



Connecticut Department of  
Energy & Environmental Protection  
Office of the Commissioner  
Environmental Justice Program

# Environmental Justice Public Participation Plan

Prior to a permit application being filed with the Department, an Environmental Justice Public Participation Plan (the "Plan") must be submitted and approved **for 1) any affecting facility**, in accordance with Section 22a-20a of the Connecticut General Statutes, **and 2) any additional facility applicable under the Department's Environmental Justice Policy**, that is proposed to be located or expanded in an **environmental justice community**. For definitions and guidance, refer to the **Environmental Justice Public Participation Guidelines ("Guidelines")** ([www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice)). If the Plan is required for your project, complete and submit this form to the address indicated above.

Once the Plan has been approved by the Department, the applicant becomes responsible for fully implementing its approved Plan. Prior to issuance of a Notice of Tentative Determination by the Department, the applicant must submit a final report, documenting the implementation of the Plan. Should any of the information supplied in this form or in the approved Plan change, you must contact the Environmental Justice Program immediately to determine if an amendment to your approved Plan must be submitted.

Label all supporting documents to correspond with the outline provided in this document, e.g., "Part II A: Project Summary".

## Part I: Proposed Applicant Information

<b>1. APPLICANT INFORMATION</b>		
Applicant:		
Mailing Address:		
City/Town:	State:	Zip Code:
Business Phone:	ext.	Fax:
Contact Person:	Phone:	ext.
Email:		
Applicant (check one): <input type="checkbox"/> individual <input type="checkbox"/> company <input type="checkbox"/> federal gov't <input type="checkbox"/> state agency <input type="checkbox"/> municipality		
If a Company, list company type (e.g., corporation, limited partnership, etc.):		
<input type="checkbox"/> Check if any co-applicants. If so, attach additional sheet(s) with the required information as requested above.		
<b>2. WILL YOUR PERMIT APPLICATION INVOLVE:</b> (check one):		
<input type="checkbox"/> A new facility <input type="checkbox"/> An expansion of an facility		
<b>3. FACILITY NAME AND LOCATION</b>		
Name of facility :		
Street Address or Location Description:		
City/Town:	State:	Zip Code:
Tax Assessor's Reference: Map	Block	Lot

## Part II: Informal Public Meeting Requirements

Complete this part, identifying the time and place of the meeting and the methods that will be used to publicize it. Please note, the Department cannot take any action on the applicant's permit earlier than sixty days after the informal public meeting takes place.

### A. Identify Time and Place of 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 **date, time and place** of the meeting with the Department's Environmental Justice Program (860-424-3044 or [edith.pestana@ct.gov](mailto:edith.pestana@ct.gov)).

- Approximate Date:
- Place:
- Time:

*To ensure an effective public meeting the following is advised: (1) schedule meetings at convenient times (i.e., evenings) and locations for community members; (2) announce the meeting through community channels, such as church bulletins, local papers and radio broadcasts; (3) announce meetings in common languages (e.g., Spanish radio or newspaper); (4) provide documentation and speakers in the appropriate languages other than English, if necessary; (5) provide information regarding applicable laws (state and local) with the appropriate contacts. Provide easy to understand information to community members. Respond to all comments. Be direct, open and honest regarding the expectations and limitations of the proposed facility.*

**Refer to Part III of this form for information to be presented at the meeting.**

### B. Identify Communication Methods By Which to Publicize the Public Meeting

1. At a minimum, applicants are 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. Refer to [newspaper of general circulation \(www.ct.gov/deep/permits&licenses\)](http://www.ct.gov/deep/permits&licenses) or contact the Environmental Justice Program at 860-424-3044 for more information on appropriate local and general circulation newspapers. 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.*

## Part II: Informal Public Meeting Requirements (continued)

2. Other communication methods include but are not limited to (check as applicable):
- posting a sign on the subject property in English and other common languages spoken by at least twenty percent of the population that reside within a one-half 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 web site, if applicable.
  - Other communication methods: Please specify:

## 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 Proposed Facility or Proposed Expansion of a Facility

1. Identify the potential environmental and health impacts of such facility or the expansion of such facility, i.e., increased air emissions, water discharges, material management issues, etc.
2. Identify permits and general permits needed for the project by completing the *Permit Checklist* (DEP-APP-001A).  
*It is important to complete the Checklist thoroughly to identify to the public what types of Department permits may be needed for such facility.*
3. Identify efforts to mitigate the potential environmental and health impacts of such facility.
4. Identify any pollution control measures associated with the project.
5. Describe the location of the proposed facility with respect to residents and other community members (e.g., schools, parks, where people live, work etc.), including vehicle traffic patterns, noise, hours of operation and proximity to sensitive receptors, which could cause concerns in the community.

