



**Connecticut Department of
Energy & Environmental Protection**
Office of the Commissioner
Office of Planning & Program Development
Land Acquisition & Management

Application for Review of Land Management Request on State-Owned Land or Water

Please complete this form in accordance with the [instructions](#) to ensure the proper handling of your application. Print or type unless otherwise noted. DEEP encourages all applicants to submit their application electronically by email to DEEP.PropertyManagement@ct.gov.

DEEP Land Acquisition & Management Use Only	
A-File #:	_____
Type:	_____
Requestor:	_____
Facility:	_____
Date:	_____

Part I: Application Type

Check the appropriate box identifying the application type.

<p>This application is for (check one):</p> <p><input type="checkbox"/> A <i>new</i> application</p> <p><input type="checkbox"/> A <i>renewal</i> of an existing authorization</p> <p><input type="checkbox"/> A <i>modification</i> of an existing authorization</p> <p><input type="checkbox"/> A <i>reconsideration</i> of a previously denied request</p>	<p>Please identify any previous or existing authorization or A-File number made by DEEP below. Copies of any prior authorizations, such as letters of permission or other documentation, should be provided as Attachment F.</p> <p>Existing authorization #: _____</p> <p>Date Issued: _____</p> <p>Date Expired: _____</p>
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Part II: Applicant Information

- *If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the applicant's name shall be stated **exactly** as it is registered with the Secretary of State. 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 the Secretary of State's database (CONCORD). (www.concord-sots.ct.gov/CONCORD/index.jsp)*
- *If an applicant is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).*

1. Applicant Name:		
Mailing Address:		
City/Town:	State:	Zip Code:
Business Phone:	ext.:	
Contact Person:	Phone:	ext.
*E-mail:		
*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.		

Part II: Applicant Information (continued)

a) Applicant Type (check one):

individual federal agency state agency municipality tribal

*business entity (*If a business entity complete i through iii):

i) check type: corporation limited liability company limited partnership
 limited liability partnership statutory trust Other: _____

ii) provide Secretary of the State business ID #: _____ This information can be accessed at the Secretary of State's database (CONCORD). (www.concord-sots.ct.gov/CONCORD/index.jsp)

iii) Check here if your business is **NOT** registered with the Secretary of State's office.

Check if any co-applicants. If so, attach additional sheet(s) with the required information as requested above.

2. Primary contact for departmental correspondence and inquiries, if different than the applicant.

Name:

Mailing Address:

City/Town:

State: Zip Code:

Business Phone:

ext.:

Contact Person:

Phone: ext.

*E-mail:

*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

3. Attorney or other representative, if applicable:

Firm Name:

Mailing Address:

City/Town:

State: Zip Code:

Business Phone:

ext.:

Attorney:

Phone: ext.

E-mail:

4. Engineer(s), Land Surveyor, or other consultant(s) employed or retained to assist with this proposed project.

Name:

Mailing Address:

City/Town:

State: Zip Code:

Business Phone:

ext.:

Contact Person:

Phone: ext.

E-mail:

Part III: Site Information

1. NAME AND LOCATION OF STATE PROPERTY SUBJECT TO REQUESTED ACTIVITY

a. Name of DEEP Property:

Street Address or Location Description:

City/Town:

State:

Zip Code:

Tax Assessor's Reference: Map

Block

Lot

b. Latitude and longitude of the location of the proposed activity in *degrees, minutes, and seconds*, if known: Latitude: Longitude:

Method of determination (check one):

GPS USGS Map Other (please specify):

If a USGS Map was used, provide the quadrangle name:

2. COASTAL BOUNDARY: Will the activity which is the subject of this application be located within the coastal boundary as delineated on DEEP approved coastal boundary maps? Yes No

If yes, and this application is for a new authorization or a modification of an existing authorization where the physical footprint of the subject activity is modified, submit a [Coastal Consistency Review Form](#) (DEEP-APP-004) with this completed application as Attachment C.

Information on the coastal boundary is available at 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.), or the local town hall.

3. NATURAL DIVERSITY DATA BASE (NDDB) - ENDANGERED OR THREATENED SPECIES:

According to the most current "[Natural Diversity Data Base Areas Maps](#)", will the activity which is the subject of this application, including all impacted areas, be located within an area identified as a habitat for state listed endangered, threatened or special concern species?

