioner the authority to establish a pilot program, for the beneficial use of lightly contaminated materials provided: (i) Such authorization does not allow an activity for which an individual or general permit has been issued; (ii) such authorization is not inconsistent with the requirements of the federal Resource Conservation and Recovery Act (“RCRA”), 42 UCS 6901 et seq.; (iii) such authorization is for single locations only and provides for not less than one hundred thousand cubic yards of beneficially reclaimed materials to be used as fill at such location; (iv) that prior to the submission of an application for authorization, each municipality in which beneficially reclaimed materials will be used as fill has issued all the necessary approvals for the proposed reclamation and redevelopment of the site; and (v) that the beneficial use of beneficially reclaimed materials does not harm or present a threat to public health, safety or the environment. The filling site must also be in an area where the quality of the groundwaters of the state is either “GB” or “GC” and is served by a public drinking water supply pursuant to CGS section 22a-209f(c)(3)(A).

Who Needs an Authorization?

An operator or owner of a *new* site must submit a completed authorization application package and obtain from DEEP an authorization to operate such site prior to commencing operations.

Any person proposing to continue a previously authorized **Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects**, must apply for a *renewal* of the existing authorization by submitting a sufficient authorization application at least one hundred eighty (180) days prior to the expiration date of the existing authorization. If your application is or may be untimely, (i.e., submitted less than (180) days before the expiration date), please refer to CGS section 22a-6j. If a renewal application is not submitted prior to the expiration date of the existing authorization, then the existing authorization is deemed to have expired.

If you are applying for a *modification* of an active, valid authorization, you may be required to submit certain parts of, or an entire, individual application. For further information concerning modifications, please contact the Solid and Hazardous Waste Permitting Program at 860-424-3366.

Any person proposing to transfer a DEEP authorization must submit a completed [License Transfer Form](#) (DEEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the site, and/or to site operations, the proposed transferee must also request an authorization modification. For further information concerning authorization transfers or to obtain a *License Transfer Form*, please contact the Office of Innovative Partnerships and Planning (IPP) at DEEP.OPPD@ct.gov.

Notice of Authorization Application

[CGS section 22a-209f\(b\)\(4\)\(A\)](#) requires the commissioner to publish a notice of intent to issue an authorization on the Department of Energy and Environmental Protection's Internet web site. Such notice shall include:

- (i) The name and mailing address of the applicant and the address of the location of the proposed activity;
- (ii) the application number;
- (iii) the notice of intent to issue regarding the application;
- (iv) the type of authorization sought, including a reference to the applicable statute or regulation;
- (v) a description of the location of the proposed activity and any natural resources affected thereby;
- (vi) the name, address and telephone number of any agent of the applicant from whom interested persons may obtain copies of the application;
- (vii) the length of time available for submission of public comments to the commissioner; and
- (viii) such additional information as the commissioner deems necessary to comply with any provision of this title or regulations adopted pursuant to this title, or with the federal Clean Air Act, federal Clean Water Act or federal Resource Conservation and Recovery Act.

(A) There shall be a comment period of thirty (30) days following the publication of such notice during which interested persons may submit written comments to the commissioner.

(B) The commissioner shall post a response to any comments received on the Department of Energy and Environmental Protection's Internet web site.

(C) The commissioner may approve or deny such authorization based upon a review of the submitted information. Any authorization issued pursuant to this section shall define clearly the activity covered by such authorization and may include such conditions or requirements as the commissioner deems appropriate, including, but not limited to, operation and maintenance requirements, management

practices, reporting requirements and a specified term.

If you have any questions about these notice requirements contact the Solid and Hazardous Waste Permitting Program at 860-424-3366.

How To Apply

Your application must include the following:

- The [*Application for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects*](#) and all supporting documents;
- The application fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.

Note: The application fee is the total application fee due.

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 application, label your supporting documents as directed on your application form and always include, on each document, the applicant’s name as indicated on the *Application Form*. Be sure to list these supporting documents in your table of contents in the executive summary. If additional pages are attached to the form concerning an application response, they should be numbered and titled to correspond to the specific number and title of the request for additional information on the application form and include the name of the applicant as indicated on the main application form.

You should retain a copy of all documents for your files.

Authorization Application Instructions

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter “N/A” in the space provided. If a question or supporting document is only required for specific activities, it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Refer to the Available Resources Section at the end of these instructions to obtain all required documents and guidance related to the subject application.

