



# Connecticut Department of **HOUSING**

## Connecticut Environmental Policy Act (CEPA) Intake FORM

### Exhibit 00.6

The purpose of the Connecticut Environmental Policy Act (CEPA) is to identify and evaluate the impacts of proposed state actions that may significantly affect the environment. The CEPA Intake Form provides information necessary for deciding whether or not further actions are needed which may include opportunities for public review and comment. **Submit a completed CEPA Intake form, a location map with site/bldg flagged, a FEMA Flood Map with the outline of the site boundary, and an existing and proposed site plan to [DOH.CEPA@ct.gov](mailto:DOH.CEPA@ct.gov) after 40% Drawings & Specifications or at minimum 120 days for new construction, 60 days minimum for rehab projects before the application submission. Forms submitted within 120 days (New Construction) or 60 days (Rehabilitation) of application submittal or at the time of application may delay review and funding consideration.**

For joint federal/state projects submit completed NEPA Environmental and Statutory assessment checklists if available.

Project Name:		# of Phases	
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Project Address	
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Brief Project Description: include total acreage, physical improvements, demolition, any known environmental issues, change in use, etc. Include <b>Funding Round</b> if known.	Label and attach a separate sheet.
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If this is a phased project, the answers & #'s given below must be for the completion of all phases.	
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* Use OPM's Location Guide Map, NHC Map, and CTECO Map:	<a href="https://experience.arcgis.com/experience/55905873aac649469b740196163d1bd5/">https://experience.arcgis.com/experience/55905873aac649469b740196163d1bd5/</a>
	<a href="https://www.nhc.noaa.gov/nationalsurge/">https://www.nhc.noaa.gov/nationalsurge/</a>
	<a href="https://maps.cteco.uconn.edu/map-services/">https://maps.cteco.uconn.edu/map-services/</a>

Does any of the following apply to your project?	
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<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	1. Developed land <sup>1</sup> , existing water & sewer, exceeds 100K gsf or 100 residential units
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	2. Undeveloped Land, no existing water or sewer, exceeds 15,000 gsf or 15 or more units
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	3. Undeveloped land, water sewer access, exceeds 40,000 gsf or 40 residential units
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	4. Change in use of the existing facility by major reconstruction, rehabilitation, or improvements >100 units
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	5. New parking lot, garage, or addition to that increases capacity to 200 or more vehicles
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	6. Demolition or Major Alteration to Property listed on National or State Historic Registers <sup>2</sup>
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	7. The project site is an archeological site as defined as CGS 10-381
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	8. Flood Management Certification/Environmental Approvals from CTDEEP needed
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	9. Category 1, 2, or 3 Hurricane Inundation Zone(s) (Storm Surge)
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	10. Conversion/use of 5 or more acres of land from an active Agricultural/Prime Farmland Soils