Yes No Date of Map:

If NO: submit as Attachment D a color copy of the most current Natural Diversity Data Base Areas Map showing the area subject to this application.

If YES: complete and submit a [Request for NDDB State Listed Species Review Form](#) (DEEP-APP-007) to the address specified on the form. **Please note NDDB review generally takes 4 to 6 weeks and may require additional documentation from the applicant, such as ecological surveys, which must be completed prior to submitting this application.**

A copy of the CT NDDB Determination response letter, if received, must be submitted with this completed application as Attachment D. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Be aware that you must renew any NDDB Determination if it expires before any proposed work subject to this application can commence.

For more information visit the DEEP website at www.ct.gov/deep/nddbrequest or call the NDDB at 860-424-3011.

NOTE: All requests are subject to review by DEEP's Property Management Review Committee, which includes staff from the Wildlife Division, Fisheries Division, and other Departmental programs, whether or not a proposed activity is located within an area deemed by the NDDB evaluation process as being a habitat for endangered, threatened, or special concern species.

Part III: Site Information (continued)

4. CONSERVATION EASEMENT OR RESTRICTION: Will the activity which is the subject of this application be located within a conservation easement or conservation restriction area? Yes No

If Yes, a full copy of such deeds or documents and proof of written notice of this application to the holder of such easement or restriction, or a letter from the holder of such easement or restriction, verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment E.

5. OTHER PERMITS OR APPROVALS: List any previous state, federal, or local permits or approvals that have already been issued or are in the process of being obtained for the proposed activity:

Type or Nature of Permit	Permit/App. No.	Issuing Authority	Date Issued/Status	Expiration Date	Permittee/Applicant Name

Part IV: Summary of Requested Project

1. Type of State Property for Requested Activity (check all that apply):

State-owned or controlled waterbody

Name of Waterbody:

State Park, Forest, Wildlife Management, or other Conservation Area

Name of Park, Forest, WMA, or other:

State-owned or controlled Boat Launch

Name of Boat Launch:

NOTE: See [Addendum A](#) for a **list of waterbodies** which DEEP owns, owns a portion, or has an interest. If the applicant is proposing to use a State-owned or controlled boat launch, see [Addendum B](#) for a **list of State Boat Launches and information on use restrictions**.

2. Duration of Proposed Activity

Temporary / Short-term

Permanent

3. Anticipated Start Date of Proposed Activity:

4. Anticipated Date of Completion:

5. Construction Methods & Materials (if applicable):

Part IV: Summary of Requested Project (continued)

6. **Mutual Benefit(s) Provided by Request:**

7. **Project Narrative:** Describe the existing site conditions and present and intended use(s) of the property at which the requested activity will be conducted, the reason for conducting the proposed activity, and other information **as detailed in the [instructions](#) on completing this section.**

Part V: Supporting Documents

Check the applicable box below for each attachment being submitted with this application form. When submitting any supporting documents, please label the documents as indicated in this part (e.g., Attachment A, etc.) and be sure to include the applicant's name as indicated on this application form.

Attachment A: Deeds and Town Assessor's Maps

Attachment B: Project Plan, Site Plan, or Engineering Drawings (if applicable).

Attachment C: [Coastal Consistency Review Form](#) (DEEP-APP-004), if applicable.

Attachment D: **Copy** of the most current NDDB Map or, if applicable, a copy of the NDDB Determination response letter that has not expired. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Do *not* submit any NDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDB Determination if it expires before project work commences.

Attachment E: Conservation Easement or Restriction Information, if applicable.

Attachment F: Other Supporting Documents as detailed in the [instructions](#).

Part VI: Application Certification

The applicant must sign this certification. An application will be considered incomplete unless the required signature is provided **and is the proper signatory authority as specified under Part VI in the [instructions](#)**.

<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 certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.”</p> <p>“By entering my name below, I agree that I am providing my legal signature, and am legally bound by the certifications above.”</p>	
Signature of Applicant	Date
Name of Applicant (print or type)	Title (if applicable)
<input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet.	

Application Submission Information

Please submit an electronic copy of this completed Application Form and all Supporting Documents to:

DEEP.PropertyManagement@ct.gov

You may also submit a hard copy of this package by postal mail to:

LAND ACQUISITION AND MANAGEMENT UNIT
CT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET, 6TH FLOOR
HARTFORD, CT 06106-5127