

Connecticut Siting Council
10 Franklin Square
New Britain, CT 06051
(860) 827-2935



ENVIRONMENTAL JUSTICE PUBLIC PARTICIPATION PLAN

Prior to an application for a certificate being filed with the Council, an Environmental Justice Public Participation Plan (“Plan”) must be submitted and approved for 1) any “affecting facility” in accordance with Public Act 08-94 that is proposed to be located in an environmental justice community, and 2) any proposed expansion of an “affecting facility” in accordance with Public Act 08-94 located in an environmental justice community. For further guidance, refer to the Council’s Application Guide for an Electric Generating Facility and DEP’s Environmental Justice Public Participation Plan Guidelines. If the Plan is required for your facility, please complete this form and submit it to the address indicated above.

Once the Plan has been approved by the Council and/or DEP, the applicant is responsible for its implementation.

PART I: PROPOSED APPLICANT INFORMATION

1. Applicant Information

Applicant:

Mailing Address:

City/Town:

State:

Zip Code:

Contact Person:

Phone:

Fax:

E-Mail:

The applicant is: individual company federal government
 state agency municipality

If the applicant is a company, please list company type (e.g., corporation, LLC, etc.)

2. Will your certificate application involve:

A new affecting facility An expansion of an affecting facility

3. Facility Name and Location

Name of Facility:

Address or Location Description:

City/Town:

Tax Assessor's Reference - Map:

Block:

Lot:

PART II: INFORMAL PUBLIC MEETING REQUIREMENTS

Please note – the Council cannot take any action on the application earlier than 60 days after the informal public meeting takes place.

A. Identify the Time and Place of the Informal Public Meeting

Identify a time and place where an informal public meeting will be held which must take into consideration convenience for the residents of the affected environmental justice community. Be sure to confirm the time and place of the meeting with the Council (860-827-2935) and with DEP's Environmental Justice Program (860-424-3044).

- Place:
- Time:

To ensure an effective public meeting, the following is advised: (1) schedule meetings at convenient times (evenings) and locations for community members (town hall); (2) announce the meeting through community channels; (3) announce meetings in common languages (Spanish); (4) provide documentation and speakers in appropriate languages, if necessary; (5) provide information regarding applicable laws (state and local) with the appropriate contacts.

- Attach a brief project summary of information with sufficient detail to describe the subject facility and the potential environmental and health impacts of such facility
- Attach a completed *Permit Checklist* (DEP-APP-0001A) to identify to the public what type of DEP permits may be needed for this project

B. Identify Communication Methods By Which to Publicize the Meeting

1. At a minimum, applicants required to publish notice of the date, time and nature of the informal public meeting.

- Name of newspaper(s):

- Date(s) notice will be published:

The notice must be a minimum one-quarter page advertisement in a newspaper having general circulation in the area affected and any other appropriate local newspaper serving such an area, in the Monday issue of a daily publication or any day in a weekly or monthly publication. For more information on appropriate local and general circulation newspapers, contact the Council at 860-827-2935 or DEP's Environmental Justice Program at 860-424-3044. See attached notice template.

The notice must be published not less than 10 days prior to and no more than 30 days prior to the informal public meeting.

2. Other communication methods may include but not be limited to (check as applicable):

- posting a sign on the subject property in English and other common languages spoken by at least 20% of the population that reside within ½ mile radius of the subject facility, subject to any local regulations and ordinances;
- written notification to local and state elected officials, identified in accordance with Part III. C. 1. of this document;
- written notification to neighborhood and environmental groups, identified in accordance with Part III. C. 2. of this document, in English and other languages appropriate for the target audience;
- posting of a similar notification of the informal public meeting on the applicant's website, if applicable;
- other communication methods – Please specify below:

PART III: MEASURES TO FACILITATE MEANINGFUL PUBLIC PARTICIPATION

At a minimum, each of the following measures must be completed and submitted with this Plan.

A. Identification of Impacted Community

1. Identify potentially impacted community area (ex. Community centers, religious institutions, educational institutions, local businesses, community based organizations and environmental organizations).
2. Identify community's demographics including: age, income, language, populations, race/ethnicity and economic status.