Part I: Application Type and Description

In the table provided, check the appropriate box in the left column to indicate whether you are applying for a new authorization, for a renewal of an existing authorization, or for a modification of an existing authorization. An authorization is deemed to be “existing”, *only* if it has not yet expired on the date you file your application. Please provide the existing authorization number and applicable expiration date in

the right column provided.

Part II: Fee Information

Fee Information – The application fee as shown on the application form must be submitted with the application.

DEEP will not process an application unless the required application fees have been paid. The fee shall be non-refundable and shall be paid by check or money order made payable to “Department of Energy and Environmental Protection”, or by such other method as the Commissioner may allow.

Please note that an annual fee is assessed once your permit has been issued.

Part III: Applicant Information

If there are any changes or corrections to your company/site or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) (DEEP-CPPU-REQUEST-004) 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 Partnership and Planning (IPP) at DEEP.OPPD@ct.gov. For any other changes you must contact the specific program from which you hold a current DEEP license.

If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the applicant’s name shall be stated **exactly as it is registered with the Secretary of State. 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 the Secretary of State’s database ([onlineBusinessSearch \(ct.gov\)](#)).*

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 the 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 applicant 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** – Applicants must provide an accurate e-mail address when completing their application form. By providing an 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.

1. ***Name of Applicant*** – Complete the information concerning the applicant. If an applicant is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr, II, III, etc.). Check the appropriate boxes that represent the Applicant’s interest in the property at which the proposed activity is to be located. Beneficial owner is defined in [CGS section 33-855\(5\)\(a\)\(B\)](#).
2. ***Billing Contact*** – Complete the information concerning the applicant’s billing contact, if different than the applicant.
3. ***Primary Contact*** – If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the application, 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 applicant instead of the primary contact.
4. ***Attorney*** – It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
5. ***Site Operator*** – List the entity responsible for *managing* the site operation, if different from the applicant. The operator may be different than the owner. Examples of separate owner and operator are a lessee of the land or buildings on which the site is located, or a person under contract specifically to conduct the day-to-day business of the site.
5. ***Site Owner*** – List the entity(ies) who legally leases, owns or may benefit from the proposed site, if different from the applicant. The owner may be different from the operator of the proposed site.
6. ***Qualified Environmental Professional (i.e., Licensed Professional Engineer, Licensed Environmental Professional or comparable licensed professional)*** – The applicant must retain a Connecticut licensed Professional Engineer (“CT P.E.”) to review and certify site plans. The applicant must retain a Connecticut Licensed Environmental Professional (“CT LEP”), or comparable licensed professional to certify the supporting documentation for the proposed site, to assist in preparing the application, oversee all applicable aspects of the proposed filling activities and ensure compliance with the approved Material Acceptability Protocol (MAP). Complete the information concerning the retained qualified environmental professional(s) and license numbers.

Check the box provided if additional sheets are necessary for multiple qualified environmental professionals, label and attach additional sheet(s) to this section of the application.

Part IV: Pre-Application Meeting

Please provide the date(s) the pre-application meeting(s) were held.

Part V: Site Information

1. *Site Name and Location*

State the site name, this is 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 filling will take place. Include the street address, municipality, and the Tax Assessor’s Map, Block and Lot Number of the site. These numbers may be found on the most recent tax bill for

the property or obtained from the tax assessor's office in the town in which the property is located. 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."

Provide the latitude and longitude, in degrees, minutes and seconds or in decimal degrees, identifying the proposed site. 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 with the Global Positioning System (GPS) being the most accurate.

Check the box provided if the placement site is located within multiple municipalities. If so, label and attach additional sheet(s).

2. *General Site Information*

Provide the following information for this section of the application:

- A. The total acreage of the parcel on which the site will be located;
- B. The total acreage of the proposed placement site;
- C. A summary of the former use of the parcel;
- D. A summary of the current use(s) of the parcel;
- E. Check the appropriate box(es) provided that summarize the proposed use of the parcel as described in the Redevelopment Plan.

3. *Tribal Lands*

Check the appropriate box to specify if the site will be located on federally recognized tribal lands.

