



**Connecticut Department of  
Energy & Environmental Protection**  
Bureau of Materials Management & Compliance Assurance  
Engineering & Enforcement Division

## **Instructions for Completing the Permit Application for Use of Pesticides in State Waters**

*Use these instructions to: 1) complete the permit application form DEEP-PEST-APP-200 and 2) prepare supporting documents. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.*

### **Introduction**

This permit program is administered by the Department of Energy and Environmental Protection's (DEEP) Bureau of Materials Management and Compliance Assurance, Pesticide Management Division. In accordance with section 22a-66z of the Connecticut General Statutes (CGS) and section 22a-66z-1 of the Regulations of Connecticut State Agencies (RCSA), this program authorizes the application of chemicals to waters of the state, public and private, for controlling aquatic organisms. These organisms are usually water weeds or algae, but could include mosquitoes or unwanted fish. Only pesticide products registered with both DEEP and EPA for aquatic sites may be used. If you have any questions, please contact the DEEP Pesticide Management Division at 860-424-3369.

### **Who Needs a Permit?**

Any person who wishes to apply chemicals to the waters of the state to control aquatic organisms must apply for a permit.

### **How To Apply**

Your permit application must include the following:

- *A Permit Application for Use of Pesticides in State Waters (DEEP-PEST-APP-200) and all Supporting Documents,*
- *The applicable initial fee paid by check or money order, made payable to the "Department of Energy and Environmental Protection".*

Notes:

- *The initial fee is the total permit application fee due for one year permits. For multi-year permits the remaining fees will be invoiced at a later date. There is no discount for municipalities.*
- *Please submit a copy of the completed application to the appropriate local inland wetland agency.*
- *Please note that local inland wetlands agencies may have additional requirements pertaining to the application of aquatic pesticides to waterbodies located under their jurisdiction.*

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 permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the permit application form. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the pertinent question. Label each sheet with the applicant's name as indicated on the permit application form, along with the corresponding part number and question number indicated on the permit application form.

You should retain a copy of all documents for your files.

### **Notification Requirements**

After a permit is issued and in accordance with CGS section 22a-66a(h), prior to applying pesticides to a lake or pond with public access owned by the state or a municipality, any pesticide application business or department, agency or institution of the state or municipality must publish notice of the pesticide application in a newspaper of general circulation in each municipality in which the lake or pond is located. In addition, they must post a sign to notify the public of the pesticide application at each place of public access. Such sign must comply with RCSA section 22a-66a-1(e).

Any pesticide application business, prior to applying pesticides to any private lake or pond with more than one owner or shoreline property owner, must publish notice of the application in a newspaper of general circulation in each municipality in which the lake or pond is located. Such notice must comply with RCSA section 22a-66a-1(e).

Refer to the following list,  
[www.ct.gov/deep/lib/deep/permits\\_and\\_license](http://www.ct.gov/deep/lib/deep/permits_and_license)

[s/newspapers.pdf](#)) for newspapers of general circulation in Connecticut.

### **Permit Application Instructions** (DEEP-PEST-APP-200)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Check the "Available Resources" section at the end of these instructions for assistance in obtaining guidelines, maps, etc., which are referenced in these instructions.

### **Part I: Application Type and Description**

Check the appropriate box to request a single year or multi-year permit. Please note that multi-year permits will be issued at DEEP's discretion.

Provide a brief description of the activity and the town location of the subject activity. Please include the pond name. For example, "Aquatic pesticide application in Woolly Pond, Norwalk" **not** "Pesticide application in Norwalk".

### **Part II: Fee Information**

The initial application fee for each permit is \$200.00 and must be included with the application in order for the permit to be processed. For multiyear permits, which may be issued for a term of 2 or 3 years, the remaining fee will be invoiced at a later date. The total fee for a multiyear permit is the initial \$200 application fee plus \$200 for each additional year. There is no discount for municipalities.

DEEP will not process an application and will deem such application to be insufficient unless the required initial fee has been paid.