	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	11. Impacts unfragmented Forest Land, project boundary is less than 300 ft from Forest Land		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	12. The project is in a Water Supply Watershed or Aquifer Protection Area		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	13. The project is in a Conservation Area with more than 4 Factors		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	14. The project is NOT located in a Priority, Balanced, or Village Funding Area with at least 2 Factors		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	15. The project is not located in any shaded areas of Natural Diversity Data Base (NDDB) maps <sup>4</sup>		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	16. For project area >1 Acre submit the General Permit for Stormwater and Dewatering Wastewater from Construction Activities <sup>5</sup>		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	17. The project is following Connecticut's solid waste statutes and regulations of handling solid waste and special waste disposal <sup>6</sup>		
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	18. Radon level >4 pCi/L <sup>7</sup>		
16. New Construction: # of Units					19. Rehabilitation: # of Units		
17. Age of Building(s) to be Rehabilitated <sup>2</sup>					20. Age of Buildings to be Demolished <sup>2</sup>		
18. Site Area Total (acres)					21. Site Area Currently Developed <sup>1</sup> (acres)		
Applicant Full Name					Applicant Organization		
Applicant Address					Applicant Signature		Date
<b>DOH USE ONLY</b>					<b>Exempt From Scoping</b>	<input type="checkbox"/>	YES
						<input type="checkbox"/>	NO
					<b>Scoping Required per #(s)</b>		
<b>DOH Authorized Signature</b>				<b>Date</b>			
<sup>1</sup> Developed Land is defined by the 2021 OPM ECD to include properties one acre or less occupied by a permanent structure or properties more than one acre that are at least 75% developed with a permanent structure or paving. Agricultural land is not defined as previously developed land.							
<sup>2</sup> Contact the State Office of Historic Preservation if buildings are more than 50 years old/undeveloped site/ground disturbance or if the site is archeological as defined in CGS 10-381. For undeveloped land Archeological survey is needed and the addition of Federal funds can lead to Tribal consultation <a href="https://files.hudexchange.info/resources/documents/When-to-Consult-with-Tribes-Under-Section-106-Checklist.pdf">https://files.hudexchange.info/resources/documents/When-to-Consult-with-Tribes-Under-Section-106-Checklist.pdf</a>							
<sup>3</sup> Contact the Department of Energy & Environmental Protection for Certifications and approvals.							
<sup>4</sup> Use NDDB Maps by town <a href="https://www.depdata.ct.gov/naturalresources/endangeredspecies/nddbpdfs.asp">https://www.depdata.ct.gov/naturalresources/endangeredspecies/nddbpdfs.asp</a> and submit a copy							
<sup>5</sup> Contact Bureau of Materials Management and Compliance Assurance, Permitting and Enforcement Division: DEEP.StormwaterStaff@ct.gov and submit a copy							
<sup>6</sup> A fact sheet regarding the disposal of special wastes and the authorization application form may be obtained at: <a href="https://www.business.ct.gov/deep/permits-and-licenses/factsheets-waste-and-materials-management/special-waste-or-asbestos-disposal-authorization-fact-sheet">https://www.business.ct.gov/deep/permits-and-licenses/factsheets-waste-and-materials-management/special-waste-or-asbestos-disposal-authorization-fact-sheet</a>							

<sup>7</sup> In case of the project is in a high Radon region, a mitigation plan will be needed:

<https://www.hudexchange.info/resource/7055/notice-cpd-23-103-departmental-policy-for-addressing-radon-in-the-environmental-review-process/>

Below is an excerpt from CHFA design standards that describes what a 40% plan/spec set should include:

All drawings must include sheet titles and numbers, graphic and lettered scales, and a north arrow. Note that all 40% of construction contract document requirements apply, regardless of construction type, means, and methods. In the case of modular box construction, the architect shall be familiar enough with the means and methods of the selected manufacturer to provide 40% drawings and specifications indicating all materials, assemblies, fabrications, equipment, and systems, and all such items must be reflected in the construction cost-related application exhibits and back-up documentation.

1. Title Sheet: Provide development location, including location map, names and contact information for the Sponsor, Architect, Landscape Architect, Site Planner, Surveyor, Engineer, and any other special consultants, revision dates, index of drawings, a development data summary, graphic/tabular analysis of the applicable Building Codes to which the proposal has been designed and a large note on the title sheet indicating that the drawings are intended as "40% Construction Drawings". Building Code requirements to be addressed in the analysis include but are not limited to use and occupancy classification(s), building height(s) and area(s), type(s) of construction and fire-resistance rating(s), fire protection system(s), means of egress and accessibility, and the architect's square footage information table as detailed in the Consolidated Application.

2. ALTA Survey: Boundary and topographic surveys shall be prepared by a Connecticut licensed professional Land Surveyor to meet the current Minimum Standard Detail requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and Sections 20-300b-1 through 20-300b-20 of the Regulations of Connecticut State Agencies – Standards for Surveys and Maps in the State of Connecticut as adopted by the Connecticut Association of Land Surveyors and Horizontal Accuracy Class A- 2/Topographic Accuracy Class T-2 requirements.

