



AQUIFER PROTECTION AREA PROGRAM SERIES

CREATING YOUR AQUIFER PROTECTION AREA WEBSITE

Presented by **Melissa Mostowy, Environmental Analyst, Water Quantity Unit**

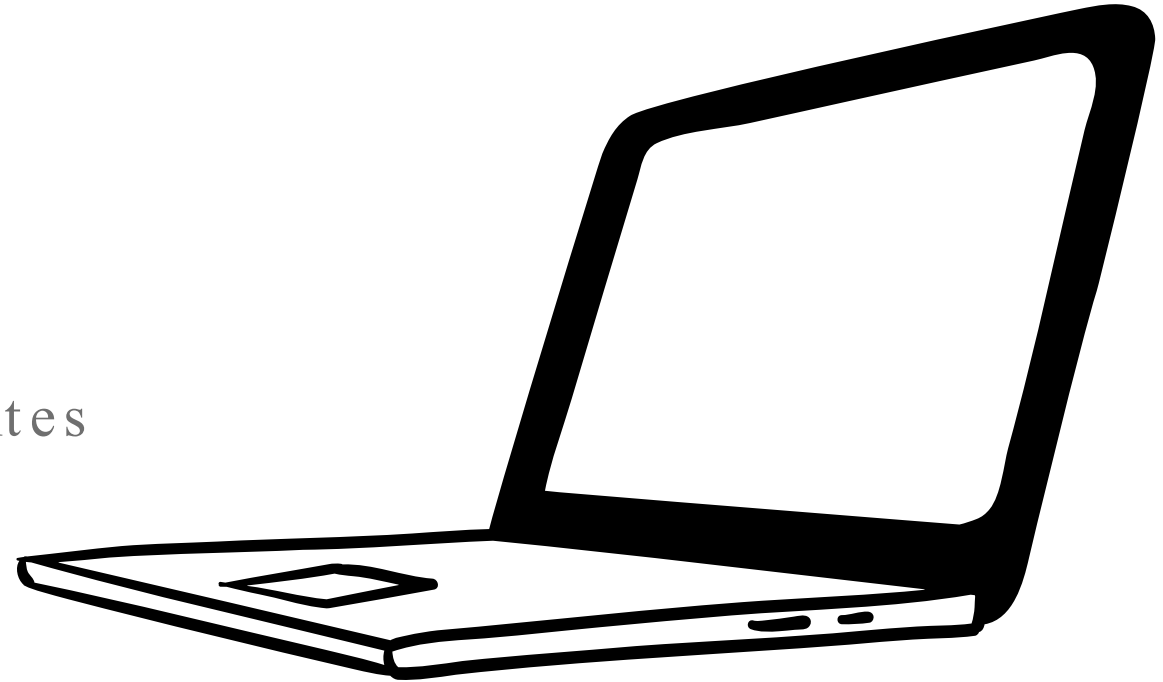
Presented on **March 20, 2024**

Water Planning and Management Division

Bureau of Water Protection and Land Reuse

OUTLINE

- ✓ Importance of an APA website
- ✓ Navigation
- ✓ Website components
- ✓ Examples of municipal APA websites



IMPORTANCE OF AN AQUIFER PROTECTION AREA WEBSITE



PUBLIC FACING AND
EASY ACCESS
RESOURCE



HELPS WITH AGENCY
ACCOUNTABILITY



STREAMLINES
CORRESPONDENCES



PROMOTES PROGRAM



ASSISTS IN
MAINTAINING
COMPLIANCE

WEBSITE COMPONENTS

Below are components that should be included on your website:



