

Susquehanna River Basin Commission

a water management agency serving the Susquehanna River Watershed



PUBLIC NOTICE GUIDELINES **November 5, 2013**

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), (13), and (14)] 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 notice in the Federal Register and state bulletins prior to public hearings and quarterly business meetings. These notices run at least 30 days prior to the hearing or meeting, and list items on the Commission meeting agenda and the projects scheduled for action.

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.

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)(13) 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)(13) for a wastewater discharge source, 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 initially be used for natural gas development.
 - c. For applications submitted under 18 CFR §806.22(f)(14) for a hydrocarbon water storage facility, the newspaper notice requirement is satisfied by publication in a newspaper of general circulation in the area in which the facility is located.

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 for withdrawal applications submitted pursuant to 18 CFR §806.4(a)(2), the project sponsor shall also provide notice to each property owner listed on the tax assessment rolls of the county in which such property is located and identified as follows:

1. For groundwater withdrawal applications, the owner of any property that is located within a one-half mile radius of the proposed withdrawal location. (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 has the authority to direct project sponsors to send notification to property owners in these extended areas.)
2. For surface water withdrawal applications, the owner of any property that is riparian or littoral to the body of water from which the proposed withdrawal will be taken and is within a one-half mile radius of the proposed withdrawal location, upstream and downstream.

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. Note that the owner may not reside at the property; notice should be sent to the mailing address on the tax rolls.

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 Commission has developed example public notices (Attachments A through M). The notice must 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 only the information in the following list. Commission staff strongly discourages the project sponsor from including editorial or conclusive remarks in the notice (such as "No action is required." or "No impact is expected by this insignificant withdrawal."). The inclusion of such superfluous statements will be cause for a requirement to revise and recomplete the notices.

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 as provided in the attachments.
11. Instructions for the submission of comments as provided in the attachments.

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 N). 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).

Although notification to property owners via certified mail will not be rejected by the Commission, it is not the preferred form of delivery.

E. Who pays for the notice?

Any expenses incurred as a result of the public notice process are the responsibility of 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 location (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 has the authority 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 O.

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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)(13)
- Attachment I** Sample Newspaper Notice for Water Source—18 CFR §806.22(f)(13)
- Attachment J** Sample Notice Letter for Diversion Application
- Attachment K** Sample Newspaper Notice for Diversion Application
- Attachment L** Sample Notice Letter for Hydrocarbon Water Storage Facility—18 CFR §806.22(f)(14)
- Attachment M** Sample Newspaper Notice for Hydrocarbon Water Storage Facility—18 CFR §806.22(f)(14)
- Attachment N** SRBC Form #55 – Certification of Notification
- Attachment O** 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: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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. **XXXXXXXXXX** (required for municipalities, State and county planning agencies only)

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: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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 only)

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: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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** (required for municipalities, State and county planning agencies only)

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; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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 only)

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.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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)(13) 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)(13). 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.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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** (required for municipalities, State and county planning agencies only)

ATTACHMENT I

SAMPLE NEWSPAPER NOTICE FOR WATER SOURCE—18 CFR §806.22(f)(13) 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)(13). 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.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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 only)

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: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource Portal at <http://www.srbc.net/wrp/>. Please include the above SRBC pending application number on any correspondence.

ATTACHMENT L

**SAMPLE NOTICE LETTER FOR HYDROCARBON WATER
STORAGE FACILITY—18 CFR §806.22(f)(14)
for Municipality, County, and State Agency Notification**
(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 for Hydrocarbon Water Storage Facility –
Name of Facility located in **Municipality, County, State**

Notice is hereby given that on **month day, year**, **legal company name**, **company address**,
electronic mail address, and **telephone number**, filed an application with the Susquehanna
River Basin Commission (SRBC) for a hydrocarbon water storage facility (SRBC Pending No.
PWSF-XXXX-XXX). The water will be used to support the drilling and development of natural
gas wells on drilling pads located within the Susquehanna River Basin.

