



Form Letters, Registrations and Permits

8 | Form Letters, Registrations and Permits

Sample form letters are provided in this manual to help you with administration. These sample form letters include:

8.1	Initial Program Notice to Business and Facility Owners	114
8.2	Notice of Potential Registration to Business and Facility Owners	115
8.3	Registration Acknowledgement	116
8.4	Registration Cover Letter	117
8.5	Certificate of Registration	118
8.6	Permit Application Acknowledgement	119
8.7	Permit Cover Letter	120
8.8	Permit	121
8.9	Letter of Incompleteness	124
8.10	Public Notice for a Hearing	125
8.11	No Permit Required	126
8.12	Notice of Decision, Permit Granted or Denied	127

These documents are available for download at www.ct.gov/deep/aquiferprotection.

8 | Form Letters, Registrations and Permits

8.1 | Initial Program Notice to Business and Facility Owners

On Town/City Letterhead

[DATE]

[BUSINESS OR FACILITY NAME]

[ADDRESS]

[CITY/TOWN] [STATE] [ZIP CODE]

RE: New Aquifer Protection Area Regulations in [CITY/TOWN] which may affect your business

Dear [NAME]:

The [CITY/TOWN] is in the initial stages of adopting Aquifer Protection Area Regulations. State law requires the [CITY/TOWN] Aquifer Protection Agency to adopt and enforce these new regulations.

The focus of the new Aquifer Protection Area Regulations is to provide protection of our public water supply wells from contamination by regulating certain land use activities in the areas feeding those wells. Certain businesses located in the Aquifer Protection Area are required to register. Under the program, generally, businesses that are required to register include:

- Most manufacturing industries
- Trades and services such as gasoline stations, auto and engine repair services, machine shops, dry cleaners, furniture strippers, printers, photo processors, medical offices and laboratories
- Other businesses that use, store, or handle hazardous materials.

Attached is a map of the new regulated Aquifer Protection Area. You are being notified because a survey of the Aquifer Protection Area and potentially regulated land uses indicate that you own a business in this area or property on which a business is located in this area and that you may be required to register. Also attached is an Aquifer Protection Area Program Fact Sheet.

If you have any questions, please contact [NAME OF CHAIRMAN OR AGENT OR OTHER AGENCY CONTACT] at [PHONE NUMBER] or [EMAIL].

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

Enclosed: Aquifer Protection Area Program Fact Sheet
Map of the [NAME OF AQUIFER PROTECTION AREA]

8 | Form Letters, Registrations and Permits

8.2 | Notice of Potential Registration to Facility and Property Owners

On Town/City Letterhead

[DATE]

[BUSINESS OR FACILITY NAME]

[ADDRESS]

[CITY/TOWN] [STATE] [ZIP CODE]

RE: Notification of Potential Requirement to Register under the Aquifer Protection Area Program of [CITY/TOWN]

Dear [NAME]:

The [CITY/TOWN] is hereby notifying you that you may be required to register with the [CITY/TOWN] Aquifer Protection Agency, as required by the [CITY/TOWN] Aquifer Protection Area Regulations. You are being notified because a survey of the Aquifer Protection Area and the potentially regulated land uses indicate that you own a business in this area or property on which a business is located in this area and that you may be required to register.

The Aquifer Protection Area Regulations became effective on [DATE]. All businesses that are required to register under these new regulations must do so within 180 days of this date; in [TOWN] that date will be [DATE].

Copies of the Aquifer Protection Area Regulations and the [CITY/TOWN] Zoning District Map designating the Aquifer Protection Area Boundaries are available in the [OFFICE/DEPARTMENT] at [CITY/TOWN] Hall, [STREET ADDRESS].

To help you determine whether or not you need to register, enclosed is a form, **Determining Your Regulatory Status Form**, to help you. Also enclosed is a copy of the registration form as well as instructions for completing the form.

If you have any questions, please contact [NAME OF CHAIRMAN OR AGENT OR OTHER AGENCY CONTACT] at [PHONE NUMBER] or [EMAIL].

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

Enclosed: Determining Your Regulatory Status Form
Registration Form and Instructions

8 | Form Letters, Registrations and Permits

8.3 | Registration Acknowledgement

On Town/City Letterhead

[DATE]

[NAME], [TITLE]

[COMPANY]

[STREET], [PO BOX]

[CITY/TOWN] [STATE] [ZIP CODE]

Dear Applicant:

This letter is to confirm the receipt of the Aquifer Protection Area registration package for [BUSINESS NAME].