Navigation

Placement of
website within
Town's page



Agency information

Description
APA agent information
APA member information



Regulatory information

Purpose
Local boundary map
Local regulations
Forms



Meeting schedule

Link to calendar
Agenda, minutes



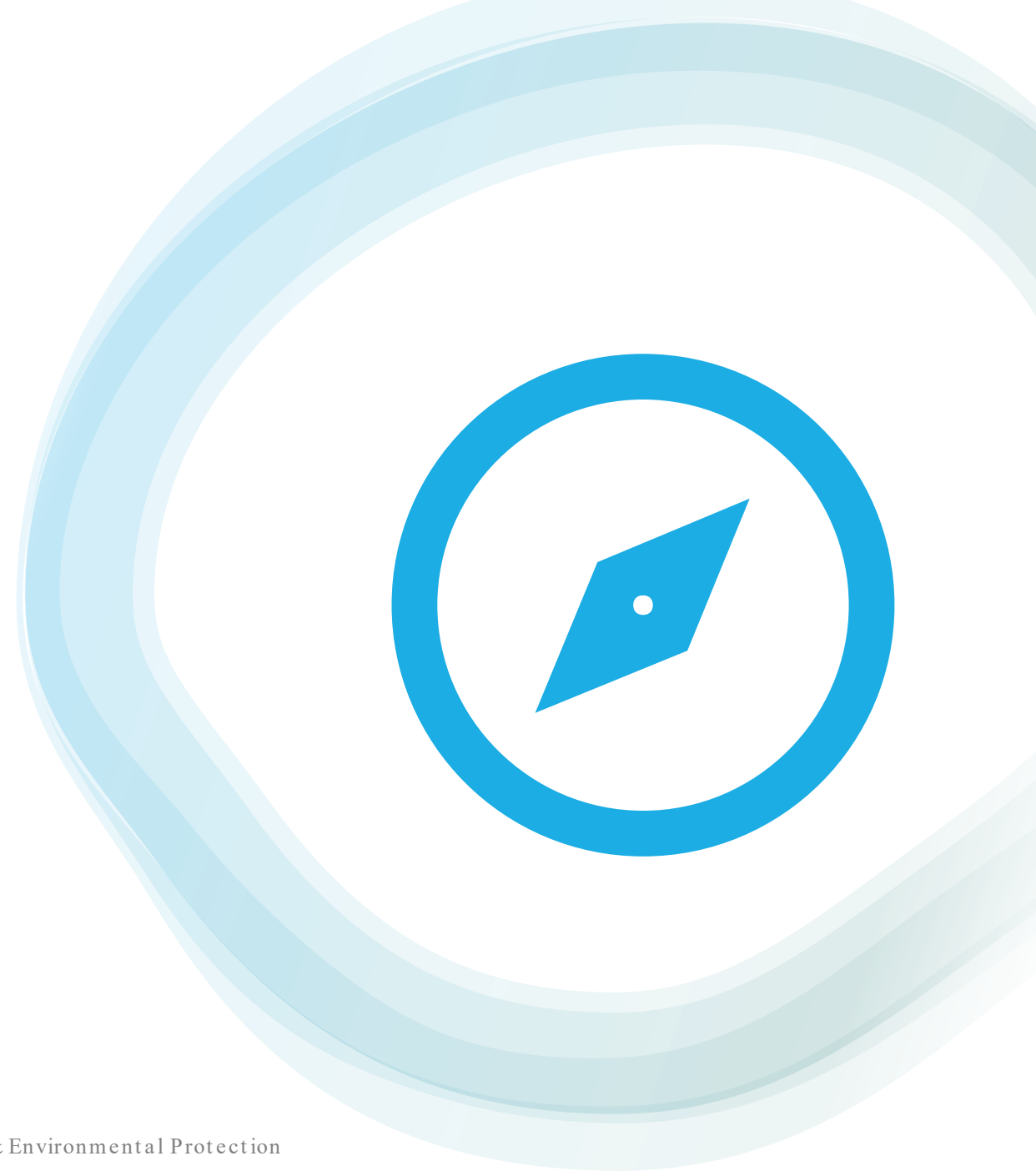
Additional resources

DEEP website
Model regulations
Interactive map
Municipal manual
Etc.

