



## Instructions for Completing a Notice of a High Hazard Dam or a Significant Hazard Dam Form

Use these instructions to complete the *Notice of a High Hazard Dam or a Significant Hazard Dam Form* (**DEP-DAM-FRM-001**).

### General Information

In the 2006-2007 session, the General Assembly amended section 22a-409(a) of the Connecticut General Statutes through Public Act No. 07-61. As amended, effective October 1, 2007, the law requires the owner of property containing a high hazard dam or significant hazard dam to record a document on the land records that identifies the existence and location of the dam and whether the dam is categorized as a high hazard dam or a significant hazard dam. The Commissioner of the Department of Energy and Environmental Protection prescribed the *Notice of a High Hazard Dam or a Significant Hazard Dam Form (Form)* to be used for complying with these requirements. The Form must be completed by the owner of the property, on which a high hazard dam or significant hazard dam is located, and recorded on the land records in the municipality where the dam is located. Owners of property containing a high hazard dam or a significant hazard dam bear the responsibility of paying for any fee associated with filing the Form on the land records.

The original copy of the Form should **NOT** be sent to the Department of Energy and Environmental Protection (DEEP). Subsequent to filing the Form on the land records, a certified copy of the Form should be submitted to the commissioner to verify the owner is in compliance with section 22a-409(a) of the Connecticut General Statutes.

### Specific Instructions

All information provided on the Form must be printed legibly or typed.

#### Part I: Name of the Owner(s) of Real Property/ Hazard Categorization of the Dam

Provide the name and address of the owner of record of the real property containing the dam. If there is more than one owner or if the owner is a partnership, corporation, LLC, estate, or trust attach a complete list of the name and address of each owner, partner, member, shareholder, or beneficiary.

#### Part II: Dam Information

1. Indicate whether the dam is a high hazard dam or a significant hazard dam. This information has been provided by or is available from the DEEP. Anyone needing further information to determine the hazard classification of a particular dam should contact the DEEP's Inland Water Resources Division by calling 860-424-3706.
2. Provide the street address, town, state, and zip code where the dam 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.”

3. Provide the legal reference for the property on which the dam is located (Volume and Page Number where the most recent deed is recorded). In addition, please provide the Assessor’s reference including the map, block, and lot number for the property. This information is available to the public and can be found in the town or city hall where the property is located.
4. Provide the Connecticut Dam Inventory number, if known, for the dam being recorded on the land records. Contact the DEEP’s Inland Water Resources Division by calling 860-424-3706 for assistance in determining this number.

**Part III: Oath Certifying the Information Provided is True to the Best of the Property Owner’s Knowledge**

Each Owner must sign the Form and ensure that all signatures are properly acknowledged. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the Form is true, accurate and complete.

The certification of the Form 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; or
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.

6. For a trust, list the individual trustees.

The Form will be considered insufficient unless all required signatures are provided.

Once fully completed, record the Form on the land records in the municipality where the dam is located. The municipal land record's grantor/grantee index should list the dam owner as the grantor for the notification form and the State of Connecticut Commissioner of the Department of Energy and Environmental Protection as the grantee. An owner will not have fulfilled the statutory requirements unless and until the form is recorded on the land records in the municipality where the dam is located.

*After* the Form has been recorded, please request a certified copy from the Town Clerk where the Form was recorded and submit the certified copy of the Form to:

WATER PLANNING AND MANAGEMENT DIVISION  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET, 2<sup>ND</sup> FLOOR  
HARTFORD, CT 06106-5127

Should you have any questions regarding the Form or the hazard classification of a particular dam, please call the Inland Water Resources Division of the Department of Energy and Environmental Protection at 860-424-3706.