

# Susquehanna River Basin Commission

*a water management agency serving the Susquehanna River Watershed*



## **PUBLIC NOTICE GUIDELINES** **February 1, 2012**

### **I. General Information**

The submittal of an application for withdrawal, consumptive water use, diversion, or other regulated activity [including a Notice of Intent for consumptive water use or source approvals under 18 CFR §806.22(f)(12)(ii)] is subject to the Susquehanna River Basin Commission's (Commission's) notice requirements.

Notice requirements in 18 CFR §806.15 ensure that the general public is afforded the opportunity to comment during the review phase of applications submitted under the Commission's regulatory program. Actions will not be taken by the Commission or the Executive Director on such applications until the public notice requirements have been met.

Project sponsors (using their legal company name) are responsible for providing notice upon filing an application. Additional public notice is provided by the Commission with the publication of its pre-meeting notice in the Federal Register and state bulletins. This notice runs at least 30 days prior to the quarterly meeting and lists items on the Commission meeting agenda and the projects scheduled for action. The Commission offers the public a final opportunity for comment during the meeting at a public hearing before it takes action on an application.

### **II. Notice Requirements**

The purpose of public notice is to ensure that all basic due process requirements under constitutional law principles are met prior to action on an application by the Commission. Due process is essentially notice and opportunity to be heard.

All proofs of notice (including details demonstrating the basis for the certification of completion of the notice requirements) must be retained by the project sponsor for the duration of the approval related to the notice.

### **III. Notice Process under 18 CFR §806.15 for All Applications**

#### **A. Who must the project sponsor notice?**

Under 18 CFR §806.15, all project sponsors must provide notice that an application (or a Notice of Intent) has been submitted to the following:

1. The appropriate agency of the member state. For most project applications, the notice should be mailed to the attention of the Regional Director or Regional Permit Administrator at the appropriate regional office in the member State's environmental regulatory department. In Pennsylvania, most notification pursuant to 18 CFR §806.22(f) should be sent to Ms. Jennifer Means, EP Program Manager, Pennsylvania Department of Environmental Protection, 208 West Third Street, Suite 101, Williamsport, Pennsylvania 17701.
2. Each municipality in which the project is located.
3. The county planning agency of each county in which the project is located.
4. The general public, by publishing at least one legal notice in a newspaper of general circulation serving the area where the regulated activity is located or proposed to be located.
  - a. For applications submitted under 18 CFR §806.22(f)(12)(ii) to use a public water supply source for natural gas development, the newspaper notice requirement is satisfied by publication in a newspaper of general circulation in the area served by the public water supply.
  - b. For applications submitted under 18 CFR §806.22(f)(12)(ii) to use a wastewater discharge source for natural gas development, the newspaper notice requirement is satisfied by publication in a newspaper of general circulation in each area within which the water obtained from such source will be used.

Completion of the above general requirements (Nos. 1 through 4) is all that is necessary for project sponsors submitting applications for sources pursuant to 18 CFR §806.22(e) and (f). In addition to these general requirements, project sponsors submitting applications for withdrawal pursuant to 18 CFR §806.4(a)(2) must also provide notice that a withdrawal application has been submitted to nearby property owners, as follows:

1. The owner of property that is located within a one-half mile radius of the proposed well for groundwater withdrawal applications. (Note that if data collected during the required aquifer test indicate that the influence of the withdrawal extends beyond a one-half mile radius, the Commission retains the discretion to direct project sponsors to send notification to property owners in these extended areas.)
2. The owner of any property that is riparian or littoral (adjacent) to the body of water from which the proposed withdrawal will be taken and is located within one-half mile upstream or downstream of the proposed intake location for surface water withdrawals.

For this requirement, property "owner" means the person who is listed on the tax assessment rolls as being responsible for the payment of real property taxes imposed on the property.

In addition to the above general requirements (Nos. 1 through 4), project sponsors submitting applications for diversion pursuant to 18 CFR §806.4(a)(3) must also provide notice that an application has been submitted to the general public in areas outside the basin, as follows:

1. For projects involving a diversion of water out of the basin, the project sponsor must also publish legal notice of the submission of its application at least once in a newspaper of general circulation serving the area where the project proposing to use the water is located.
2. For projects involving a diversion of water into the basin, the project sponsor must also publish at least one legal notice of the submission of its application in a newspaper of general circulation serving the area where the project proposing to withdraw the water is located.

