



Maine Department of Environmental Protection

**General Application for
Waste Discharge License (WDL) /
Maine Pollutant Discharge Elimination System (MEPDES) Permit**

Regulatory requirements for the preparation and filing of applications may be found in Chapters 2, 521 and 522 of the Department's rules.

GENERAL INSTRUCTIONS

1. This general form is to be used to apply for permit coverage for the discharge of pollutants to waters of the State, from all sources except from privately owned discharges < 2,000 GPD subject to the Over Board Discharge Program requirements.
2. A cover letter must be submitted with the application. The cover letter must include: name of the facility, the date of submission, a list of application materials, and for renewals and modifications, please supply MEPDES ID # and WDL #.
3. Applicants are responsible for publishing public notice of their application at the time it is filed with the Department. See pages 8 and 9.
4. For a proposed new discharge of wastewater of more than 25,000 gallons per day or a project involving licenses from more than two bureaus in DEP, an applicant must conduct a public informational meeting before submitting an application to the Department. See page 8.
5. In some circumstances an applicant must have a pre-application or pre-submission meeting with the Department prior to filing of an application. See page 10.
6. At the time an application is filed with the Department, a copy must be provided to the municipal office and notice provided to all abutters by certified mail. Additionally, submit a scanned copy of all certified mail receipts. See page 8.
7. Application fees must be paid at the time an application for a **new** discharge or permit is filed. Contact the Department for additional information and calculation of the fee amount. For existing discharges, fees are charged on an annual basis and application fees are not required with an application for permit renewal.
8. Attach additional sheets as necessary in answering specific questions. Be sure to number each sheet to identify the question to which it pertains.
9. Failure to fully complete all required forms or to pay necessary application fees will result in the application being rejected.
10. After completing the application, submit one .pdf document to WaterPermits.DEP@maine.gov and one paper copy with a wet-ink-signature to:

Maine Department of Environmental Protection
Bureau of Water Quality
Division of Water Quality Management
State House Station 17
Augusta, Maine 04333-0017

11. Please read the entire application form before furnishing any information. If you need any assistance in filling out the form or required attachments, please contact the Department at the above address or by calling (207) 287-7688.
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ELECTRONICALLY SIGNED DECISIONS

8. Electronically signed decision options. To expedite processing of applications and reduce paper usage, **all final decisions on an application will be electronically signed by the Commissioner (or his/her designee) and will be sent to the respective e-mail addresses provided for the Applicant and the Point of Contact listed on this application, unless the “Handwritten” signature box is selected below.**

For the purposes of this application/permit, all signatures will be acquired by:

Handwritten (wet) Signature:

I hereby decline to receive an electronically signed decision on the WDL/MEPDES permit via e-mail and choose to receive manually signed (hand written) decision via regular (U.S. Postal)mail.

Sign to decline electronic signatures

(Applicant):

Date:

SUPPORTING MATERIALS AND REQUIRED ATTACHMENTS

9. For **new and transfer applications only** from privately-owned facilities, include:

- A Certificate of Good Standing issued by the Maine Secretary of State.
- Proof of Title, Right or Interest (TRI) in the property on which the treatment system and outfall pipes and structures are or will be located. See Chapter 2 of the Department’s rules for TRI criteria.

10. For **transfer applications only**, answer the following then skip to the Certification on page 7.

A. Name of current/former owner:

B. Describe any planned changes in the current discharge:

C. Provide a statement describing the technical and financial capacity to comply with the current permit conditions and applicable laws and rules. (use a separate sheet)

11. Unless submitted previously and there have been no changes, provide a topographic map (or other map if a topographic map is unavailable) extending one mile beyond the property boundaries of the source, depicting the facility and each of its intake and discharge structures

12. If modification of an existing permit is being requested, attach a statement describing the nature of the modification and the reasons or circumstances necessitating the change. Include any relevant modified process flow schematics available.

Maine Department of Environmental Protection
General Application for WDL / MEPDES Permit

13. Attachments for specific activities and circumstances. For each specific question, check ‘Yes’ or ‘No’ to indicate if the statement is applicable to a discharge or activity described in this application. Where ‘Yes’ is checked, attach the applicable form. To open form, right click on the name then open in new tab/window.