Efforts should be made to identify and discuss social and economic conditions as well as the cultural basis for some of the community's concerns and needs.

3. Identify community planned and existing types of development.

Maps may be used to provide information on related environmental considerations. Keep in mind that communities may define themselves in non-geographic ways using cultural or social terms (ex. Retirement center, parks, places of worship, social clubs, etc.) In any given area there may also be multiple overlapping communities and interests.

B. Identification of Operational Issues

1. Describe the location of the proposed facility with respect to residents and other community members (ex. Schools, parks, where people live and work, etc.), including vehicle traffic patterns, noise and hours of operation, which could cause concerns in the community.
2. Identify environmental and public health conditions affecting the community related to the proposed project.

C. Identification of Individuals/Groups to Seek and Notify

1. Identify town officials in which the affecting facility is proposed to be located or expanded. Notification must be in writing. At a minimum, identify the following:
 - Chief elected official of the applicable municipality
 - State representative of the applicable municipality
 - State senator of the applicable municipality

Identify other town officials. Notification must be in writing. Check below if applicable:

- local building official
 - zoning enforcement officials
 - local health officials
 - local environmental commission, committee or officials
 - other: _____
2. Identify abutting property owners, neighborhood residents, community leaders (neighborhood and religious leaders, etc.), key community members, environmental commissions, civic organizations (ex. Chamber of Commerce), local businesses, organizations and neighborhood groups. Notification must be in writing.

For assistance in obtaining environmental justice and other local contacts in the geographic area of interest, refer to the latest edition of the State of Connecticut Register and Manual, the Siting Council at 860-827-2935 or the DEP Environmental Justice Program at 860-424-3044.

D. Proposed Outreach Efforts

Identify proposed outreach efforts which will be implemented, in addition to the informal public meeting required pursuant to Part II of this document.

Check proposed outreach efforts as applicable:

- media outreach (ex. Sign, newspapers, radio broadcasts). Include a copy of the planned publication or broadcast.

- open house or facility tours
- meetings with neighborhood and community leaders, residents, businesses, etc.
- other efforts: _____

E. Identify Other Measures to Facilitate Meaningful Public Participation, if Applicable.

Attach additional information if necessary.

PART IV: CERTIFICATION

The proposed applicant and the individual(s) responsible for actually preparing the Plan must sign the following Certification. An application will be considered incomplete unless all required signatures are provided. If the applicant is the preparer, please mark N/A in the spaces provided for the preparer.

“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

Signature of Proposed Applicant

Date

Name of Proposed Applicant (please print)

Title (if applicable)

Signature of Preparer (if different than applicant)

Date

Name of Preparer (please print)

Title (if applicable)

Please submit this completed Plan with all supporting documentation to:

Connecticut Siting Council
10 Franklin Square
New Britain, CT 06051

Environmental Justice Program
Department of Environmental Protection
79 Elm Street
Hartford, CT 06106

{SAMPLE NOTICE TEMPLATE FOR INFORMAL MEETING ANNOUNCEMENT}

PUBLIC INFORMATIONAL MEETING ANNOUNCEMENT

{INSERT WHO IS PRESENTING THE MEETING}

OPEN TO THE GENERAL PUBLIC

AN INFORMATIONAL MEETING REGARDING:

{INSERT INFORMATION CONCERNING APPLICATIONS FOR PROPOSED FACILITY OR EXPANSION OF FACILITY}

WILL BE HELD AT:

ON:

PRIOR TO THE MEETING, INTERESTED PARTIES MAY RSVP ON WEEKDAYS, WITH RESPECT TO ATTENDANCE, TO:

{INSERT CONTACT NAME AND NUMBER}

THE AGENDA FOR THE INFORMATIONAL MEETING WILL BE:

{BELOW IS AN EXAMPLE ONLY}

- 1) General Introduction
- 2) Layout of the Facility
- 3) Safety Features Associated with Facility Operation
- 4) Questions and Answers