**B. What must the notice contain?**

The notice should be printed on the project sponsor's letterhead for notices other than the newspaper notice. To ensure that the project sponsor's notice contains sufficient detail to adequately inform the recipient(s) of the project scope, the notice shall contain the following:

1. The name of the project sponsor.
2. A description of the project, which would include the project name, the pending application number, and the date the application was submitted.
3. The purpose of the regulated activity.
4. The requested quantity of the water to be withdrawn, obtained from sources other than withdrawals, or consumptively used.
5. The stream, reservoir, well, or source name.
6. The project location, identifying the property to which the application relates.
7. For withdrawal applications, a map showing the location of the regulated activity and the area (generally one-half mile from the withdrawal point) where property owners received individual notice.
8. Any other information relevant to the particular type of approval sought.
9. The address, electronic mail address, and telephone number of the project sponsor.
10. The address, electronic mail address, and telephone number of the Commission.

The Commission has developed example public notices (Attachments A through K).

**C. When must notice be provided?**

Notice as required under 18 CFR §806.15 must be provided or published no later than 10 days after the application is submitted to the Commission.

The Commission will not proceed with the processing of an application until proof of notices has been provided to the Commission, as described below.

**D. How must proof of notice be provided?**

Notification to agencies of member States, municipalities, and county planning agencies must be completed by certified U.S. mail. The project sponsor must provide the Commission with a copy of the U.S. Postal Service Return Receipt (commonly known as the "green card")

signed by the recipient for the notifications to agencies of member States, municipalities, and county planning agencies.

The project sponsor must certify to the Commission that the required newspaper notice(s) have been published and that all appropriate property owners have been notified. The Commission has provided SRBC Form #55 for the certification (Attachment L). The project sponsor must attach a copy of the notice, a plat (tax assessment map) showing the location of the regulated activity and the area (generally one-half mile from the withdrawal point, as determined following procedures in Section IV) where property owners received notice, a list of the parties receiving notice keyed to the plat (including the tax identification number, property owner name and address, and method of notice delivery), and the date(s) on which notice was provided.

The regulation is silent relative to how public notice must be given to property owners; the project sponsor may use one of several methods of notice:

1. First-Class Mail: The project sponsor may provide notice to the property owner(s) via first-class mail.
2. Personal Service: The project sponsor may hand deliver the notice to the property owner(s).
3. Certified Mail: Although notification to property owners via certified mail will be accepted, it is not the preferred form of delivery.

#### **E. Who pays for the notice?**

Any expense incurred as a result of the public notice process must be borne by the project sponsor.

#### **IV. Determination of Property Owners**

To determine which property owners must receive notice of withdrawal applications under 18 CFR §806.4(a)(2), the Commission offers the following procedure and examples:

1. Procedure for identifying property owners:
  - a. Obtain a plat of the area in the vicinity of the project site.
    - Generally a plat may be obtained from the county tax office, town clerk's office, or auditor's office.
  - b. Locate the well or proposed withdrawal location (intake) on the plat.
  - c. Delineate a one-half mile radius from the withdrawal (well, intake, or center of the withdrawal structure).
  - d. For a proposed groundwater withdrawal, identify each property owner within the radius (regardless of all rights-of-way, roadways, waterways, easements, or railroads). Owners of properties partially within the radius must also receive notice. Note that if data collected during the required aquifer test indicates that

the influence of the withdrawal extends beyond a one-half mile radius, the Commission retains the discretion to direct project sponsors to send notification to property owners in these extended areas.

- e. For a proposed surface water withdrawal, identify each property owner that is located within the radius from the intake location and that is riparian or littoral (upstream or downstream) to the surface waterbody. Owners of riparian or littoral (adjacent) properties partially within the radius must also receive notice. Note that this includes properties located on both streambanks.