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

4. *Coastal Boundary*

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
East Haven	Montville	and Town of)
East Lyme	New London	Stratford
Essex	New Haven	Waterford
Fairfield	North Haven	West Haven
Greenwich	Norwalk	Westbrook
Groton (City and	Norwich	Westport
Town of)	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 (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 authorization or a modification of an existing authorization where the physical footprint of the subject activity is modified, you must complete a *Coastal Consistency Review Form* (DEEP-APP-004) and submit it with your application as Attachment B.

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

For assistance in completing the form, or if you have questions on this process, call LWRD at 860-424-3019.

5. *Natural Diversity Data Base (NDDDB) - Endangered and Threatened Species*

CGS section 26-310 (a) 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/nddb/requests-for-nddb-environmental-reviews> 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.

You **must** complete and submit a [Request for NDDDB State Listed Species Review Form](#) (DEEP-REQ-APP-007) to the address specified on the form to NDDDB **prior** to submitting the *Large-Scale Beneficial Filling Pilot Program application*. Please note that NDDDB review generally takes 10 (ten) weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject authorization application. A copy of the NDDDB Determination response letter that has not expired **must** be submitted with the completed subject application as Attachment C. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Do *not* submit any NDDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDDB Determination if it expires before project work commences.

6. 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.

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.

Pursuant to CGS section 22a-209f(c)(3)(B), the site shall not be located in an aquifer protection area. ***If your proposed site is within either a Level A or Level B aquifer protection area, this site is ineligible for the pilot program.***

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.

7. Conservation or Preservation Restriction

If the proposed site is located within a conservation or preservation restriction area, a letter from the holder of such restriction verifying that the application is in compliance with the terms of the restriction must be submitted as Attachment D, in accordance with [CGS section 47-42d](#). The municipality where the site is located may have information concerning such restrictions.

8. Municipal Approvals, Public Participation and Environmental Justice

All proposed Large-Scale Beneficial Filling Pilot Projects, regardless of whether the location of the filling site is within an environmental justice community, must be consistent with [CGS section 22a-20a\(b\)](#). As applicable, all required municipal approvals shall be obtained from the municipality or municipalities in which the placement site is located **prior** to submitting the Environmental Justice Meaningful Public Participation Plan to the Environmental Justice Program for review.

- **Prior to submitting this application to the Department** and pursuant to CGS section 22a-20a(b)(1)(B), applicants shall consult with the chief elected official(s) of the municipality or municipalities in which the placement site is located to evaluate the need for a community environmental benefit agreement in accordance with subsection (d) of CGS section 22a-(b)(1)(B).
- Applicants shall then submit a Meaningful Public Participation Plan with the Department’s Environmental Justice Program and receive written approval of such plan.
- Applicants shall implement the approved Meaningful Public Participation Plan and submit a report detailing such implementation and outcomes to the Department.
- Applicants shall then obtain the Department’s written approval of the final report detailing the implementation of the Meaningful Public Participation Plan prior to submitting this application as required by CGS sections 22a-20a(b) and 22a-209f(c)(4), as amended.

A) Submit the [Environmental Justice Meaningful Participation Plan \(DEEP-EJ-PLAN-001\)](#) and [Community Environmental Benefit Agreement \(“CEBA”\)](#) (if applicable) to:

Environmental Justice Program
 Office of Equity and Environmental Justice
 Department of Energy and Environmental Protection
 79 Elm Street
 Hartford, CT 06106-5127

Upon receipt of the Department’s written approval of the final report detailing the implementation of your Environmental Justice Meaningful Public Participation Plan, provide a copy of such approval as Attachment E. Provide a copy of the Community Environmental Benefits Agreement (CEBA) if applicable in Attachment E.

B) In the Municipal Approvals table, document the name of the municipality or municipalities in which the placement site is located. Check the box “yes” if you completed the required consultation(s) with the chief elected official(s) of the municipality or municipalities in which the placement site is located. Include the name(s)/title(s) of the chief elected official(s) and the date(s) of consultation(s). List the required municipal approvals and identify the date on which each was obtained. List each municipal approval separately; see [CGS section 22a-209f\(c\)\(4\)](#) for a non-comprehensive list of examples. Copies of such approvals shall be submitted in Attachment E. **If you met with the municipality chief elected official(s) and it was decided that no approval was required, state Not Applicable.**

Check the box provided if there is more than one municipality involved in the placement site. If so, label and attach additional sheet(s) with the required municipal approvals as requested in the table of this section of the application and include the additional sheet(s) in Attachment E.

