

INSTRUCTIONS FOR COMPLETING APPLICATION FOR REQUEST FOR DESIGNATION OF ADMINISTERING AGENCY

GENERAL: This application form is for use by Responsible Parties requesting designation of an administering agency under Health and Safety Code (HSC), Division 20, Chapter 6.65, sections 25260-25268. Type or print clearly all required information and make sure that all required documents are submitted with the application. Attach additional pages as necessary to explain or complete your responses. The application form must be signed by a Responsible Party or his/her legal representative. Send the original signed application with one copy of each of the supporting documents (retain original supporting documents) and 10 additional copies of the application. Retain a copy of the application for your records. To confirm delivery, it is suggested that applications be mailed certified, return receipt requested. Mail completed application to:

California Environmental Protection Agency
Site Designation Committee
1001 "I" Street, 25th Floor
Sacramento, CA 95814

For additional information concerning application preparation/submission, refer to the *Implementation Guide* located at: <http://calepa.ca.gov/Programs/SiteDesig/Guide/default.htm>

I. RESPONSIBLE PARTY IDENTIFICATION:

- A. Applicant / Responsible Party Name:** Identify the Responsible Party and property owner if different from Responsible Party and mailing address, and list the telephone number where the Responsible Party can be reached during normal business hours.
- B. Contact Person:** The contact person should be someone who can answer any questions about the site and the application. List the telephone number where the contact person can be contacted during normal business hours.
- C. Reason Why Applicant is a Responsible Party:** See HSC section 25260(h).
- D. Other Responsible Parties:** If known, list any other Responsible Parties for this release, along with their addresses and phone numbers.
- E. Interested Persons:** Provide a list of all interested persons along with their addresses and phone numbers, which should include local planning department, landowners and lessees of properties adjacent to or affected by the site, other persons potentially affected by this release or the agency designation.

II. SITE DESCRIPTION:

- A. Site Location:** Provide a written legal description of the site. Include assessor's parcel number(s) and/or geographic coordinates, such as Section, Township, and Range. Also include the street address of the site, if applicable.
- B. Brief Description of Site:** Provide information that may assist the Site Designation Committee in delineating the boundaries of the site [see HSC section 25260(e)].
- C. Planned Site Use:** Enter the appropriate number(s) from below which describes the planned use for the site in this application: (1) Commercial/Industrial/Retail; (2) Residential (single/multi-family, sale/rental product); (3) Park or Open space; (4) Schools, Hospitals, Day Care Centers or Other Non-residential Sensitive Uses.

III. DESCRIPTION OF RELEASE OR THREATENED RELEASE:

- A. Known or Suspected Nature of Release or Threatened Release:** Describe the types of hazardous materials released [see HSC section 25260(d)]. Attach technical reports already prepared for this site.
- B. Type of Facility:** Describe the type of facility from which the release or threatened release occurred; or describe the type of activity that caused the release or threatened release.

IV. REGULATORY OR ENFORCEMENT ACTIONS (KNOWN OR PENDING)

- B. Other Agency:** Attach extra page(s) if more than two agencies (including federal, state and local) have been involved with the release or threatened release at this site. Attach a list of all state and local regulatory agencies that have been involved with the site, including names, contacts, addresses and telephone numbers.
- C. Environmental Permits Information:** List any environmental permits, issued or pending, by regulatory agencies. Attach copies, and retain the originals. Examples of environmental permits are: Regional Water Board Waste Discharge Requirements, USEPA / DTSC Hazardous Waste Permits, and Local Government Underground Storage Tank Permits.

V. DESIGNATION REQUEST:

- B. Reason for Request:** Explain why the administering agency should be selected, including any of the experience and involvement that various agencies have had with the site, the special capabilities and expertise of the requested administering agency for the site, the nature of the threat that the release poses to health and safety or to the environment, and the probable remedial measures that will be required [see HSC section 25262(c)].

VI. CERTIFICATION AND LIST OF ATTACHMENTS:

- D. List Titles of Any Attachments:** Attach any additional information which may assist the Site Designation Committee in making its determination of the administering agency, including executive summaries and/or excerpts from technical reports already prepared for this hazardous materials release site. Do not include entire technical reports unless specifically requested.