NAVIGATION

Access to the Aquifer Protection Area page within the Town's webpage

- Should be a stand-alone webpage
- Linked within
 - Boards and Commission dropdown or sidebar
 - Municipal home page
 - Quick links
 - Calendar
 - Search bar



WEBSITE COMPONENTS

Below are components that should be included on your website:



Navigation

Placement of website within Town's page



Agency information

Description
APA agent information
APA member information



Regulatory information

Purpose
Local boundary map
Local regulations
Forms



Meeting schedule

Link to calendar
Agenda, minutes



Additional resources

DEEP website
Model regulations
Interactive map
Municipal manual
Etc.

AGENCY INFORMATION

- Describe the agency's roles and responsibilities
- Identify the Aquifer Protection Area Agent and contact information
- Identify Aquifer Protection Area members and terms



[Home](#) > [City Government](#) > [Conservation](#) > Aquifer Protection Agency

Aquifer Protection Agency

What We Do

The Aquifer Protection Agency (APA) regulates certain high-risk land uses that occur within the defined Aquifer Protection Area that contributes water to the city's public drinking water supply wells. The agency protects the city's drinking water supply by requiring best management practices are used for these high-risk uses and minimizing the chances of contamination of our valuable drinking water.

Contact Information

The main point of contact for the Aquifer Protection Area (APA) Agency is the Senior Environmental Officer, [Alexis Cherichetti](#).



Appointed Members of the Conservation Commission/IWWA and Aquifer Protection Agency

Protecting Our Natural Resources

Conservation Commission & Inland Wetland Agency

The [Conservation Commission](#) and [Inland Wetland Agency](#) are both comprised of the following board members. All members are appointed by the Mayor with the approval of the Common Council. There are seven regular members and three alternate members. Members, including alternates, are appointed for five-year terms. The membership and term of office is further specified in the [Code of the City of Norwalk](#), Chapter 35, Article I. Current members include:

- Steven Klocke, Chair (term expires 01/01/2025)
- Cheryl Brown, Vice Chair (term expires 01/01/2026)
- Ed Holowinko (term expires 01/01/2026)
- Heather Breslin (term expires 01/01/2027)
- VACANT (Balliett term expires 01/01/2026)
- Matt Pentz (term expires 01/01/2026)
- VACANT (Merluzzi term expires 1/1/2027)
- Matthew Caputo, Alternate (term expires 01/01/2025)
- Kathryn Knight-Sellschop, Alternate (term expires 01/01/2024)
- Amy Richardson, Alternate (term expires 01/01/2028)

Aquifer Protection Agency

The [Aquifer Protection Agency](#) members serve concurrently as Zoning Commissioners. All members are appointed by the mayor with the approval of the Common Council.

Aquifer Protection Agency

Description

The Aquifer Protection Agency is charged with the adoption and administration of regulations for the protection of the groundwater used for public drinking water. Under the State of Connecticut Aquifer Protection Act of 2006, certain uses of the land are prohibited where they may be likely to negatively impact the quality of existing public groundwater sources. Uses of property that are now prohibited, but were in existence prior to the adoption of the Aquifer Protection Regulations, may continue to exist if they conform to certain best management practices and register with the Agency.

The Aquifer Protection Agency is composed of the members of the Planning and Zoning Commission. The Brooklyn Zoning Map contains the boundaries of the Aquifer Protection Area. The Aquifer Protection Agency holds special meetings as needed on the third Tuesday of the month. The Director of Community Development/Town Planner provides technical assistance to the Agency.

More information on the [Aquifer Protection Area Program](#) can be found at the Connecticut Department of Energy and Environmental Protection.

AGENCY INFORMATION – TEMPLATE LANGUAGE

[Town/City name] Aquifer Protection Agency

The [Town/City name] Aquifer Protection Agency is an existing board or commission appointed as required by Section 22a-354o(a) of the Connecticut General Statutes. The Aquifer Protection Area Agency is responsible for local program administration and enforcement. Their duties include completing a Land Use Inventory, delineating the Aquifer Protection Area Boundary, adopting municipal Aquifer Protection Area regulations, registering and permitting regulated activities, and enforcing the program and ensuring compliance.

