



## Connecticut Department of Energy & Environmental Protection

# Instructions for Completing the General Permit Registration Form for the Addition of Grass Clippings at Registered Leaf Composting Facilities

*Use these instructions to complete the registration form for the General Permit for the Addition of Grass Clippings at Registered Leaf Composting Facilities (DEEP-[RCY]-REG-[006.]). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.*

A completed registration form must be submitted for each Registration for the Addition of Grass Clippings at a Registered Leaf Composting Facility.

## Introduction

DEEP uses both individual and general permits to regulate composting. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar activities by one or more registrants throughout a prescribed geographic area. Authorization of an activity under a general permit is governed by that general permit. A general permit sets terms and conditions for conducting an activity which, when complied with, are protective of the environment. General permits are a quicker and more cost effective way to permit specific activities for both the department and the registrant.

Any questions that you may have regarding the Solid Waste Permitting Program's general permit program should be directed to 860-424-3366.

## Who May Apply for General Permit Authorization?

A Registration shall be filled by any person or municipality seeking, under the authority of this general permit, to add Grass clippings to a Leaf

composting facility registered under section 22a-208i(a)-1.

Any person proposing to transfer a DEEP permit 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 facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. Please note that not all licenses are transferable. For further information concerning permit transfers or to obtain a *License Transfer Form*, please contact the Office of Planning and Program Development (OPPD) at 860-424-3003.

## How To Apply

Your general permit registration must include the following:

- An original *General Permit Registration Form for the Addition of Grass Clippings*

at Registered Leaf Composting Facilities (DEEP-RCY-APP-006) and all supporting documents;

- Two (2) of copies of the registration package;
- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.

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 general permit registration, label your supporting documents as directed on your registration form and always include, on each document, the registrant's name as indicated on the *Registration Form*. When additional space is necessary to answer a question stated in the registration, please insert additional sheets by the appropriate question. Label each sheet with the registrant's name as indicated on the *Registration Form*, along with the corresponding part number and question number indicated on the general permit registration form. You should retain a copy of all documents for your files.

## Part I: Registration Type

Check the appropriate box to specify if the registration is for a *new* authorization under a general permit, (also indicate if it is a *replacement* of an existing individual permit or registration); a *renewal* of an existing authorization under a general permit (indicate if it is a new owner), or a *modification* of an existing authorization under a general permit. If your activity has been formerly licensed by an individual permit, registration or other authorization, or if you are applying for a renewal or modification of an existing general permit authorization, please identify the previous or existing permit/authorization/registration number in the space provided, the facility id number and the expiration date of the existing license.

## Part II: Fee

A fee of \$500 must be submitted for each registration you are submitting. Each Addition of Grass Clipping at Registered Leaf Composting Facility requires a separate registration and fee. The registration will not be processed without the fee. The payment should be in the form of a check or money order made payable to “Department of Energy and Environmental Protection”. For municipalities, the 50% discount applies.

## Part III: Registrant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) 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 Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

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 such 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 [CONCORD](#)). 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 registrant 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* – Registrants must provide an accurate email address when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.
1. *Registrant* - Complete the information concerning the registrant.
  2. *Billing Contact* – If the registrant is not the billing contact, complete this section.
  3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, 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 registrant instead of the primary contact.
  4. *Attorney* - It is not required that a registrant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
  5. *Facility Operator* - If the registrant is not the operator of the affected facility or equipment, complete this section.
  6. *Owner* - If the registrant is not the owner of the affected facility or equipment, complete this section.
  7. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed

activity. Be sure to identify the service that is being provided by each.

## **Part IV: Site Information**

### **1. *Site Location***

The site name, if applicable, should be 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 activity will take place. Include the street address and municipality. 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, of the exact location of the proposed activity. 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.

2. Provide the estimated state date on which grass clippings will be brought to the facility.
3. Provide the amount, in cubic yards, of leaves received at the facility in the past year.
4. Provide the capacity, in cubic yards, of registered leaf composting facility.
5. Provide the distance in feet and the use of any buildings within 250 feet of the leaf composting facility.