Each property owner identified in steps “d” and “e” (above) should be placed on a list that has been keyed to the plat. The plat should be scaled to clearly identify all parcels (and may include multiple pages; if so, include a key to the maps). These records should be retained by the project sponsor as proof of notice for the duration of any approval related to the notice.

2. Examples of common project settings with the property owners identified who must receive notice are shown on the examples in Attachment M.

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# Susquehanna River Basin Commission

*a water management agency serving the Susquehanna River Watershed*



## LIST OF ATTACHMENTS

- Attachment A**      Sample Notice Letter for Withdrawal Application
- Attachment B**      Sample Notice Letter for Consumptive Use Application
- Attachment C**      Sample Newspaper Notice for Withdrawal and Consumptive Use Applications
- Attachment D**      Sample Notice Letter for Notice of Intent—18 CFR §806.22(e)
- Attachment E**      Sample Newspaper Notice for Notice of Intent—18 CFR §806.22(e)
- Attachment F**      Sample Notice Letter for Notice of Intent—18 CFR §806.22(f)
- Attachment G**      Sample Newspaper Notice for Notice of Intent—18 CFR §806.22(f)
- Attachment H**      Sample Notice Letter for Water Source—18 CFR §806.22(f)(12)(ii)
- Attachment I**      Sample Newspaper Notice for Water Source—18 CFR §806.22(f)(12)(ii)
- Attachment J**      Sample Notice Letter for Diversion Application
- Attachment K**      Sample Newspaper Notice for Diversion Application
- Attachment L**      SRBC Form #55 – Certification of Notification
- Attachment M**      Examples of Common Project Settings

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## ATTACHMENT A

### SAMPLE NOTICE LETTER FOR WITHDRAWAL APPLICATION

(on the project sponsor's letterhead, with the address, electronic mail address,  
and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**

**Address Line One**

**Address Line Two**

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No.  
**XXXX-XXX, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** filed an application (SRBC Pending No. **XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) for a water withdrawal. **Legal company name** has proposed to withdraw up to **XXX,XXX** gallons per day (gpd) from **name of waterbody or well** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of** County, **name of State**. The water will be used for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of Andrew D. Dehoff; Manager, Project Review; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 221; fax: (717) 909-0468; e-mail: [project\\_comments@srbc.net](mailto:project_comments@srbc.net). Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

**Name of Project Sponsor**

**Legal Company Name**

Enclosures: 1) Site Location Map  
2) Certified Mail No. **XXXXXXXXXXXX** (required for municipalities, State and county planning agencies)

## ATTACHMENT B

### SAMPLE NOTICE LETTER FOR CONSUMPTIVE USE APPLICATION

(on the project sponsor's letterhead, with the address, electronic mail address,  
and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**

**Address Line One**

**Address Line Two**

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No.  
**XXXX-XXX, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** filed an application (SRBC Pending No. **XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) for consumptive water use. **Legal company name** has proposed to consumptively use up to **XXX,XXX** gallons per day (gpd) of water from **source(s)** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of County, name of State**. The water will be used for **describe the proposed project and consumptive water use**.

Comments related to the application should be submitted to the attention of Andrew D. Dehoff; Manager, Project Review; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 221; fax: (717) 909-0468; e-mail: project\_comments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

**Name of Project Sponsor**

**Legal Company Name**

Enclosures: 1) Site Location Map  
2) Certified Mail Number **XXXXXXXXXX** (required for municipalities, State and county planning agencies)

## ATTACHMENT C

### SAMPLE NEWSPAPER NOTICE FOR WITHDRAWAL AND CONSUMPTIVE USE APPLICATIONS

**Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **XXXX-XXX, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name, company address, electronic mail address, and telephone number of the project sponsor** filed an application (SRBC Pending No. **XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) for **application type**. **Legal company name** has proposed to **withdraw** up to **XXX,XXX** gallons per day (gpd) from **source** and consumptively use **XXX,XXX** gpd at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of County, name of State**. The water will be used for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of Andrew D. Dehoff; Manager, Project Review; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 221; fax: (717) 909-0468; e-mail: project\_comments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.