### Part III: Site Location

The waterbody should be identified by the commonly known or used name of the waterbody. If the waterbody has no name or nearby street address, describe the location in terms of distance and direction from an obvious landmark such as an intersection with another roadway, bridge or river. For example " on River St., approximately 1000 feet north of its intersection with Bear Swamp Road and use the property owner's last name to name the waterbody."

### Can a Permit Application Include More Than One Water body?

Typically, a separate application must be submitted for each waterbody to be treated. However, more than one waterbody may be included in an application if the waterbodies are:

- 1) located on the same property; or
- 2) located on contiguous properties, or on properties that are in close proximity to each other, that are owned by the same person.

### Part IV: Applicant 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 the registration. 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 applicant 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* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from the DEEP to your business and the permit will be sent to the permittee electronically via the e-mail address provided.
1. *Applicant* - Complete the information concerning the applicant.
  2. *Billing Contact* – Complete the information concerning the applicant's billing contact, if different than the applicant.
  3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact.
  - 4a. Complete the information for the owner of the area(s) to be treated who should be contacted for any departmental correspondence or inquiries.

4b. If more than one person owns the area(s) to be treated, complete the table listing the names and addresses of all other owners.

If the owner of the area(s) to be treated is unknown, provide information for all shoreline property owners located 200 feet or less from all treatment areas. Complete the information in 4a. for the shoreline property owner who should be contacted for any departmental correspondence or inquiries and indicate by checking the box that the person is a shoreline property owner. If there is more than one shoreline property owner located 200 feet or less from the area(s) to be treated, complete the table in 4b., listing the names and addresses of all other persons owning shoreline property and indicate by checking the box that the person is a shoreline property owner.

5. List the person(s) or company that will be applying the pesticides. Also indicate the certification number given by DEEP for certified pesticide applicators.

***DEEP strongly encourages all applicants 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 permit application to DEEP to ensure a more timely and efficient review of their permit application.***

**1. Coastal Management Act Consistency**

Activities within the state's coastal area 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. 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	

If your activity is, or is proposed to be, located in the coastal area and you are proposing to apply pesticides to an area that is subject to the ebb and flow of the tides, or is inundated by saline or brackish water at least once a month, you must complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) and submit it with your application as Attachment C.

For assistance in completing the form or in determining if your proposed activity is located within an area affected by tidal water as described above, contact the Office of Long Island Sound Programs (OLISP) at 860-424-3034.

**2. Natural Diversity Data Base (NDDB) - Endangered And 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 is located within an area identified as a habitat for endangered, threatened or special concern species. If applicable, prior to submitting the subject application, 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 application as Attachment D.

### 3. ***Aquifer Protection Areas***

Aquifer protection areas are defined in CGS section 22a-354a through bb 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 location is within an area identified on a Level A or Level B map, you are not required to register your activity with either the local aquifer protection agency or the DEEP aquifer protection program, **however** conditions will be included in your permit to prevent potential contamination of drinking water. If you should have a spill, please contact the emergency hotline **immediately** at 860-424-3338.

For further assistance, you may call the Aquifer Protection Program at 860-424-

3020.

### 4. ***Conservation or Preservation Restriction***

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment F. The municipality where the site is located may have information concerning such restrictions.

5. Check the appropriate box to identify the type of area to be treated.
6. The application must indicate whether the proposed treatment is in the watershed of a public drinking water reservoir. If the proposed treatment is in a public water supply watershed, or in a tributary to such a water supply, additional criteria required by the State Department of Public Health and Addiction Services will be applied to the review of this application. Stringent standards are in effect for such areas, which limits the use of chemicals to those which pose no threat to the water supply. A list of pesticide products and their recommended dosages is available in the publication "Nuisance Aquatic Vegetation Manual" ([www.ct.gov/deep/lib/deep/pesticide\\_certification/Supervisor/aweeds.pdf](http://www.ct.gov/deep/lib/deep/pesticide_certification/Supervisor/aweeds.pdf)). You may also call the Pesticide Division 860-424-3369 or the Fisheries Division 860-424-3474 of DEEP for a copy of this publication.
7. Identify where the waterbody is flowing to by providing the name of the stream or receiving waterbody.
8. In the table provided, identify the total size of the waterbody being treated by providing the length, width, surface acreage (SA), maximum depth and average depth in feet (ft), the volume in acre-foot (Ac-ft), and also the size of the portion of the waterbody to be treated by providing the surface acreage and the volume in acre-foot. If