6. Provide the distance in feet and the type of waterbody within 250 feet of the site.

***DEEP strongly encourages all registrants 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 general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.***

## **7. Coastal Management Act Consistency**

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act, i.e., sections 22a-90 through 22a-112 of the Connecticut General Statutes (CGS). 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 and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and Town of)	Norwich	
	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 Office of Long Island Sound Programs (OLISP), the

DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEEP Maps and Publications. The map can also be viewed at:

[www.cteco.uconn.edu/map\\_catalog.asp](http://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 changes, you must complete a [\*Coastal Consistency Review Form\*](#) (DEEP-APP-004) and submit it with your registration as Attachment C.

For renewals or other modifications located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration 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 general permit registrations 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 registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the *Coastal Consistency Review Form*, refer to the

Available Resources Section at the end of these instructions. For assistance in completing the form, or if you have questions on this process, call the Office of Long Island Sound Programs (OLISP) at 860-424-3034.

## **8. *Natural Diversity Data Base (NDDB) - Endangered or Threatened Species***

Section 26-310 (a) of the Connecticut General Statutes 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:

[www.ct.gov/deep/nddbrequest](http://www.ct.gov/deep/nddbrequest) 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 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. If applicable, prior to submitting the subject registration, you must submit a *Request for NDDB State Listed Species Review*” form (DEEP-APP-007) to NDDB. Please note that NDDB review generally takes 4 to 6 weeks. You must then submit a CT NDDB response and copies of any other correspondence to and from the NDDB, including a copy of the completed *Request for NDDB State Listed Species Review*” form (DEEP-APP-007) with your registration as Attachment D.

## **9. *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.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However, you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection) or contact the program at 860-424-3020.

## **10. *Conservation or Preservation Restriction***

If the activity which is the subject of the

registration is located within a conservation or preservation restriction area, proof of written notice of the registration to the holder of such restriction or a letter from the holder of such restriction verifying that the registration is in compliance with the terms of the restriction, must be submitted as Attachment E, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

## Part VI: Supporting Documents

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 registration form and these instructions and be sure to include the name of the registrant as indicated on the *registration form*.

### Attachment A: Site Plan

Submit, as Attachment A, a legible drawing of the location of the property where the activity will occur. The plan must show a north meridian arrow and be drawn to scale, with the scale shown as either a numerical ratio (e.g., 1:200) or as a bar scale (e.g., 1" = 40'). The plan must show, at a minimum:

- Distance between the staging, processing, curing, and storage areas of the facility and any surface water;
- Distance between the staging, processing, curing, and storage areas of the facility and the boundaries of the property at which the facility is located;
- Distance between the staging, processing, curing, and storage areas of the facility and any occupied building other than an owner occupied building on the property at which the facility is located;
- Distance from the ground surface of the property at which the facility is located and the seasonal high groundwater table;
- Distance between the ground surface of the property at which the facility is located and the bedrock;

- Distance between the staging, processing, curing, and storage areas of the facility and any drinking water supply well;

### Attachment B: United States Geological Survey (USGS) Topographic Quadrangle Map

Submit, as Attachment B, an 8 ½" x 11" copy of the relevant portion or a full-sized original of a USGS Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the project site and proposed activities.

The quadrangle name should be noted on the copy of the map submitted.

DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location may delay the processing of your registration.

### Attachment C: Coastal Consistency Review Form

Activities within the state's coastal area which includes the coastal boundary 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 IV, item 3, to determine if this requirement pertains to you.

### Attachment D: Natural Diversity Data Base (NDDB) -Endangered or Threatened Species Information

Submit copies of any correspondence provided to or received from the CT NDDB program, including a copy of a *completed CT NDDB Request Form* (DEEP-APP-007) as



Attachment D, as explained in Part IV, item 4 of these instructions.

### **Attachment E: Conservation or Preservation Restriction**

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, submit proof of written notice of this registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, as Attachment E. The municipality where the site is located may have information concerning such restrictions.