## ATTACHMENT D

**SAMPLE NOTICE LETTER FOR NOTICE OF INTENT—18 CFR §806.22(e)  
for Municipality, County, and State Agency Notification  
for Consumptive Water Use from a Public Water Supply Source**  
(on the project sponsor's letterhead, with the address, electronic mail address,  
and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**

**Address Line One**

**Address Line Two**

Re: Notice of Intent (NOI-**XXXX-XXX**) for Consumptive Use for **Facility Name** located in  
**Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** has filed a Notice of Intent (NOI) (NOI-**XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule pursuant to 18 CFR §806.22(e) for the consumptive use of water. The water will be used for **describe proposed water use** at **facility name**, located in **name of municipality, name of County, name of State**.

The peak day consumptive water use at the above facility would not exceed **X,XXX,XXX** gallons per day (gpd). **Legal company name** has proposed to utilize water obtained from **name of public water supplier**.

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

Sincerely,

**Name of Project Sponsor**

**Legal Company Name**

Enclosures: 1) NOI-**XXXX-XXX**  
2) Site Location Map(s)  
3) Certified Mail Number **XXXXXXXXXX**

## ATTACHMENT E

### SAMPLE NEWSPAPER NOTICE FOR NOTICE OF INTENT—18 CFR §806.22(e) for Consumptive Water Use from a Public Water Supply Source

Notice is hereby given that on month day, year, legal company name has filed a Notice of Intent (NOI) (NOI-XXXX-XXX) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule pursuant to 18 CFR §806.22(e) for the consumptive use of water. The water will be used for describe proposed water use at facility name, located in name of municipality, name of County, name of State.

The peak day consumptive water use at the above facility would not exceed X,XXX,XXX gallons per day (gpd). Legal company name has proposed to utilize water obtained from name of public water supplier.

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

**ATTACHMENT F**

**SAMPLE NOTICE LETTER FOR NOTICE OF INTENT—18 CFR §806.22(f)  
for Municipality, County, and State Agency Notification  
for Consumptive Water Use Related to Natural Gas Development**  
(on the project sponsor’s letterhead, with the address, electronic mail address,  
and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**  
**Address Line One**  
**Address Line Two**

Re: Notice of Intent (NOI-**XXXX-XXX**) for Consumptive Use at **Pad Name**, located in  
**Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** has filed a Notice of Intent (NOI) (NOI-**XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule (ABR) pursuant to 18 CFR §806.22(f) for the consumptive use of water for drilling and development of natural gas well(s) on the **name** drilling pad, located in **name of drilling pad municipality(ies), name of drilling pad** County(ies), **name of drilling pad State(s)**.

The peak day consumptive water use for drilling and development at the above drilling pad would not exceed **X,XXX,XXX** gallons per day (gpd). **Legal company name** has proposed to utilize water obtained from approved sources which can be viewed at [www.srbc.net](http://www.srbc.net).

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC’s website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

Sincerely,

**Name of Project Sponsor**  
**Legal Company Name**

Enclosures: 1) NOI-**XXXX-XXX**  
2) Site Location Map  
3) Certified Mail Number **XXXXXXXXXX**

## ATTACHMENT G

### SAMPLE NEWSPAPER NOTICE FOR NOTICE OF INTENT—18 CFR §806.22(f) for Consumptive Water Use Related to Natural Gas Development

Notice is hereby given that on month day, year, legal company name has filed a Notice of Intent (NOI) (NOI-XXXX-XXX) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule (ABR) pursuant to 18 CFR §806.22(f) for the consumptive use of water for drilling and development of natural gas well(s) on the name drilling pad, located in name of drilling pad municipality(ies), name of drilling pad County(ies), name of drilling pad State(s).

The peak day consumptive water use for drilling and development at the above drilling pad would not exceed X,XXX,XXX gallons per day (gpd). Legal company name has proposed to utilize water obtained from approved sources which can be viewed at [www.srbc.net](http://www.srbc.net).