more than one waterbody will be treated, this information must be provided for each waterbody. For examples on how to calculate the surface acreage and volume of the waterbody, consult the publication "Nuisance Aquatic Vegetation Manual" ([www.ct.gov/deep/lib/deep/pesticide\\_certification/Supervisor/aweeds.pdf](http://www.ct.gov/deep/lib/deep/pesticide_certification/Supervisor/aweeds.pdf)).

9. In the table provided, identify each product to be used, the amount per treatment, the number of treatments and the surface area (acres) or volume (acre feet) of water to be treated with that product. If more than one waterbody will be treated, provide this information for each waterbody.
10. Indicate whether or not the waterbody has any public access points.
11. To determine whether the waterbody is stocked with fish by the state, call the Fisheries Division 860-424-3474.
12. Identify the uses of the waterbody by checking the appropriate boxes.
13. The application must indicate whether there are downstream users of the water, which could be affected by the treatment. Examples of downstream users would include farmers, fish hatcheries, or golf courses, which use the water for irrigation.
14. Check with the local municipality to determine if private drinking water wells, are located fifty (50) feet or less from the shoreline.  
Note: In accordance with the [Memorandum of Agreement](#) between DEEP and the Department of Public Health (DPH) dated November 15, 2012, any permit application for the use of pesticides in state waters that proposes the use of a chemical within 200 feet of a public water supply well must also be reviewed by DPH. Upon receipt of an application, DEEP will determine if a chemical is proposed to be applied within 200 feet of a public water supply well. If so, DEEP will forward the application to

DPH for review and notify the applicant. DEEP will not issue a permit until it has received comments from DPH regarding the application.

15. The plant(s) or animal(s) to be controlled must be accurately identified, since the pesticide products used for control and dosage rates depend greatly on this factor. When naming these plants or animals, be as specific as possible. The "Nuisance Aquatic Vegetation Manual" publication ([www.ct.gov/deep/lib/deep/pesticide\\_certification/Supervisor/aweeds.pdf](http://www.ct.gov/deep/lib/deep/pesticide_certification/Supervisor/aweeds.pdf)) has illustrations of some common aquatic weeds. Samples can also be identified by DEEP, and botanical guides available in local libraries and on-line at <http://plants.ifas.ufl.edu/> can also be used.
- 16a. Fish species vary in their sensitivity to chemicals, so it is important to list the type(s) of fish present. Assistance in identifying types of fish can be found at: [www.eregulations.com/connecticut/fishing/a-guide-to-catchable-freshwater-fish-in-connecticut/](http://www.eregulations.com/connecticut/fishing/a-guide-to-catchable-freshwater-fish-in-connecticut/)
- 16b. If a copper-based product will be used and there are fish species sensitive to copper in the waterbody (including, but not limited to, trout, triploid grass carp, salmon and common carp (Koi)), provide the alkalinity of the water to be treated.
17. Provide the projected dates of the proposed pesticide treatments. In order to ensure adequate time to process and review your application, please submit your application at least 45 days prior to the projected date(s) of pesticide use.
18. List prior years in which any chemicals were applied to the waterbody, which is the subject of this application.

## Part VI: Supporting Documents

All permit applications must include Attachments A through F, unless otherwise noted in these instructions. Check the

appropriate box by each applicable attachment as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the permit application form.

### **Attachment A: United States Geological Survey (USGS) Map**

Submit as Attachment A an 8-1/2" x 11" legible copy or an original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the pesticide application or any other map that clearly indicates the location of the waterbody(ies) to be treated. 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 will delay processing of your application.

The quadrangle name should be noted on the copy of the map submitted. See Figure A, at the end of these instructions, for an example of how a USGS Map must be labeled when submitted.