Your registration has been assigned the following application number: [NUMBER]

Please include this number on all correspondence regarding this application. As of today, the following materials have been received:

Item	Required Fee	Fee Received	Received on
Registration Package:			[DATE]
Registration Fee:	[\$AMOUNT]	[\$AMOUNT]	[DATE]

If there are any questions regarding this notice, please feel free to contact: [NAME] at [PHONE NUMBER]

If you have specific technical questions regarding your application, please contact the Aquifer Protection Agency directly: [NAME] at [PHONE NUMBER]

Your registration is under review. You will receive notice from this office once the registration is approved. The agency may request further information to evaluate your registration.

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

8 | Form Letters, Registrations and Permits

8.4 | Registration Cover Letter

On letterhead if available

[DATE]

[NAME], [TITLE]

[COMPANY]

[STREET], [PO BOX]

[CITY/TOWN] [STATE] [ZIP CODE]

Re: Aquifer Protection Area Registration

Dear Registrant:

Enclosed is a certificate of registration for the regulated activities being conducted at your facility in the Aquifer Protection Area.

This certificate will serve two purposes. First, this is a way for us to acknowledge to you that your registration has been processed. Second, it is a way for our inspection staff to know that you have the appropriate regulated activities registered for your facility.

The expiration date for this registration is noted on the registration certificate. When corresponding with our office regarding your registration, please use the "Registration Number" on the certificate. This number is unique to your registered activities and the location of this facility.

The following general provisions apply to the issuance of this and all registrations:

- (1) the Agency has relied in whole or in part on information provided by the registrant and if such information subsequently proves to be false, deceptive, incomplete or inaccurate, the registration may be modified, suspended or revoked;
- (2) all registrations issued by the Agency are subject to and do not derogate any present or future rights or powers of the Commissioner, Agency, or municipality, and convey no rights in real estate or material nor any exclusive privileges, and are further subject to any and all public and private rights and to any federal, state, and municipal laws or regulations pertinent to the subject land or activity;
- (3) the registration shall expire five (5) years from the date of receipt of such registration by the Agency;
- (4) the registrant shall apply to the Agency to renew the registration on a form prescribed by the Agency for a facility prior to expiration of such registration; and
- (5) If a registered regulated activity is out of business or inactive when registration renewal is required, a five (5) year allowance shall be in effect from the date the registration expires. If the registrant has not applied to renew the registration within five (5) years of the date the registration expires, the facility is no longer eligible for registration.

If you have any questions regarding this registration or the aquifer protection area program, please feel free to call [NAME] at [PHONE NUMBER].

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

Enclosed: Registration Certificate

Cc: Connecticut Department of Energy and Environmental Protection
Connecticut Department of Public Health
Water Utility

8 | Form Letters, Registrations and Permits

8.5 | Certificate of Registration

TOWN/CITY LOGO

TOWN/CITY
AQUIFER PROTECTION AGENCY
STREET ADDRESS
CITY, STATE ZIP CODE

Certificate of Registration

Issued to:

[FACILITY NAME]

For the following activities:

[LIST OF ACTIVITIES]

Aquifer Protection Area Registration

In accordance with the [Town/City] Aquifer Protection Area Regulations

[NAME]

[CHAIR, AQUIFER PROTECTION AGENCY]

Facility Information:

[NAME] [NUMBER]
[STREET][PO BOX] [NUMBER]
[CITY][STATE][ZIP]

Registration Number: [NUMBER]
Application Number: [NUMBER]
Issue Date: [NUMBER]
Expiration Date: [NUMBER]

8 | Form Letters, Registrations and Permits

8.6 | Permit Application Acknowledgement

On letterhead if available

[DATE]

[NAME], [TITLE]

[COMPANY]

[STREET], [PO BOX]

[CITY/TOWN] [STATE] [ZIP CODE]

Dear Applicant:

This letter is to confirm the receipt of the Aquifer Protection Area permit application package for [BUSINESS NAME]:

Your permit application has been assigned the following number: [NUMBER]

Please include this number on all correspondence regarding this application. As of today, the following materials have been received:

Item	Required Fee	Fee Received	Received on
Permit Application Package:			[DATE]
Permit Application Fee:	[\$AMOUNT]	[\$AMOUNT]	[DATE]

If there are any questions regarding this notice, please feel free to contact: [NAME] at [PHONE NUMBER]

If you have specific technical questions regarding your application, please contact the Aquifer Protection Agency directly: [NAME] at [PHONE NUMBER]

Your permit application is under review. You will receive notice from this office once the permit application is approved. The agency may request further information to evaluate your permit application.