### **Attachment F: Operational Description**

A detailed written description of how grass clippings will be added to the registered leaf composting facility. For guidance, please refer to the DEEP document entitled "*Best Management Practices for Grass Clipping Management*" dated January, 1999, as may be amended.

### **Part VII: Registrant Certification**

After the registration has been completed it must be reviewed and signed by both the registrant and the individual(s) who actually prepared the registration [and any part thereof required by the registration. This includes consultants, professional engineers, surveyors, soil scientists, ect.]. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the registration, including all attachments, is true, accurate and complete.

The certification of the registration package 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;
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.

A registration 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 registration. Be sure to also check the DEEP website, [www.ct.gov/deep](http://www.ct.gov/deep) and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding a Solid Waste General Permit: contact the Solid Waste Permitting Program, at 860-424-3366.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at: [www.ct.gov/deep/wastepermitapps](http://www.ct.gov/deep/wastepermitapps)

- Coastal Boundary Areas: Town Hall and/or DEEP Maps and Publications; "Coastal Boundary Map". Additional information: Office of Long Island Sound Programs: 860-424-3034
  - [www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp)

- [magic.lib.uconn.edu/connecticut\\_data.html#water](http://magic.lib.uconn.edu/connecticut_data.html#water)
- [\*Coastal Consistency Review Form\*](#)
- Coastal Resource Maps: Town Hall and/or DEEP Maps and Publications 860-424-3555
- USGS Topographic Quadrangle Map: ([USGS](http://www.ct.gov/deep/gis)) [Topographic Quadrangle Map: \(www.ct.gov/deep/gis\)](http://www.ct.gov/deep/gis); DEEP Maps and Publications, 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](http://www.usgs.gov)
- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; [www.ct.gov/deep/endangeredspecies](http://www.ct.gov/deep/endangeredspecies)
- Aquifer Protection Area Maps: [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection), DEEP Maps and Publications
- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- Aerial Photographs: DEEP OLISP 860-424-3034
  - CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://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/](http://magic.lib.uconn.edu/)
  - ◆ CTECO internet site maintained by the University of Connecticut [[www.cteco.uconn.edu](http://www.cteco.uconn.edu)]
- Tidal Wetland Boundary Maps: DEEP Maps and Publications 860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP OLISP 860-424-3034
- Wetlands of Connecticut: DEEP Maps and Publications 860-424-3555
- National Wetland Inventory Maps: DEEP Maps and Publications 860-424-3555
- 2002 Connecticut Guidelines for Soil Erosion and Sediment Control ([www.ct.gov/deep/cwp/view.asp?a=2720&q=325660&deepNav\\_GID1654](http://www.ct.gov/deep/cwp/view.asp?a=2720&q=325660&deepNav_GID1654))
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [www.ct.gov/deep/gis](http://www.ct.gov/deep/gis)
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or DEEP Maps and Publications; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation District Offices and the United States Department of Agriculture Conservation Service Office
- US Army Corps of Engineers
  - ◆ Regulatory Program [www.usace.army.mil/inet/functions/cw/cecwo/reg/](http://www.usace.army.mil/inet/functions/cw/cecwo/reg/)
  - ◆ New England District, Regulatory Office  
696 Virginia Road  
Waltham, MA 02254  
Concord, MA 01742-2751  
[www.usace.army.mil](http://www.usace.army.mil)  
800-343-4789; 978-318-8335; 978-318-8338



- ♦ Wetlands Regulatory Assistance Program  
[el.erdc.usace.army.mil/wrap/wrap.html](http://el.erdc.usace.army.mil/wrap/wrap.html)

- 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 OLISP 860-424-3034

- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes:  
[www.cga.ct.gov/lco/statutes-index.asp](http://www.cga.ct.gov/lco/statutes-index.asp)
- DEEP website for Statutes and Regulations: [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/laws-regs)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation:  
[www.epa.gov/lawsregs](http://www.epa.gov/lawsregs)

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 (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

Figure A

Sample map indicating how to label the USGS map

USGS Quadrangle Map: Clinton  
Map Scale: 1:24,000