Specific Question	Yes	No	Applicable Form
A. Is this facility a publicly owned treatment works treating sanitary wastewaters?			EPA Form 2A: Publicly Owned Treatment Facilities
B. Does this application seek authorization for the addition of transported wastes in wastewater treatment facilities?			DEP Form: Addition of Transported Wastes in Wastewater Treatment Facilities. (DEPLW1035)
C. Is this application for a municipal/industrial subsurface wastewater disposal system, (ie.septic system)?			DEP Form:Subsurface Wastewater Disposal System (DEPLW0313-B2005)
D. Is this application for a land surface (including spray irrigation and snow making) wastewater disposal system?			DEP Form: Application for Surface Wastewater Disposal System (DEPLW0450-B2005)
E. Is this a food processing facility or POTW that treats food processing wastewaters?			DEP Form: Food Processing Facilities (DEPLW1999-19)
F. Is this an existing discharge of industrial process wastewater?			EPA Form: 2C
G. Is this to be a new discharge of industrial process wastewater? *			EPA Form: 2D
H. Is this a discharge of non-contact cooling water?			EPA Form: 2E
I. Is this discharge of storm water associated with an industrial activity?			EPA Form: 2F
J. Is this a discharge of non-process wastewater?			EPA Form 2E
K. Is this an individual application for a Net Pen Aquaculture Facility?			DEP Form: Net Pen Aquaculture - Supplemental Information for Individual Net Pen Permit (DEPLW0604-B)
L. Is this a fish hatchery or rearing facility?			DEP Form: Fish Rearing Facilities (DEPLW1999-18)
M. Does this application involve a new or modified outfall structure?			DEP Form: Outfall Information (DEPLW0102)
N. Is this application for a waste snow dump?			DEP Form: Supplemental Information for Snow Dumps (DEPLW0249)
O. Is this application for a Concentrated Feeding Operation (CAFO)?			DEP Form: Maine Waste Discharge License and Livestock Operating Permit Concentrated Animal Feeding Operation (CAFO) (DEPLW0569)

* PROCESS WASTEWATER means any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product.

Maine Department of Environmental Protection
General Application for WDL / MEPDES Permit

14. Identify all environmental permits or construction approvals and dates applied for or received under any of the following programs (if the permit has already been issued, just include the issued date):

Permit/ Construction Approval Type	Yes	No	Date Applied or Date Issued
A. Hazardous Waste Management program under the Resource Conservation and Recovery Act (RCRA)			Date Applied / Issued:
B. Underground Injection Control program under the Safe Drinking Water Act (SDWA)			Date Applied / Issued:
C. NPDES program under Clean Water Act (CWA)			Date Applied / Issued:
D. Prevention of Significant Deterioration program under the Clean Air Act			Date Applied / Issued:
E. Nonattainment program under the Clean Air Act			Date Applied / Issued:
F. National Emission Standards for Hazardous Air Pollutants preconstruction approval under the Clean Air Act			Date Applied / Issued:
G. Ocean dumping permits under the Marine Protection Research and Sanctuaries Act			Date Applied / Issued:
H. Dredge or fill permits under section 404 of the CWA			Date Applied / Issued:
I. Other relevant environmental permits, including State permits. Enter in boxes below:			Date Applied / Issued:
J.			Date Applied / Issued:
K..			Date Applied / Issued:
L.			Date Applied / Issued:
M.			Date Applied / Issued:
N.			Date Applied / Issued:
O.			Date Applied / Issued:

OUTFALL AND TREATMENT INFORMATION

Use attachments as necessary to provide details for each discharge point and treatment system.

15. Describe each discharge location. Include all combined sewer overflow (CSO) points, bypasses, emergency discharge points at pump stations, etc.

<u>Outfall Number/Name</u>	Description, Volume Discharged and Receiving Water
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If any of the above-listed discharges (other than CSOs) are intermittent or seasonal, please describe the nature, circumstances and duration of each.

16. Briefly describe current treatment facilities or methods for each discharge.

17. If this is a renewal application, please describe all significant modifications to the treatment facilities (and collection system if applicable) since the last permit application was filed.

18. Are new or expanded treatment facilities or outfall structures being proposed? Yes No
If so, please include a construction schedule. Plans and specifications must be submitted to the Department for review and approval prior to construction of the facilities.