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

8 | Form Letters, Registrations and Permits

8.7 | Permit Cover Letter

On letterhead if available

[DATE]

[NAME], [TITLE]

[COMPANY]

[STREET], [PO BOX]

[CITY/TOWN] [STATE] [ZIP CODE]

Application No.: [NUMBER]

Town(s): [TOWN NAME]

Aquifer Protection Area: [AQUIFER PROTECTION AREA NAME]

Dear [NAME]:

The Aquifer Protection Agency has approved your application to add a regulated activity to your registered facility. Your attention is directed to the conditions of the enclosed permit. You should read your permit carefully and adhere to the best management practices you have attested to in your application and the permit conditions.

The expiration for this permit is noted near the top of the enclosed permit. You should submit a renewal of your permit 90 days before the expiration of this permit.

When corresponding with our office regarding your permit, please use the "Permit Number" listed. This number is unique to your regulated activity and the location of the facility.

If you have any questions regarding this permit, please contact the Aquifer Protection Agency at [PHONE NUMBER].

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

Enclosed: Permit

cc: All Parties

Connecticut Department of Energy and Environmental Protection

Connecticut Department of Public Health

Water Utility

8 | Form Letters, Registrations and Permits

8.8 | Permit

On letterhead if available

PERMIT

PERMITTEE: [NAME], [TITLE]
[COMPANY]
[STREET], [PO BOX]
[TOWN/CITY], [STATE] [ZIP CODE]

PERMIT NO.: [NUMBER]

DATE OF ISSUANCE: [DATE]

DATE OF EXPIRATION: [DATE]

TOWN(S): [TOWN NAME]

AQUIFER: [AQUIFER PROTECTION AREA NAME]

Dear [NAME]:

Pursuant to Section [NUMBER] of the [TOWN/CITY] Aquifer Protection Area Regulations, the [NAME] (the "permittee") is hereby authorized to [INSERT REGULATED ACTIVITY TO BE PERMITTED] at the [FACILITY NAME AND ADDRESS] (the "facility") in accordance with permittee's application dated [DATE OF APPLICATION], filed with the Agency on [DATE] and described herein. The purpose of the permit is to authorize a new regulated activity at the registered facility.

AUTHORIZED ACTIVITY

This permittee is authorized to conduct [REGULATED ACTIVITY] located at [FACILITY NAME AND ADDRESS]. The activity will be conducted in accordance with this permit, [PERMIT NUMBER], and facility plans entitled, [NAME OF FACILITY PLANS].

Permittee's failure to comply with terms and conditions of this permit shall subject permittee and permittee's operator(s) to enforcement actions and penalties as provided by law.

SPECIAL CONDITIONS

1. [INSERT CONDITION]
2. [INSERT CONDITION]
3. [INSERT CONDITION]

GENERAL CONDITIONS

1. Best Management Practices - Every regulated activity shall be conducted in accordance with the following:
 - a. Hazardous materials may be stored above ground within an Aquifer Protection Area only in accordance with the following conditions:
 - (i) hazardous material shall be stored in a building or under a roof that minimizes stormwater entry to the hazardous material storage area, except that a roof is not required for a bulk storage facility as defined in Section 2 of the APA Regulations,
 - (ii) floors within a building or under a roof where hazardous material may be stored shall be constructed or treated to protect the surface of the floor from deterioration due to spillage of any such material,
 - (iii) a structure which may be used for storage or transfer of hazardous material shall be protected from stormwater run-on and groundwater intrusion,
 - (iv) hazardous material shall be stored within an impermeable containment area which is capable of containing at least the volume of the largest container of such hazardous material present in such area, or 10% of the total volume of all such containers in such area, whichever is larger, without overflow of released hazardous material from the containment area, *(continued on next page)*

8 | Form Letters, Registrations and Permits

8.8 | Permit (continued)