### B. Identification of Impacted Community

1. Identify potentially impacted community (e.g., local neighborhood and religious institutions, schools and sensitive receptors such as day care centers and clinics and hospitals, local businesses, community based organizations and environmental organizations).
2. Identify community's demographics including: age, income, language, population, 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.*

## Part III: Measures to Facilitate Meaningful Public Participation (continued)

### B. Identification of Impacted Community (continued)

3. Identify community(s) 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 and social terms (e.g., retirement center, parks, places of worship, social clubs, etc.). In any given area there may also be multiple overlapping communities and interests.*

### C. Identification of Individuals/Groups to Seek and Notify

1. Notify town(s) officials in which the affecting facility is proposed to be located or expanded. 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:**

Check other individual/groups to notify.

- local building official;
- the zoning enforcement officials;
- local health officials; and
- any local environmental commission, committee or officials.

*For information on municipal officials, please refer to the latest edition of the "State of Connecticut Register and Manual" ([www.sots.ct.gov/sots/cwp/view.asp?a=3188&Q=392636](http://www.sots.ct.gov/sots/cwp/view.asp?a=3188&Q=392636)), or contact municipal offices.*

2. Identify the following to notify: abutting property owners, neighborhood residents, community leaders, (neighborhood and religious leaders, block watch captains, etc.), key community members; environmental commissions; civic organizations (e.g. Chamber of Commerce); local businesses; organizations; and neighborhood groups.

*For assistance in obtaining environmental justice and other local contacts in the geographic area of interest, contact the Department's Environmental Justice Program at 860-424-3044 or [edith.pestana@ct.gov](mailto:edith.pestana@ct.gov).*

### Part III: Measures to Facilitate Meaningful Public Participation (continued)

#### 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 (e.g., sign, newspapers, radio). Include a copy of the planned publication or broadcast. For a list of alternative media, contact the Department's Environmental Justice Program at 860-424-3044 or [edith.pestana@ct.gov](mailto:edith.pestana@ct.gov).
- open house; facility tours
- meetings with neighborhood and community leaders, residents, business, etc.
- Other (please specify):

#### E. Identify Other Measures, if applicable:

Attach additional sheets if necessary with the information.

## Part IV: Certification

The proposed applicant *and* the individual(s) responsible for actually preparing the Plan must sign the following Certification. Refer to the **Guidelines** for information on who should sign the 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.

<p>“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.</p> <p>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.</p> <p>I certify that this Plan is on complete and accurate forms as prescribed by the commissioner without alteration of the text.</p> <p>I also certify that a final report, which documents the implementation of this Plan, will be submitted to the Department <b>after</b> this Plan has been approved in writing by the Department and <b>before</b> the Department issues a Notice of Tentative Determination.”</p>	
<hr/> Signature of Proposed Applicant	<hr/> Date
<hr/> Name of Proposed Applicant (print or type)	<hr/> Title (if applicable)
<hr/> Signature of Preparer (if different than above)	<hr/> Date
<hr/> Name of Preparer (print or type)	<hr/> Title (if applicable)

Note: Please submit this completed Plan with all supporting documents to:

Environmental Justice Program  
 Office of the Commissioner  
 Department of Energy and Environmental Protection  
 79 Elm Street  
 Hartford, CT 06106-5127

Refer to the **Guidelines** for completing the final report which must be submitted **after** this Plan has been approved in writing by the Department and **before** the Department issues a Notice of Tentative Determination.

[SAMPLE TEMPLATE FOR INFORMAL PUBLIC MEETING ANNOUNCEMENT]

**PUBLIC INFORMATIONAL MEETING ANNOUNCEMENT**

*[insert who is presenting the meeting]*

**OPEN TO THE GENERAL PUBLIC**

**AN INFORMATIONAL MEETING REGARDING:**

*[insert information concerning permit applications for proposed facility or expansion of facility]*

**WILL BE HELD AT:** *[insert location]*

**ON:** *[insert date and time].*

**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]*

- (1) GENERAL INTRODUCTION
- (2) LAYOUT OF THE FACILITY
- (3) SAFETY FEATURES ASSOCIATED WITH FACILITY OPERATION
- (4)
- (5)
- (6)
- (7)
- (8) QUESTIONS AND ANSWERS