19. If this application is for a new or increased discharge, include a statement that:

- a. describes in detail the nature of and reason for the requested increase in pollutant loading to the receiving water;
- b. lists out the flows, sources of pollution, and treatment technology;
- c. if the Department determines that the discharge will diminish the remaining assimilative capacity of the receiving water, demonstrates that alternative methods to reduce or eliminate the increased discharge are not feasible. Include engineering and economic analyses that consider alternative methods of production, process controls, wastewater minimization methods, improved wastewater treatment methods and alternate disposal sites; and
- d. if the Department determines that the discharge will diminish the remaining assimilative capacity of the receiving water, demonstrates that the increased pollutant load will result in important social and economic benefits to the State.

Maine Department of Environmental Protection
General Application for WDL / MEPDES Permit

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Additionally, by signing below, I certify that

- (1) A notice of this application has been made by publication in _____ newspaper circulated in the area where the project site is located on or about _____ (a copy of the advertising form is included in this application);
- (2) A notice has been sent by certified mail or Certificate of Mailing to owners of land abutting the discharge site (a copy of the list of abutters and of the certified mailing receipts are included in this application)
- (3) A notice and a copy of this application have been provided to the clerk of the municipality(ies) where the discharge is located.
- (4) Further, if this is a new discharge over 25, 000 gallons per day, a public meeting attended by approximately _____ members of the public was held on _____ .

The forgoing steps have been taken in accordance with the instructions attached to this application and the provisions of Chapters 2 and 522 of the Department's rules.

By: Signature:

Date:

Printed Name:

Title:

Assisting Parties. If the applicant has been assisted in preparing this application, the person assisting must sign below.

Signature:

Date:

Printed Name:

Telephone:

Affiliation:

Address:

Town:

State:

Zip:

Professional Registration or Certification:

Note: Signatures must be from a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility, or by either a principal executive officer or ranking elected official.

See following pages for requirements on public notice, public meetings, pre-applications meetings and pre-submission meetings.

Instructions for providing notices of the application. For all applications, the first 3 items must be completed. If the application is for a new discharge, you must also complete item 4.

1. *Publication of Public Notice.* Applicants for waste discharge permits are required to publish a public notice that the application is being filed with the Department of Environmental Protection. The notice must be published within 30 days prior to the application being sent to the Department. The notice should be published in the legal advertisement section of a daily or weekly newspaper having general circulation in the area where the discharge will occur. If the public notice is not published at the proper time or if the application is returned because it is incomplete, you may be asked to have the notice published a second time.

Using the form on the next page, fill in the blanks with the appropriate information. Strike out all of the items (CSO, multiple discharge sources, etc.) in the second paragraph that do not apply to your discharge. The form may then be sent to the newspaper that is to publish the notice. Additionally, include a copy of the form with the application filed with the Department.

2. *Notice to Abutters.* Applicants are also required to send a copy of the public notice by certified mail or Certificate of Mailing to all abutting property owners within 30 days prior to the application being filed with the Department. For the purposes of public notice of this application, an “abutter” is any person who owns property that is (1) adjoining or (2) within 1,000 feet of the delineated project boundary, including owners of property directly across a public or private right of way. Additionally, include a copy of the form with the application filed with the Department.

3. *Notice to Municipal Office.* Applicants are required to send a copy of the public notice by certified mail to the town or city clerk of each municipality where the facility/proposed project is located within 30 days prior to the application being filed with the Department. Applicants must also file a duplicate copy of the application with each municipality.

4. *Public Meeting.* Where the application is for a new discharge of greater than 25,000 gallons per day, you must hold a public meeting in accordance with Chapter 2, Section 8, of the Department’s rules. Notice of the meeting must be sent to abutters and the clerk of the municipality(ies) where the discharge is located at least 10 days prior to the meeting. Notice of the meeting must be published in the same newspaper used to publish the notice of filing.

After all required notices have been made, sign the statement on the Certification page of the application.

NOTICE OF INTENT TO FILE
MAINE WASTE DISCHARGE LICENSE / MAINE POLLUTANT DISCHARGE ELIMINATION
SYSTEM PERMIT APPLICATION

Please take note that, pursuant to 38 MRSA, Sections 413 and 414-A, _____ of _____ intends to file a wastewater discharge permit application with the Department of Environmental Protection (DEP). The application is for the discharge of _____ of _____ to the _____ in _____, Maine.

Include as applicable:

CSO: Included in this application is the discharge from _____ Combined Sewer Overflows to _____.