On letterhead if available

- (v) hazardous material shall not be stored with other hazardous materials that are incompatible and may create a hazard of fire, explosion or generation of toxic substances,
 - (vi) hazardous material shall be stored only in a container that has been certified by a state or federal agency or the American Society of Testing Materials as suitable for the transport or storage of such material,
 - (vii) hazardous material shall be stored only in an area that is secured against unauthorized entry by the public, and
 - (viii) the requirements of this subdivision are intended to supplement, and not to supersede, any other applicable requirements of federal, state, or local law, including applicable requirements of the Resource Conservation and Recovery Act of 1976;
- b. no person shall increase the number of underground storage tanks used to store hazardous materials;
 - c. an underground storage tank used to store hazardous materials shall not be replaced with a larger tank unless (A) there is no more than a 25% increase in volume of the larger replacement tank, and (B) the larger replacement tank is a double-walled tank with coaxial piping, both meeting new installation component standards pursuant to §22a-449(d)-1(e) and §22a-449(d)-102 of the Regulations of Connecticut State Agencies, and with interstitial monitoring;
 - d. no person shall use, maintain or install floor drains, dry wells or other infiltration devices or appurtenances which allow the release of waste waters to the ground, unless such release is permitted by the Commissioner in accordance with §22a-430 or §22a-430b of the Connecticut General Statutes; and
 - e. the approved a materials management plan shall be implemented and shall be maintained at the subject facility and shall be made available thereat for inspection during normal business hours by the Commissioner and the municipal Aquifer Protection Agency.
- 2. The approved stormwater management plan shall be implemented to assure that stormwater run-off generated by the subject regulated activity is managed in a manner so as to prevent pollution of groundwater, and shall comply with all of the requirements for the General Permit of the Discharge of Stormwater associated with a Commercial Activity issued pursuant to §22a-430b of the Connecticut General Statutes.
 - 3. The permittee shall notify the Agency in writing two weeks prior to: (A) commencing construction or modification of structures or facilities authorized therein, and (B) initiating the authorized activity.
 - 4. The permittee may not conduct any regulated activity, as defined under Section 22a-354i-1, unless specifically authorized under this permit or the registration cited above, unless the permittee applies for and receives a modification of this permit in accordance with the provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
 - 5. All structures, facilities, or activities constructed, maintained, or conducted pursuant hereto shall be consistent with the terms and conditions of this permit, and any structure, facility or activity not specifically authorized by this permit, or the registration cited above, or exempted pursuant to Section 22a-354i-8 or section 22a-354i-6 of the Regulations of Connecticut State Agencies, shall constitute a violation hereof which may result in modification, revocation or suspension of this permit or in the institution of other legal proceedings to enforce its terms and conditions.
 - 6. The Agency has relied in whole or in part on information provided by the applicant and if such information subsequently proves to be false, deceptive, incomplete or inaccurate, the permit may be modified, suspended or revoked.
 - 7. All permits issued by the Agency are subject to and do not derogate any present or future rights or powers of the Agency, and convey no rights in real estate or material nor any exclusive privileges, and are further subject to any and all public and private rights and to any federal, state, and municipal laws or regulations pertinent to the subject land or activity. *(continued on next page)*

8 | Form Letters, Registrations and Permits

8.8 | Permit (continued)

On letterhead if available

8. The permit shall expire ten (10) years from the date of issuance of such permit by the Agency.
9. A person shall apply to the Agency to renew the permit on a form prescribed by the Agency prior to expiration of such permit. Such renewal shall be granted upon request by the Agency, unless a substantial change in the permitted activity has been made, or enforcement action with regard to the regulated activity has been taken, in which case, a new permit application shall be submitted and reviewed in accordance with the provisions of Section [NUMBER] of the Aquifer Protection Area Regulations.
10. A person may request a modification of a permit from the Agency. Such request shall be on a form prescribed by the Agency, and shall include the facts and reasons supporting the request. The Agency may require the applicant to submit a new application for a permit or renewal in lieu of a modification request.
11. In constructing or maintaining any structure or facility or conducting any activity authorized herein, the permittee may not cause pollution, impairment, or destruction of the air, water, or other natural resources of the state.
12. In constructing or maintaining any structure or facility or conducting any activity authorized herein, the permittee shall employ best management practices to control discharges, and to otherwise prevent pollution of water of the State. The permittee shall immediately inform the Agency of any adverse impact or hazard to the environment which occurs or is likely to occur as the direct result of the construction, maintenance, or conduct of structures, facilities, or activities authorized herein.
13. This permit is not transferable without the prior written consent of the Agency.
14. This permit shall expire on [DATE].
15. Certification of Documents: Any document, including but not limited to any notice, which is required to be submitted to the Agency under this permit, shall be signed by the permittee or a responsible corporate officer of the permittee, a general partner of the permittee, and by the individual or individuals responsible for the actually preparing such document, each of whom shall certify in writing as follows:

"I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachment may be punishable as a criminal offense under 53a-157 of the Connecticut General Statutes or any other applicable law."
16. Submission of Documents: Any document or notice required to be submitted to the Agency under this permit shall, unless otherwise specified in writing by the Agency, be directed to:

[TOWN/CITY] Aquifer Protection Agency

[STREET]

[TOWN/CITY] [STATE] [ZIP CODE]

The date of submission to the Agency of any document required by this permit shall be the date such document is received by the Agency. The date of any notice by the Agency under this permit, including but not limited to notice of approval or disapproval on any document or other action, shall be the date such notice is personally delivered or the date three days after it is mailed by the Agency, whichever is earlier. Except as otherwise specified in this permit, the word "day" as used in this permit means any calendar day. Any document or action which is required by this permit to be submitted or performed by a date which falls on a Saturday, Sunday or legal holiday shall be submitted or performed by the next business day thereafter.