C) Provide the name of the preparer of the Meaningful Public Participation Plan and the approval date of such plan.

D) Provide the name of the preparer of the final report detailing the implementation and outcomes of the approved Meaningful Public Participation Plan, the date of submittal and date of such final report approval.

9. Wetland Area

Please refer to [CGS section 22a-38](#) for the definition of a wetland and contact the local municipal inland wetlands agency for information pertaining to the site location. Check the box provided indicating if there are wetlands located within the proposed site boundary.

If there are wetlands located within the proposed site boundary, include copies of all applicable wetland approvals from the proposed placement municipality in Attachment E of this application. Document the wetland approval information in the Municipal Approvals table provided in Part V: Item 8 Municipal Approvals, Public Participation and Environmental Justice section of the application.

10. Water Classification

The groundwater classification of the area in which the proposed site is located may be identified on the [Connecticut Water Quality Classification Interactive Web Map](#) on the DEEP website and is also available for review at the DEEP File Room located at 79 Elm Street, Hartford.

Pursuant to CGS section 22a-209f(c)(3)(A), the groundwater classification of the area in which the proposed site is located shall be either “GB” or “GC” and the area shall be served by a public drinking water supply. ***If the groundwater is not classified as “GB” or “GC”, or if the proposed site is not located in an area served by a public drinking water supply, the site is ineligible for the pilot program.*** Indicate the groundwater classification by checking the “GB” or “GC” classification and indicate if the site is in an area served by a public drinking water supply on the application form.

11. Surface Water Bodies

The surface water bodies at or near the proposed site that may be impacted by proposed filling activities may be identified on the [Connecticut Water Quality Classification Interactive Web Map](#) on the DEEP website and is also available for review at the DEEP File Room located at 79 Elm Street, Hartford.

Once the surface water bodies at or near the proposed site have been identified, include that information in the space provided. Attach additional sheets if necessary and include in Attachment L.

Part VI: Supporting Documents

All applications must include Attachments A through Q, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted 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 as indicated on the *Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects (Large-Scale Beneficial Filling Pilot Program)*.

Attachment A: USGS Quadrangle Map

Submit as Attachment A an 8 1/2” x 11” copy of the relevant portion or an original of a USGS topographic quadrangle map, at a scale of 1:24,000, identifying the proposed site and indicate the quadrangle name on the map. Include the required [Latitude and Longitude Form](#) (DEEP-APP-003) in this attachment with your application submission. DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the proposed

site because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

See Figure A, at the end of these instructions, for an example of how a USGS Map must be labeled when submitted.

Attachment B: Coastal Consistency Review Form

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. Please refer to the instructions in Part V, Item 4, to determine if this requirement pertains to you. Include a copy of the completed Coastal Consistency Review Form (DEEP-APP-004) as Attachment B, if applicable.

Attachment C: Natural Diversity Data Base (NDDDB) - Endangered or Threatened Species Information

Please note NDDDB review generally takes 10 (ten) weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting this application.

The following must be obtained PRIOR to submitting this application:

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 C, as explained in Part V, Item 5 of these instructions. Do **not** submit any NDDDB Preliminary Site Assessments with your application. Be aware that you **must** renew your NDDDB Determination if it expires before project work commences.

Attachment D: Conservation or Preservation Information

If the site is subject to a conservation or preservation restriction, submit, as Attachment D, a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction.

Attachment E: Municipal Approvals, Public Participation and Environmental Justice

The following information shall be included as Attachment E:

1. Once you have received the Department's written approval of the final report detailing the implementation of your Environmental Justice Meaningful Public Participation Plan, provide a copy of such approval as Attachment E. Provide a copy of the Community Environmental Benefits Agreement (CEBA), if applicable, in Attachment E.
2. If there is more than one municipality involved in the proposed placement site location, label and attach additional sheet(s) with the Municipal Approvals table provided in [Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects](#) Part V Item 8 (Municipal Approvals, Public Participation and Environmental Justice) and list the required municipal approvals, as applicable, in the Municipal Approvals table.

3. Include copies, if applicable, of the valid certificate of zoning approval, special permit, special exception or variance, wetlands, aquifer protection, coastal site plan, other documentation or any other required approval from each municipality in which beneficially reclaimed materials will be used as fill.