Multiple industrial point sources: The application includes _____ associated with the primary activity described above.

Antidegradation: The application proposes a new or increased discharge that may lower existing receiving water quality within its legal classification, and the application contains a statement regarding important social and economic benefits resulting from the activity causing the discharge, pursuant to 38 MRSA, Section 464.

Mixing Zone: The application includes a request for establishment of a mixing zone in the _____, inside of which classifications standards and uses not need to be met, pursuant to 38 MRSA, Section 451.

The application will be filed on or about _____ and will be available for public inspection at DEP's Augusta office by request during normal business hours. A copy may also be seen at the municipal offices in _____.

A request for a public hearing or request that the Board of Environmental Protection assume jurisdiction over this application must be received by the DEP, in writing, no later than 20 days after the application is found acceptable for processing, or 30 days from the date of this notice, whichever is longer. Requests shall state the nature of the issue(s) to be raised. Unless otherwise provided by law, a hearing is discretionary and may be held if the Commissioner or the Board finds significant public interest or there is conflicting technical information.

During the time specified above, persons wishing to receive copies of draft permits and supporting documents, when available, may request them from DEP. Persons receiving a draft permit shall have 30 days in which to submit comments or to request a public hearing on the draft.

Public comment will be accepted until a final administrative action is taken to approve, approve with conditions or deny this application. Written public comments or requests for information may be made to

Maine Department of Environmental Protection
Division of Water Quality Management
Department of Environmental Protection
State House Station #17
Augusta, Maine 04333-0017
Telephone (207) 287-7688

Maine Department of Environmental Protection General Application for WDL / MEPDES Permit

Pre-application and pre-submission meetings

Pre-application meetings. Pre-application meetings between the applicant and the Department are an opportunity for the applicant to determine the statutory and regulatory requirements that apply to a specific project and to identify a Project Manager for the application. The purpose of these meetings is to identify issues, processing times, fees and the types of information and documentation necessary for the Department to properly assess the project. The applicant shall consult the appropriate bureau Permit Assistance Coordinator to determine what information the applicant must provide before or during a pre-application meeting. Any applicant may request a pre-application meeting. The Department shall make a date available for the meeting as expeditiously as possible, but no later than 45 days from receipt of a written request and receipt of all information required for a preapplication meeting by the bureau. The Department shall prepare a written summary of all preapplication meetings.

For waste discharge permits, pre-application meetings are required prior to submission to or acceptance by the Department of an application for the following:

- a. New wastewater discharge license for a discharge greater than 25,000 gallons per day (38 M.R.S.A. Sections 413, et seq);
- b. Projects requiring new or amended licenses involving more than two bureaus.
- c. If there is a potential to use more than 20% of the assimilative capacity of the receiving water body.

Pre-submission meetings. Pre-submission meetings between the applicant and the Department occur after the applicant has finished preparing the application for submission. These meetings are an opportunity to review the assembled application to ensure that the necessary information has been included prior to filing the application with the Department. The applicant or its authorized agent must attend the pre-submission meeting. If the applicant is an agency, company, corporation, or other organization, the request for a pre-submission meeting must include the organization's name and the name of the person who will represent the applicant at the meeting. If the applicant chooses to be represented by an agent at the pre-submission meeting, contact information for both the applicant and the agent and a letter from the applicant authorizing the agent to act on its behalf must be provided with the request. An applicant may request a pre-submission meeting by contacting the Project Manager, or the Permit Assistance Coordinator for the bureau if no Project Manager has been identified. The Department shall make a date available for the meeting as expeditiously as possible, but no later than 45 days from receipt of a written request or when all information required by the Department for the pre-submission meeting is submitted.

For waste discharge permits, a pre-submission meeting is required prior to submission to or acceptance by the Department of an application for the following:

Any application for which a pre-application meeting was held; or

Any application that has been previously rejected by the Department (see Chapter 2, Section 10-B of the Department's rules).

Waivers. The requirement of a pre-application or pre-submission meeting may be waived by written notice from the Department and agreement by the applicant. The Department will agree to waive a preapplication or pre-submission meeting if the Department is satisfied that such a meeting would be of no value in achieving the purposes noted above.

Note: The waiver of a pre-application or pre-submission meeting does not waive the public informational meeting required for new discharges of more than 25,000 gallons per day.