The [Town/City name] Aquifer Protection Agency administers the State of Connecticut’s Aquifer Protection Area program for the [Town/City]. Through local ordinance, members of the [Board or Commission name] were appointed as the Aquifer Protection Area Agency. The member information is as follows:

- [Name, contact, term]
- [Name, contact, term]
- [Name, contact, term]

The Aquifer Protection Agent is a municipal official or staff-person assigned to assist the Aquifer Protection Agency. Our Aquifer Protection Agent is [Agent name, title, contact].

WEBSITE COMPONENTS

Below are components that should be included on your website:



Navigation

Placement of website within Town's page



Agency information

Description
APA agent information
APA member information



Regulatory information

Purpose
Local boundary map
Local regulations
Forms



Meeting schedule

Link to calendar
Agenda, minutes



Additional resources

DEEP website
Model regulations
Interactive map
Municipal manual
Etc.

REGULATORY INFORMATION



- State the purpose of the regulations
- Provide links to regulations and adoption dates
- Provide links to local boundary map and adoption date
- Provide links to forms

Aquifer Protection Area Agency

To minimize the potential for contamination of the public drinking water supply wells, there are 28 regulated activities that apply to any part, wholly or partially, of land found in any one of the four Aquifer Protection Areas in Meriden. The Regulations restrict development of certain new land use activities that use, store, handle or dispose of hazardous materials and require existing regulated land uses to register and follow best management practices. Any person may apply for a permit to add a regulated activity or expand an existing regulated activity to a facility where a registered regulated activity occurs.

REGULATORY INFORMATION – TEMPLATE LANGUAGE

[Town/City name] Regulatory Information

[Town/City name] Aquifer Protection Area Regulations

The purpose of the Aquifer Protection Area Regulations is to protect public water supply wells from pollution by managing land use activities conducted nearby. The [Town/City name] adopted Aquifer Protection Area Regulations on [date adopted, date amended]. The effective date of the regulations is [effective date]. The regulations are available through this link: [Insert link to regulations]

To obtain a hard copy of the Aquifer Protection Area Regulations, please contact [name, phone or email, office information].

Aquifer Protection Area Boundary Map

The Aquifer Protection Area boundary is placed on the [Town/City name] Zoning Map. The boundary is the area of contribution and recharge to the drinking water well(s) this program protects. The [water department name(s)] owns and operates drinking water wells from aquifers that serve the [City/Town] of [City/Town name]'s community. The aquifer boundary map is found in the link below:

- [link to Zoning Map]

Aquifer Protection Area Forms

Provide a list of links or link to separate page of all forms related to the Aquifer Protection Area Program – see following sli des

REGULATORY INFORMATION: FORMS

- [Determination Form of Non-Regulated Activity in Aquifer Protection Areas](#) (to submit to agency so they can review if a site has regulated activities)
- [APA Registration Application Form](#) (for existing facility operators)
- [APA Registration Transfer Form](#) (for new operators that are moving into a registered facility)



REGULATORY INFORMATION: FORMS (CONTINUED)

- [Permit Form to Add New Regulated Activity](#) (for existing facility operators that want to add or change the activities at the facility)
- [APA Permit Transfer Form](#) (for new operators moving into a registered and permitted facility)
- [Environmental Compliance Form](#) (only used for permit applications)
- Site Inspection Form Example (see example in zip file folder)
- [DEEP Model for Materials Management Plan](#) (for guidance on how to develop an MMP)
- [APA Stormwater Supplement Form](#) (for guidance on how to develop a stormwater management plan for APA registered facilities)



WEBSITE COMPONENTS

Below are components that should be included on your website:



Navigation

Placement of website within Town's page



Agency information

Description
APA agent information
APA member information



Regulatory information

Purpose
Local boundary map
Local regulations
Forms



Meeting schedule

Link to calendar
Agenda, minutes



Additional resources

DEEP website
Model regulations
Interactive map
Municipal manual
Etc.

