



Instructions for Completing the Written Authorization Form RCSA section 22a-174-2a(a)

Use these instructions to complete the Written Authorization Form RCSA section 22a-174-2a(a) (DEEP-SIG-REG-002). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this form. Remember, it is your responsibility to comply with all applicable laws.

This form is to be completed by any **municipality or corporation** that is required to obtain approval of a duly authorized representative from the commissioner in accordance with RCSA sections 22a-174-2a(a)(1)(D) and 22a-174-2a(a)(2)(B). **All other entities are not required to complete this form.**

Introduction - Signatory Responsibilities for Municipalities and Corporations [RCSA sections 22a-174-2a(a)(1)(B), - 2a(a)(1)(D), -2a(a)(2)]

For a municipality, any document, such as a permit application, report or certification, submitted to the commissioner shall be signed by any of the following individuals: the ranking elected official, the person authorized as the principal executive officer by charter or resolution of the board of selectmen or town council or other governing body, or a duly authorized representative of such municipality,

For a corporation, any document, such as a permit application, report or certification, submitted to the commissioner must be signed by any of the following individuals: any officer in charge of a principal business function, an employee who performs similar policy or decision-making functions, or a duly authorized representative of such officer or employee, provided that such officer, employee or representative is authorized to execute legally binding documents on behalf of such corporation.

For purposes of signing any Title V related application, document, report or certification required by RCSA section 22a-174-33, any

corporation's duly authorized representative may be either a named individual or any individual occupying a named position. Such named individual or individual occupying a named position is a duly authorized representative if such individual is responsible for the overall operation of one or more manufacturing, production or operating facilities subject to RCSA section 22a-174-33 and either:

(A) The facility employs more than 250 persons or has gross annual sales or expenditures exceeding 25 million dollars in second quarter 1980 dollars; or

(B) The delegation of authority to the duly authorized representative has been given in writing by an officer of the corporation in accordance with corporate procedures and the following:

(i) Such written authorization specifically authorizes a named individual, or a named position, having responsibility for the overall operation of the Title V premises or activity,

(ii) Such written authorization is submitted to the commissioner and has been approved by the commissioner in advance of such delegation. Such

approval does not constitute approval of corporate procedures, and

(iii) If a duly authorized representative is a named individual in an authorization submitted under subclause (ii) of this subparagraph and a different individual is assigned or has assumed the responsibilities of the duly authorized representative, or, if a duly authorized representative is a named position in an authorization submitted under subclause (ii) of this subparagraph and a different named position is assigned or has assumed the duties of the duly authorized representative, a new written authorization must be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative.

Who Must Submit a Written Authorization Form for a Municipality

Any municipality seeking to delegate authority to a duly authorized representative for the purposes of submitting any document such as a permit application, report or certification to the commissioner must submit this form, prior to submitting any such documents, to request approval from the commissioner of such duly authorized representative.

If the documents being submitted to the Department is signed by the ranking elected official or the person authorized as the principal executive officer by charter or resolution of the board of selectmen or town council or other governing body, a written authorization form is not required.

RCSA section 22a-174-2a(a)(1)(D) states that any municipality's duly authorized representative must be a named individual and must be responsible for the overall operation of the operating facility applying for or subject to a permit.

For municipalities seeking approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents pertaining to the operating facility applying for or subject to a permit.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

Who Must Submit a Written Authorization Form for a Corporation

Any corporation seeking to delegate authority to a duly authorized representative for the purposes of submitting a Title V related application, document, report or certification required by RCSA section 22a-174-33 must submit this form to request approval from the commissioner if such duly authorized representative is responsible for:

- 250 employees or less; *and*
- 25 million dollars or less in gross annual sales or expenditures (measured in second quarter 1980 dollars).

RCSA section 22a-174-2a(a)(2) states that any corporation's duly authorized representative may be a named individual(s) or an individual occupying a named position and must be responsible for the overall operation of one or more manufacturing, production, or operating facilities subject to RCSA section 22a-174-33.

For identified corporations seeking initial approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents or other information pertaining to Title V required by RCSA section 22a-174-33. Subsequent duly authorized representative approval requests must be submitted to the commissioner prior to or together with the submission of any application, document, report, or certification signed by such representative.

Written authorization of a named individual or

position is not approved until done so in writing by the commissioner or the commissioner's designee.

Part I: Contact Information

Company/Municipality Name - Provide the full, legal name of the individual, municipality or company seeking to file a designated authorized representative. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the 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 the [Connecticut Business Records Search](#).) 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 municipality or governmental body, identify the city or town of such body followed by the relevant department, board or division.

Mailing Address - Provide the mailing address of the individual, municipality or company seeking approval of a duly authorized representative.

Business Phone - Provide the phone number where the contact person can be contacted during the daytime business hours.

Contact Person - Provide the name of the specific individual within the company who DEEP may contact regarding the Written Authorization Form and such person's title and phone number.

E-Mail – Provide an accurate e-mail address for the contact person. The e-mail address may be used for future correspondence from DEEP to your business.

Note: 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: Authorized Individual for Municipality

If you are a corporation, please skip to Part III.