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: [gmillersrbc.net](mailto:gmillersrbc.net). Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

## ATTACHMENT H

**SAMPLE NOTICE LETTER FOR WATER SOURCE—18 CFR §806.22(f)(12)(ii)  
for Consumptive Water Use Related to Natural Gas Development**  
(on the project sponsor's letterhead, with the address, electronic mail address,  
and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**  
**Address Line One**  
**Address Line Two**

Re: Notice of Intent (NOI-**XXXX-XXX**) for Consumptive Use of Water from **Name of Public Water System**, located in **Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** has filed a Notice of Intent (NOI) (NOI-**XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) seeking to consumptively use water obtained from **name of Public Water Supplier** located in **name of municipality, name of County, name of State**, pursuant to 18 CFR §806.22(f)(12)(ii). This water will be used to support the drilling and development of natural gas well(s) on drilling pad(s) located within the Susquehanna River Basin.

**Project Sponsor** has entered into an agreement to obtain up to **xxx,xxx** gallons per day (gpd) from **name of Public Water Supplier**, when available, as a bulk sale. The Approved Source List for Natural Gas Development for **Project Sponsor** can be found at [www.srbc.net](http://www.srbc.net).

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: [gmler@srbc.net](mailto:gmler@srbc.net). Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

Sincerely,

**Name of Project Sponsor**  
**Legal Company Name**

Enclosures: 1) NOI-**XXXX-XXX**  
2) Site Location Map  
3) Certified Mail Number **XXXXXXXXXXXX** (required for municipalities, State and county planning agencies)

## ATTACHMENT I

### SAMPLE NEWSPAPER NOTICE FOR WATER SOURCE—18 CFR §806.22(f)(12)(ii) for Consumptive Water Use Related to Natural Gas Development

Notice is hereby given that on month day, year, legal company name has filed a Notice of Intent (NOI) (NOI-XXXX-XXX) with the Susquehanna River Basin Commission (SRBC) seeking to consumptively use water obtained from name of Public Water Supplier located in name of municipality, name of County, name of State, pursuant to 18 CFR §806.22(f)(12)(ii). This water will be used to support the drilling and development of natural gas well(s) on drilling pad(s) located within the Susquehanna River Basin.

Project Sponsor has entered into an agreement to obtain up to xxx,xxx gallons per day (gpd) from name of Public Water Supplier, when available, as a bulk sale. The Approved Source List for Natural Gas Development for Project Sponsor can be found at [www.srbc.net](http://www.srbc.net).

Comments referring to the NOI number above should be submitted to the attention of Glenda Miller; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 227; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above NOI number on any correspondence.

## ATTACHMENT J

### SAMPLE NOTICE LETTER FOR DIVERSION APPLICATION (on the project sponsor's letterhead, with the address, electronic mail address, and telephone number of the project sponsor)

(Date)

To:

**Name of Recipient**  
**Address Line One**  
**Address Line Two**

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No.  
**XXXX-XXX, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name** filed an application (SRBC Pending No. **XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) for a diversion of water **into OR out of** the Susquehanna River Basin. **Legal company name** has proposed to divert up to **XXX,XXX** gallons per day (gpd) from **name of waterbody, well, or source** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of** County, **name of** State to a location on property owned by **property owner name and tax ID number**. The water will be diverted for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of Andrew D. Dehoff; Manager, Project Review; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 221; fax: (717) 909-0468; e-mail: project\_comments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

**Name of Project Sponsor**  
**Legal Company Name**

Enclosures: 1) Site Location Map  
2) Certified Mail Number **XXXXXXXXXXXX** (required for municipalities, State and county planning agencies)

## ATTACHMENT K

### SAMPLE NEWSPAPER NOTICE FOR DIVERSION APPLICATION

**Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **XXXX-XXX, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name, company address, electronic mail address, and telephone number of the project sponsor** filed an application (SRBC Pending No. **XXXX-XXX**) with the Susquehanna River Basin Commission (SRBC) for diversion of water **into OR out of** the Susquehanna River Basin. **Legal company name** has proposed to divert up to **XXX,XXX** gallons per day (gpd) from **name of waterbody, well, or source** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of** County, **name of** State to a location on property owned by **property owner name and tax ID number**. The water will be diverted for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of Andrew D. Dehoff; Manager, Project Review; Susquehanna River Basin Commission; 1721 North Front Street, Harrisburg, PA 17102-2391; telephone: (717) 238-0423, ext. 221; fax: (717) 909-0468; e-mail: project\_comments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resources Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.