### **Attachment B: Applicant Compliance Information Form**

CGS section 22a-6m provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application.

All permit applications submitted by a commercial applicator must include a completed [Applicant Compliance Information Form](#) (DEEP-APP-002) as Attachment B. If a pesticide will be applied by someone other than the applicant, an *Applicant Compliance*

*Information Form* must be submitted for any commercial applicator applying a pesticide.

### **Attachment C: Coastal Consistency Review Form**

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (sections 22a-90 through 22a-112 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. Please refer to the instructions in Part V, Item 1, to determine if this requirement pertains to you.

### **Attachment D: CT NDDDB Information**

Submit copies of any correspondence provided to or received from the CT NDDDB program, including a copy of a completed *Request for NDDDB State Listed Species Review* form (DEEP-APP-007) as Attachment D, as explained in Part V, item 2 of these instructions.

### **Attachment E: Verification of Notification to Local Inland Wetland Agency**

A copy of the application must be sent to the local inland wetlands agency. The application may be sent via certified mail, hand delivered, or sent by e-mail.

- 1) If an application is delivered via certified mail, submit as Attachment E, *a copy of the certified mail receipt* verifying that the completed application has been sent to the local inland wetland agency. If more than one application is sent to such agency under one certified mail receipt, a copy of the receipt must be included with each application being submitted to DEEP.
- 2) If an application is hand delivered, submit as Attachment E, a copy of the application that has been stamped and dated as received by the agency.
- 3) If an application is to be emailed, prior to sending an application via e-mail, contact the local inland wetlands agency to verify that this method of delivery is acceptable.

Contact information for the local inland wetland agencies is available at: [www.ct.gov/deep/lib/deep/water\\_inland/wetlands/inlandwetlandsagencydirectory.pdf](http://www.ct.gov/deep/lib/deep/water_inland/wetlands/inlandwetlandsagencydirectory.pdf) . If the agency indicates that it cannot accept applications via e-mail, then the application must be sent via certified mail or hand delivered.

If an application is sent to an agency via e-mail, provide an e-mail response from the agency confirming that it received the application. The e-mail response from the agency must clearly identify the application that was received and may be submitted to DEEP electronically by forwarding it to: [DEEP.PesticideProgram@ct.gov](mailto:DEEP.PesticideProgram@ct.gov) or as a hard copy with the application, as Attachment E.

If more than one application is sent to the local inland wetland agency via one e-mail:

- 1.) forward the e-mail response from the agency, clearly confirming receipt of each application, electronically to DEEP at [DEEP.PesticideProgram@ct.gov](mailto:DEEP.PesticideProgram@ct.gov), or
- 2.) submit a hard copy of such email attached to each application as Attachment E.

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

If the property is subject to a conservation or preservation restriction, submit proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment F.

### **Part VII: Application Certification**

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application,

including all attachments, is true, accurate and complete.

The certification of the application package must 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;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or 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 applicant authorized by law.

An application 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 application. 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 the subject permit application contact the DEEP Pesticide Management Division at 860-424-3369.

For the subject permit application form, instructions and other required documents visit the DEEP website at:

[www.ct.gov/deep/wastepermitapps](http://www.ct.gov/deep/wastepermitapps)

- Nuisance Aquatic Vegetation Manual: ([www.ct.gov/deep/lib/deep/pesticide\\_certification/Supervisor/aweeds.pdf](http://www.ct.gov/deep/lib/deep/pesticide_certification/Supervisor/aweeds.pdf)); DEEP publication available from the Pesticide Division 860-424-3369 or the Fisheries Division 860-424-3474
- [Coastal Consistency Review Form](#)
- Coastal Resource Maps: Town Hall and/or DEEP Maps and Publications 860-424-3555
- Reference Guide to Coastal Policies and Definitions ([www.ct.gov/deep/permits&licenses](http://www.ct.gov/deep/permits&licenses))
- USGS Topographic Quadrangle Map: ([USGS](#)) [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
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [www.ct.gov/deep/gis](http://www.ct.gov/deep/gis)

## **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.

Center of aquatic application area