Attachment F: Executive Summary

Submit as Attachment F an executive summary which includes the following:

1. A Table of Contents of the application package, which includes:
 - The [*Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects*](#); and
 - All supporting documents, which include plans, reports, studies, appendices, or other documentation which are attached as part of the application.

The supporting documents should be listed as follows:

Title of the document, the corresponding attachment label as indicated on the application form and the number of pages included in the document (e.g., Executive Summary – Attachment F- 4 pages).

2. A brief project description which includes: a description of the proposed activities; a synopsis of the environmental and engineering analysis, summaries of data analysis, a conclusion of any environmental impacts and the proposed project timeline.
3. For renewals, or modifications, provide a list of operational changes in circumstances or information on which the permit was based.

Attachment G: Qualifications of Environmental Professionals

Submit as Attachment G, the qualifications of the environmental professionals (e.g. CT P.E., CT LEP, or comparable licensed professional) intended to exercise oversight of all aspects of the proposed activities. The applicant must retain a CT P.E. to review and certify site plans. The applicant must retain a CT LEP, or comparable licensed professional to certify the supporting documentation for the proposed site, to assist in preparing the application, oversee all applicable aspects of the proposed filling activities and ensure compliance with the approved Material Acceptability Protocol (MAP).

Attachment H: Background Information – Applicant/Owner/Operator

Submit as Attachment H, a completed [*Background Information - Applicant/Owner/Operator*](#) background information requested on the applicant, owner and operator of the solid waste facility. Please include the site owner, option holder, lessee, beneficial shareholder/owner, operator, or other interested party (please specify the other interested party in the space provided in the application). If the applicant, owner and operator are different entities, copies of the form must be completed for each entity.

Attachment I: Material Acceptability Protocol

Submit as Attachment I, a plan for ensuring that only beneficially reclaimed materials that satisfy the requirements of [*CGS section 22a-209f\(c\)\(5\)\(A\)*](#) are used as fill and a description of acceptability criteria for the beneficially reclaimed materials. The characterization of the environmental condition of the site shall be performed after any site preparation, remediation or removal of solid waste from the site is complete as required by the Commissioner. The MAP shall be based on the environmental condition of the site after it has been prepared and shall comply with Connecticut's Water Quality Standards and Classifications [*RCSA section 22a-426*](#) and criteria included but not limited to those provided as

appendices of [RCSA section 22a-133k-1](#) et seq. as appropriate. The MAP shall also be developed based on the proposed Redevelopment Plan and proposed land use.

Attachment J: Business Information

Submit as Attachment J, a completed checklist of business information, on the [Business Information form](#) (DEEP-SW-APP-001) in the Application and provide the following business information for the applicant. Submit an unexecuted proposed letter of credit (LOC), with a cost estimate, that includes a 15% contingency. The wording of the proposed LOC must follow the wording specified in the format under *Solid Waste (Closure / Post-Closure)* posted on DEEP's [Financial Assurance](#) website. The unexecuted proposed LOC and estimated amount shall be sufficient to: close the site; maintain the final cap; and monitor the final cap and water quality in the area of the site for a period of not less than ten (10) years. The unexecuted proposed LOC shall be accompanied by one or more letters of agreement from financial institutions examined by federal or state entities confirming the applicant's eligibility to obtain an LOC in the amount identified. In lieu of a letter of agreement with a financial institution, the applicant may submit a list of financial institutions that the applicant intends on engaging with to establish the final LOC. Any financial institution must be an entity which has the authority to issue letters of credit and whose operations are regulated and examined by a Federal or State agency.

Attachment K: The Placement and Redevelopment Plans

The Placement Plan

Submit a plan describing the process for placing and recording the placement of beneficially reclaimed materials at the proposed site, including a plan for the monthly inspection and monitoring of the of the area. *(Item 9 of Checklist)*

The Redevelopment Plan

Submit a plan describing the proposed redevelopment of the site where beneficially reclaimed materials will be placed, including engineering plans and drawings that depict such redevelopment, post-placement maintenance and monitoring of the area. *(Items 12, and 13 of Checklist)*

Attachment L: Water Quality Monitoring Plan

Submit as Attachment L, a plan for monitoring the water quality in the area of the site during the filling process and for a period of not less than thirty years after filling is complete. *(Items 10, 11 and 13 of Checklist)*

Attachment M: Checklist

Submit as Attachment M, the completed [Checklist for Completing the Application Form for the Use of Beneficially Reclaimed Materials in Large-Scale Filling Pilot Projects](#) *(Large-Scale Beneficial Filling Pilot Program)*.