# Susquehanna River Basin Commission

*a water management agency serving the Susquehanna River Watershed*

## CERTIFICATION OF NOTIFICATION

**Name of Project Application:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
(municipality) (county) (state)

I, the undersigned project sponsor, or the duly authorized officer or agent of the same, do hereby certify to the Susquehanna River Basin Commission (SRBC) that, pursuant to the requirements of SRBC Regulation 18 CFR §806.15, notification of the filing of an application for this project has been published in a newspaper(s) and made to property owners as required by paragraph (b) of §806.15.

I have attached a copy of the notice, a list of the parties receiving notice (with tax identification number), a tax assessment map showing the one-half mile radius, the method of notice delivery, and the date(s) on which notice was provided.

IN WITNESS WHEREOF, I have signed this certificate in the space below on the date indicated.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

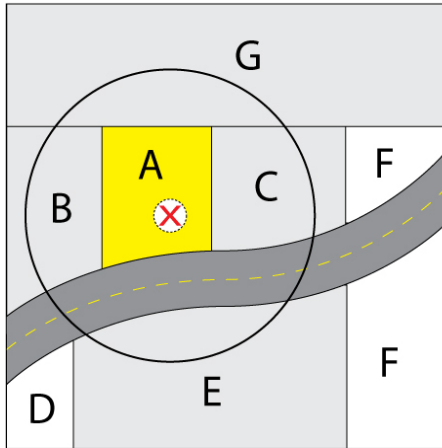
( ) ( )  
\_\_\_\_\_  
Telephone Fax

# ATTACHMENT M

## Examples of Common Project Settings

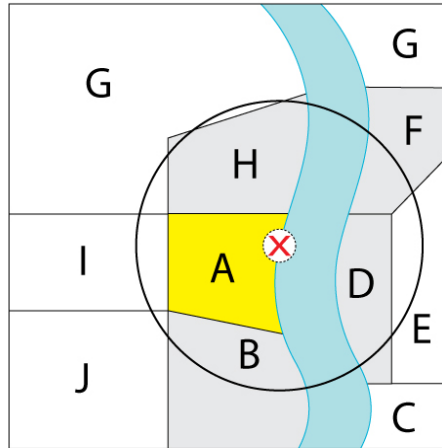
### Sample Property Owner Maps

**Groundwater  
Withdrawal**



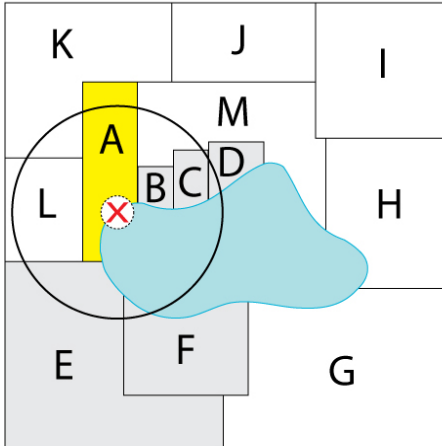
Property Owner: A  
Notice: B, C, E, and G  
Circle radius: 0.5 mile

**Surface Water  
Withdrawal**



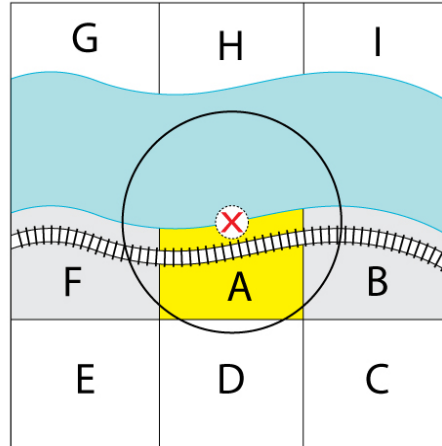
Property Owner: A  
Notice: B, D, F, and H  
Circle radius: 0.5 mile

**Pond (Surface Water)  
Withdrawal**



Property Owner: A  
Notice: B, C, D, E, and F  
Circle radius: 0.5 mile

**Surface Water  
Withdrawal**



Property Owner: A  
Notice: B and F  
Circle radius: 0.5 mile