1. *Written Authorization* - Provide the full legal name (include title and suffix) of the authorized individual in the following format: First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.).

Position – Provide the title the named individual holds within the municipality or governmental body.

Mailing Address – Provide the mailing address for the individual named above.

Business Phone - Provide the phone number where the named individual can be contacted during daytime business hours.

E-Mail – Provide an accurate e-mail address for the named individual. The e-mail address may be used for future correspondence from DEEP to your business.

Note: 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.

2. *Authorized Facilities* – Provide the facility names and addresses for the facilities that the duly authorized representative will be authorized to sign documents for.
3. *Effective Date of Authorization* - Provide the effective date of authorization for the named individual to submit permit related

documents to the commissioner. This date may reflect ongoing authority or a prospective date when the authority will begin.

4. *Duly Authorized Representative Requirements* – Indicate that the duly authorized representative meets each of the requirements listed by checking each box.
5. *Replacement* – Indicate, by selecting “yes” or “no”, whether this submittal is to replace a previously designated individual. If yes, list the name(s) of the previously designated individual(s).
6. *Addition* – Indicate, by selecting “yes” or “no”, whether this submittal is to add to a previously designated individual. If yes, list the name(s) of the previously designated individual(s).

Note: Check the appropriate box if indicating more than one authorized individual or position. Duplicate and complete this Part for each individual being authorized at this time.

Part IV: Authorized Individual or Position for Corporation

If you are a municipality, please skip to Part IV.

1. *Written Authorization* - Indicate if this written authorization applies to a named individual or position. Provide the name of such individual or position.

Name of Individual, if applicable - Provide the full legal name (include title and suffix) of the authorized individual in the following format: First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.).

Position – Provide the title of the authorized position or the title the named individual holds within the corporation.

Mailing Address – Provide the mailing address for the individual or position named

above.

Business Phone - Provide the phone number where the named individual or position can be contacted during daytime business hours.

E-Mail – Provide an accurate e-mail address for the named individual or position. The e-mail address may be used for future correspondence from DEEP to your business.

Note: 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.

2. *Title V Site Information* – Complete the information for the Title V facility the duly authorized representative is authorized to sign documents for.

Name of Site or Facility - The site or facility name should be the name by which the facility is commonly known and/or uniquely identified.

Location of Site or Facility - Provide the address of the physical location of the premises. If the premises does not have a street address, 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".

Does the facility currently have a Title V Permit? – Indicate, by selecting “yes” or “no”, if the facility has a Title V permit.

Title V Permit Number and Expiration Date - Provide the permit number and the expiration date of the Title V permit, if

one has been issued. The permit number can be found on page 1 of an existing permit. Example: 123- 4567-TV. The expiration date is also listed on page 1 of an existing permit.

3. *Effective Date of Authorization* - Provide the effective date of authorization for the named individual or position to submit Title V related documents to the commissioner. This date may reflect ongoing authority or a prospective date when the authority will begin.
4. *Duly Authorized Representative Requirements* – Indicate that the duly authorized representative meets each of the requirements listed by checking each box.
5. *Replacement* – Indicate, by selecting “yes” or “no”, whether this submittal is to replace a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).
6. *Addition* – Indicate, by selecting “yes” or “no”, whether this submittal is to add to a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).

Note: Check the appropriate box if indicating more than one authorized individual or position. Duplicate and complete this Part for each individual being authorized at this time.

Part V: Attachments

Attachment A (REQUIRED): Submit a copy of the written delegation of authority by the ranking elected official or person authorized as principal executive officer for a municipality; or an officer of the corporation in accordance with corporate procedures.

Attachment B (REQUIRED): Submit a copy of

the organizational chart showing:

1. for a municipality - the relationship between the duly authorized representative, the delegating official, and the operating facility seeking or subject to a permit.
2. for a corporation - the relationship between the duly authorized representative, the delegating officer, and the Title V source.

Part VI: Certification

After this form has been completed it must be reviewed and signed by the ranking elected official or principal executive officer of the municipality, or an officer of the corporation.

By signing, the municipal official/corporate officer is certifying that, to the best of his/her knowledge and belief, the information contained in this form is true, accurate and complete. In addition, he/she is certifying that what is being submitted complies with the requirements of RCSA section 22a- 174-2a.

This form will be considered insufficient unless a municipal official’s/corporate officer’s signature is provided.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

Written Authorization Form Submittal

Submit one hardcopy and one electronic copy of the completed and signed written authorization form. The hardcopy of the completed and signed form must be submitted to:

BUREAU OF AIR MANAGEMENT
ENGINEERING SECTION
DEPARTMENT OF ENERGY AND
ENVIRONMENTAL PROTECTION
79 ELM STREET, 5th FLOOR
HARTFORD, CT 06106-5127

The electronic copy of the completed and signed

form must be submitted to:

DEEP.BAM.AirPermits@ct.gov.

Where the file size of attachments exceed the allowable limit, please contact DEEP.BAM.AirPermits@ct.gov to arrange an alternate method of submitting the electronic copy.

There is no fee required.