Attachment N: Maps & Plans

The detailed maps have various scales pertaining to specific maps, please be sure to review the *Checklist* for detailed descriptions of each document required for submission in Attachment N:

- **Area Map** *(Items 1 and 2 of Checklist)*
- **Water Resources Map** *(Item 3 of Checklist)*
- **Bedrock Geology Map** *(Item 4 of Checklist)*

- **Detailed Site Maps** (*Items 5 & 6 of Checklist*)
- **Cross-section Maps** (*Item 7 of Checklist*)
- **Construction drawings – for field use by the operator for the construction, operation and management of the area** (*Item 9 of Checklist*)

Attachment O: Reports

Review the *Checklist* for detailed descriptions of each document required for submission in Attachment O:

- **Existing and projected water quality impacts of the discharge** (*Item 8 of Checklist*)
- **Monitor wells** - boring logs, construction and development details and other supporting documentation associated with monitor wells installed for the purpose of preparing the hydrogeologic descriptions. (*Item 8D of Checklist*)
- **Compilation of data on the quality of groundwater and surface water entering, or adjacent to, the site for the purposes of characterizing ambient water quality at the site.** (*Item 8E of Checklist*)
- **An estimate of the quantity of the existing and proposed leachate discharge volume(s) calculated on a daily, monthly and annual basis using site area and discharge rates.** (*Item 8F of Checklist*)
- **Construction Report - to accompany the construction drawings from field use** (*Item 9 of Checklist*)

Attachment P: Applicant Compliance Information

[CGS section 22a-6m](#) provides for DEEP review of an applicant’s record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant’s environmental compliance record, as well as the record of the applicant’s principals and any parent companies or subsidiaries, when reviewing an application. All applications must include a completed [Applicant Compliance Information Form \(DEEP-APP-002\)](#) as Attachment O.

Attachment Q: Any other relevant information not included in the Attachments.

Attachment R: Documents to be Incorporated by Reference

This Attachment is only applicable for renewal and modification applications.

Part VII: Certification

After the application has been completed it must be reviewed and signed by the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. This includes consultants, professional engineers, surveyors, soil scientists, qualified environmental professionals, etc. 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. Please include the printed name, date and title (if applicable) of the applicant(s) and the individual(s) who actually prepared the application. Check the box to indicate the title or role of each person who assisted in the preparation of this application, and any attachments. Print additional sheets for each additional signature as required for this section; attach signed copies to this sheet.

After the application and supporting documents have been completed, it must be reviewed and certified by a qualified environmental professional [e.g. Connecticut licensed Professional Engineer (CT P.E.), Connecticut Licensed Environmental Professional (CT LEP), or comparable licensed professional]. The applicant must retain a CT P.E. to review and certify site plans. The applicant must retain a CT P.E., CT

LEP, or comparable licensed professional to certify the supporting documentation for the proposed site, to assist in preparing the application and oversee all applicable aspects of the proposed filling activities. The following certification must be signed by a Connecticut licensed Professional Engineer as defined herein as an engineer licensed to practice by the State of Connecticut (i.e., professional engineer or P.E.) pursuant to [CGS section 22a-133v](#). Be sure to include any relevant P.E. stamps, license number(s) or other applicable forms of certification. The following certification must be signed by a CT LEP, or comparable licensed professional. Be sure to include any relevant LEP seals, LEP number(s) or other applicable forms of certification. This application will be considered incomplete without this certification.

The certification of the application package must 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(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
7. 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;
8. The property developer (if applicable);
9. The qualified environmental professional(s) who reviewed and certified site plans (i.e. CT P.E.), certified the supporting documentation for the proposed site, assisted in preparing the application, will oversee all applicable aspects of the proposed filling activities and will ensure compliance with the Material Acceptability Protocol (i.e. CT LEP, or comparable licensed professional).

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

Available Resources:

Below is a list of possible resources for specific information required for this application. 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](#), 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](#), 860-424-3555 is only available online or by phone.

For general assistance regarding a particular section of the application, see [DEEP's General Contact Information](#) for the relevant program's contact person and contact information.