MEETING SCHEDULE

- **Meeting day, time and location**
 - Virtual meeting link if necessary
 - Reminder: You need to meet at least once a year!
- **Meeting agendas**
- **Meeting minutes**
- **Supplementary meeting material**
 - Site plan or other maps
 - Aquifer applications and forms
 - Previous licenses
 - Site photos
- **Notice of hearing**



Meeting Materials

August 9, 2023

a) #APV23-37 – 30 Muller Avenue – Foam Systems LLC – Enforcement Order #APV 17-23 & Suspension of APA Permit #PA17-02

- [Notice of Upheld Order](#) - August 10, 2023
- [Order #APV23-37](#) - August 1, 2023
- [Registration #APA17-02 \(expired\)](#)
- [Permit #PA17-02 \(expires 2027\)](#)
- [Permit #PA17-02 application materials](#) (includes site map and drainage plan in final pages)
- [Location Map](#), [Aerial Photo](#), [Building Map](#)
- [Site Photos of expansion in building](#)
- [Site Photos of outdoor storage and drainage](#)
- Updated site photos (from facility owner): [outdoors](#); [Suite 6C](#), [Suite 6C](#); [Suite 7](#), [Suite 7](#)

MEETING SCHEDULE – TEMPLATE LANGUAGE

This could be found within a link in the calendar

Meeting Information

- Upcoming agenda: [Link to agenda]
- [Meeting date, time, location]
- [Virtual access link and instructions on registration]
- If applicable – include a statement about the regular scheduled time of meeting (i.e., every 3rd Tuesday of the month following the P&Z Commission meeting)
- Supplementary Meeting Materials
 - [Name of subject site, address, action item (review and approval of application, enforcement order, etc.)]
 - [Location and site map]
 - [Previous or existing license]
 - [Site photos]
 - *Anything else applicable for the meeting*
- Notice of hearing

Previous Meeting Minutes

- [Date: link]
- [Date: link]
- [Date: link]

WEBSITE COMPONENTS

Below are components that should be included on your website:



Navigation

Placement of website within Town's page



Agency information

Description
APA agent information
APA member information



Regulatory information

Purpose
Local boundary map
Local regulations
Forms



Meeting schedule

Link to calendar
Agenda, minutes



Additional resources

DEEP website
Model regulations
Interactive map
Municipal manual
Etc.

ADDITIONAL RESOURCES

Provide a list of links and references to additional material relevant to the Aquifer Protection Area Program



ADDITIONAL RESOURCES – TEMPLATE LANGUAGE

Additional Resources

Below are links to additional websites and references applicable to the Aquifer Protection Area Program

- CT DEEP's APA Main Page: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Aquifer-Protection/Aquifer-Protection-Program>
- State APA Status: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Aquifer-Protection/Program-Status>
- APA Statutes and Regulations: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Aquifer-Protection/Statutes-and-Regulations>
- APA Interactive Map: <https://ctdeep.maps.arcgis.com/apps/webappviewer/index.html?id=6b33fc05fcae4c5286fafa1b2cccbb>
- Municipal Manual: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Aquifer-Protection/Municipal-Manual>
- List of Potentially Regulated Businesses: https://portal.ct.gov/-/media/DEEP/aquifer_protection/TableofPotentiallyRegulatedBusinessesandFacilitiespdf.pdf
- CT DEEP APA Program Technical Training: https://clear.uconn.edu/training/ct-deep-training-certificate-courses/deep_apa_training/
- CT's Aquifers Background: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Ground-Water/Connecticuts-Aquifers>

EXAMPLES OF MUNICIPAL AQUIFER PROTECTION AREA WEBSITES

- Berlin: <https://www.berlinct.gov/departments/board.php?structureid=74>
- Bristol: <https://www.bristolct.gov/489/Aquifer-Protection-Agency>
- Brooklyn: <https://www.brooklynct.org/aquifer-protection-agency>
- Clinton: <https://clintonct.org/312/Aquifer-Protection-Agency>
- Farmington: <https://www.farmington-ct.org/government/aquifer-protection-agency>
- Meriden: <https://www.meridenct.gov/government/departments/planning-and-zoning/aquifer-protection-agency/>
- Norwalk: <https://www.norwalkct.gov/256/Aquifer-Protection-Agency>
- Old Saybrook: <https://www.oldsaybrookct.gov/aquifer-protection-agency>