This authorization constitutes the permit required by Section [NUMBER] of the Aquifer Protection Area Regulations.

Issued as a permit of the [TOWN/CITY] Aquifer Protection Agency on [DATE].

[NAME]

Chair, Aquifer Protection Agency

8 | Form Letters, Registrations and Permits

8.9 | Letter of Incompleteness

On letterhead if available

[DATE]

[APPLICANT'S NAME and ADDRESS]

RE: Application No. [NUMBER]

Town of [TOWN NAME]

Dear [APPLICANT'S NAME]:

The [NAME OF AGENCY] has reviewed your registration/permit application, and has determined that it is incomplete. Please submit the following information and answer the following questions in writing by the Agency's meeting to be held on [DATE] to complete the registration/permit application.

- 1.
- 2.
- 3.

[ETC.]

Failure to submit this information may result in the denial of your registration/permit application because it is incomplete. If you have any questions please contact [NAME OF CHAIRMAN OR AGENT OR OTHER AGENCY CONTACT] at [PHONE NUMBER].

Sincerely,

[NAME OF CHAIRMAN]

[AQUIFER PROTECTION AGENCY]

[TOWN NAME]

Cc: [Other Commissions]

[PARTIES]

8 | Form Letters, Registrations and Permits

8.10 | Public Notice for a Hearing

On letterhead if available

TOWN OF [TOWN NAME]
NOTICE OF PUBLIC HEARING
APPLICATION NO. [NUMBER]

Pursuant to section [NUMBER OF SECTION] of the Aquifer Protection Area Regulations, the Aquifer Protection Agency has scheduled a public hearing on the application of [NAME OF APPLICANT, BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY OR ACTIVITIES, AND LOCATION OF SITE].

The hearing will be held on [DATE OF HEARING] at [TIME OF DAY] in [LOCATION – ROOM NUMBER, STREET ADDRESS AND TOWN].

A copy of the application is available for inspection in the [PLACE WHERE APPLICATION INFORMATION IS AVAILABLE FOR REVIEW].

DATED: [DATE OF NOTICE]
[NAME OF CHAIRMAN]
[AQUIFER PROTECTION AGENCY]

8 | Form Letters, Registrations and Permits

8.11 | No Permit Required

On letterhead if available

[DATE]

[NAME, OWNER]
[FACILITY NAME]
[FACILITY STREET ADDRESS]
[CITY, STATE, ZIP]

Dear [APPLICANT'S NAME]:

The [NAME OF AGENCY] received the site plan and/or documents you submitted titled "[TITLE OF PLANS OR DOCUMENT]" dated [DATE OF PLANS]. A review of this information reveals that no regulated activity as defined in section [SECTION(S) IN REGULATIONS] of the [NAME OF THE AQUIFER PROTECTION AGENCY] of the town of [TOWN NAME] is proposed and, therefore, an Aquifer Protection Area Permit is not required. This letter applies only to the specific plans and documents noted above. Any revision of these plans will require further review by this agency.

If you have any questions about this letter, please contact [NAME OF CHAIRMAN OR AGENT OR OTHER AGENCY CONTACT] at [PHONE NUMBER].

Sincerely,

[NAME OF CHAIRMAN]
[AQUIFER PROTECTION AGENCY]
[TOWN NAME]

Cc: [PARTIES]

8 | Form Letters, Registrations and Permits

8.12 | Notice of Decision, Permit Granted or Denied

On letterhead if available

NOTICE OF DECISION

APPLICATION [NUMBER]

Pursuant to section [NUMBER] of the [CITY/TOWN] Aquifer Protection Area Regulations, the Aquifer Protection Agency gives notice that it has [DENIED/GRANTED] the Aquifer Protection Area permit application of [NAME OF APPLICANT] to conduct activities on property located at [ADDRESS OR LOCATION OF THE PARCEL UNDER REVIEW].

DATED: [DATE OF NOTICE]
[NAME OF CHAIRMAN]
[AQUIFER PROTECTION AGENCY]