3. Site Plans: The Design Development Site Plan shall indicate refined arrangements and functional groupings of units to scale, to create a meaningful sequence of usable spaces. The specific relationship of unit arrangement, of the structure to the site, site grading, circulation, lighting, paving, screening, setbacks, parking, play areas, and recreation areas shall be presented, including:

a. Zoning: A table with information regarding the applicable requirements for the zone, use, lot area, frontage, setbacks, bulk, height, density, parking, gross and net square footage, etc., and an indication of compliance or non-compliance for each requirement

b. Electric Vehicle (EV) Charging Stations: If the site is designed to include EV charging stations, ensure and evidence whether the jurisdiction includes these spaces in the total parking court provided.

c. Structures: Locations, shapes, sizes, arrangements, and groupings of all structures

d. Circulation and Parking: Vehicular and pedestrian route layouts and materials; parking/dwelling unit relationships, location, types and number of parking spaces

e. Soils: Locations of soil borings; data and analysis of topsoil (maybe a separate report)

f. Utilities: General layouts of major utilities, easements, and connections; irrigation water source and pressure (if proposed)

g. Recreation: Locations and types of facilities

h. Grading and Landscaping: General character/major features of finished grading, existing and proposed contours at 2' (min.) intervals, berms and mounds, sections, etc.; stormwater management/detention and retention areas; general character of plantings, screening concepts, relationship to units and open space, etc.; areas of no-disturbance/ tree and vegetation protection and areas acceptable for construction vehicles and material storage

i. Lighting: Location and character of proposed fixtures (catalog illustrations), height, wattage, and photometric information and a separate Site Lighting Photometric Plan indicating conformance with CHFA- required exterior illumination levels)

4. Residential and Community Building Plans: Definitive designs for typical dwelling units, residential buildings, and community building(s) shall be developed and submitted to CHFA. These designs shall be based on a careful study of the development program and concept plan.

a. Residential Buildings: Provide residential building floor plans, sections, and elevations of typical residential buildings at 1/8"= 1'-0" scale (min.), indicating overall dimensions, gross area, basic construction technique and exterior materials and keyed to the Site Plan, and dwelling unit floor plans for each unit type (including door and window locations, door swings, and furniture layout), indicating designation, dimensions and area of each room and space, at 1/4"=1'-0" scale (min.)

b. Community Buildings/Facilities: Provide community building floor plans, sections, and elevations of community buildings at 1/4"= 1'-0" scale (min.), keyed to the Site Plan, and indicating overall basic dimensions, gross area, basic construction technique and exterior materials, door and window locations, door swings, and furniture layouts, and designation, dimensions, and area of each room and space

- c. Non-residential Facilities: Provide community building floor plans, sections, and elevations of commercial and other non-residential facilities included in development at 1/4"= 1'-0" scale (min.), keyed to the Site Plan, and indicating overall basic dimensions, gross area, basic construction technique and exterior materials, door and window locations, door swings, and furniture layouts, and designation, dimensions, and area of each room and space
- d. All Buildings: Provide residential and non-residential building structural, HVAC, fire suppression, and electrical floor plans at 1/8"= 1'-0" scale (min.), indicating the designation of each room and space, system layouts and fixture, equipment, and control locations
- e. Provide a code sheet and accessibility plan outlining the major code and ADA implications of the building and project including site issues.
- 5. Residential 40% Specifications: Outline specifications and "scope of work" lists are not acceptable as 40% Specifications. Provide one printed copy of a Construction Contract Project Manual at a 40% level of completion which defines all proposed major building components and systems in divisions 2 through 16, of the 5-digit-based CSI Master Format 1995, including Part 1 – General: Warranty information and Part 2 – Products: Manufacturer, Material/Component/Manufactured Unit and Performance information (min.).  
Project Manuals organized under Master Format 1995 are preferred since the PCS and ETPB exhibits in the CHFA/DOH Consolidated Application, construction phase payment requisition, and post-construction Cost Certification Templates are organized by 16 divisions. Use of the 50-division, six-digit code 2014 Master Format filing system in Project Manuals is acceptable, provided all information is reorganized into 16 divisions for CHFA/DOH application exhibits and construction cost-related forms. Provide a large note on the cover sheet indicating that the specifications are intended as a "40% Project Manual".