For the subject application form, instructions and other required documents visit the DEEP website at: [Waste and Materials Management Permits and General Permits](#)

- **USGS Topographic Quadrangle Map:**
[Geographic Information Systems \(ct.gov\)](http://Geographic%20Information%20Systems%20(ct.gov)); [DEEP Store](mailto: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
- **Coastal Boundary Areas:** Town Hall and/or [DEEP Store](mailto:DEEP.Store), deep.store@ct.gov, 860-424-3555; "Coastal Boundary Map". Additional information: Land and Water Resources Division: 860-424-3019
 - www.cteco.uconn.edu/map_catalog.asp
 - magic.lib.uconn.edu/connecticut_data.html#water
- [*Coastal Consistency Review Form \(DEEP-APP-004\)*](#)
- **Coastal Policies and Use Guidelines (Planning Report 30):** [*Reference Guide to Coastal Policies and Definitions \(ct.gov\)*](#), DEEP LWRD 860-424-3019
- **Coastal Resource Maps:** Town Hall and/or [DEEP Store](mailto:DEEP.Store), deep.store@ct.gov, 860-424-3555
- **Natural Diversity Data Base (NDDDB) - Endangered or Threatened Species Areas:**
DEEP.RecordsCenter@ct.gov; "State and Federal Listed Species and Natural Communities"; [*Endangered, Threatened, and Special Concern Species \(ct.gov\)*](#)
 - [*Request for NDDDB State Listed Species Review Form \(DEEP-REQ-APP-007\)*](#)
- **Aquifer Protection Area Maps:**
[*Aquifer Protection Program*](#): [DEEP Store](mailto:DEEP.Store), deep.store@ct.gov, 860-424-3555
- **Land Conservation Areas:** Town Hall and/or [DEEP Store](mailto:DEEP.Store), deep.store@ct.gov, 860-424-3555; "Open Space Map"
- **DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines:** [*Environmental Justice \(ct.gov\)*](#)
 - [*Community Environmental Benefit Agreement \(CEBA\)*](#) per Public Act No. 23-202
 - [*Environmental Justice Meaningful Public Participation Plan*](#) (DEEP-EJ-PLAN-001)
- **Pollution Prevention:** A variety of pollution prevention publications are available from DEEP's [*Office of Pollution Prevention*](#), DEEP.pollutionprevention@ct.gov; 860-424-3297
- **Aerial Photographs:** DEEP Land and Water Resources Division, 860-424-3019
 - CTECO internet site maintained by the University of Connecticut [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/
 - ◆ CTECO internet site maintained by the University of Connecticut [www.cteco.uconn.edu]

- **Tidal Wetland Boundary Maps:** [DEEP Store](#), deep.store@ct.gov ,860-424-3555
- **Water Classification and Surface Water Bodies:** [Connecticut Water Quality Classification Interactive Web Map](#)
- **Wetlands of Connecticut:** [DEEP Store](#), deep.store@ct.gov ,860-424-3555
- **National Wetland Inventory Maps:** <https://www.fws.gov/wetlands/>, [DEEP Store](#), 860-424-3555
- [2023 Connecticut Guidelines for Soil Erosion & Sediment Control](#)
- [Connecticut Guidelines for Stormwater Quality Management](#),
- [2023 Connecticut Stormwater Quality Manual](#)
- **Drainage Basins:** DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [Geographic Information Systems \(ct.gov\)](#)
- **Archeological or Historical Landmarks:** Town Hall or Connecticut Historical Commission
- **Soil Series Description and Delineation:** County Soil and Water Conservation District Offices and the [United States Department of Agriculture Conservation Service Office \(usda.gov\)](#)
- **US Army Corps of Engineers**
 - ◆ Regulatory Program
[Civil Works Regulatory Program and Permits \(army.mil\)](#)
 - ◆ New England District, Regulatory Office
696 Virginia Road
Waltham, MA 02254
Concord, MA 01742-2751
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 860-424-3019
- **Financial Assurance**
 - Federal Office of the Comptroller of Currency – [Financial Institution Lists](#)
 - State of Connecticut Department of Banking – [Banks in Connecticut](#)
 - [Financial Assurance](#)

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

Please include Latitude and Longitude in your registration. Outline the area proposed for the activities and the location of buildings on site, if any.

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

Facility with Structures

Facility without Structures

Location of activity *

Center of activity *

Boundary of site

Boundary of activity