The hydrocarbon water storage facility has a design storage capacity of up to **XXX,XXX** gallons.
All freshwater sources stored in this facility are subject to approval by the SRBC.

Comments related to the application above should be submitted to the attention of: Glenda
Miller; Susquehanna River Basin Commission; 4423 North Front Street; Harrisburg, PA 17110-
1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmliller@srbc.net.
Comments also may be submitted on SRBC's website through the Water Resource 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) Application
2) Site Location Map
3) Certified Mail Number **XXXXXXXXXX** (required for municipalities, State
and county planning agencies only)

ATTACHMENT M

SAMPLE NEWSPAPER NOTICE FOR HYDROCARBON WATER STORAGE FACILITY APPLICATION—18 CFR §806.22(f)(14)

Legal Company Name Notice of Application for Hydrocarbon Water Storage Facility – **Name of Facility**, SRBC Pending No. PWSF-**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**, filed an application with the Susquehanna River Basin Commission (SRBC) for a hydrocarbon water storage facility (SRBC Pending No. PWSF-XXXX-XXX). The water will be used to support the drilling and development of natural gas wells on drilling pads located within the Susquehanna River Basin.

The hydrocarbon water storage facility has a design storage capacity of up to **XXX,XXX** gallons. All freshwater sources stored in this facility are subject to approval by the SRBC.

Comments related to the application should be submitted to the attention of: Glenda Miller; Susquehanna River Basin Commission; 4423 North Front Street; Harrisburg, PA 17110-1788; telephone: (717) 238-0423, ext. 1227; fax: (717) 909-0468; e-mail: gmler@srbc.net. Comments also may be submitted on SRBC's website through the Water Resource 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

() ()

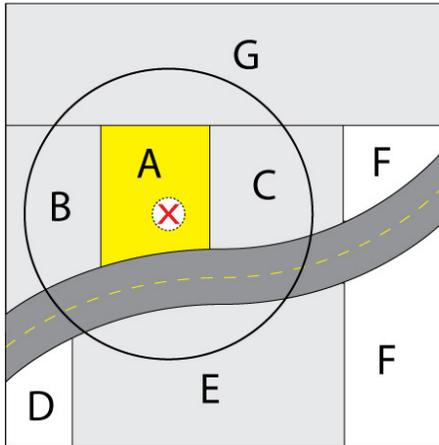
Telephone Fax

ATTACHMENT O

Examples of Common Project Settings

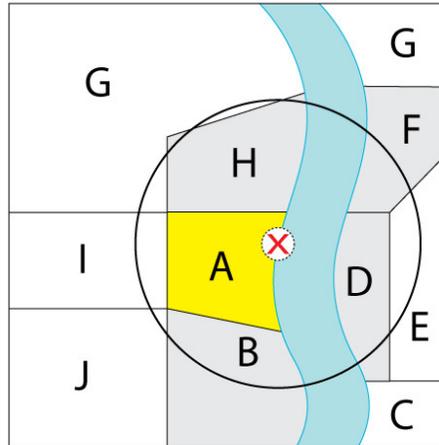
Sample Property Owner Maps

**Groundwater
Withdrawal**



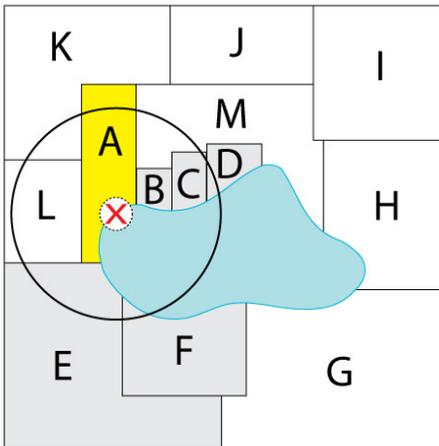
Property Owner: A
Notice: B, C, E, and G
Circle radius: 0.5 mile

**Surface Water
Withdrawal**



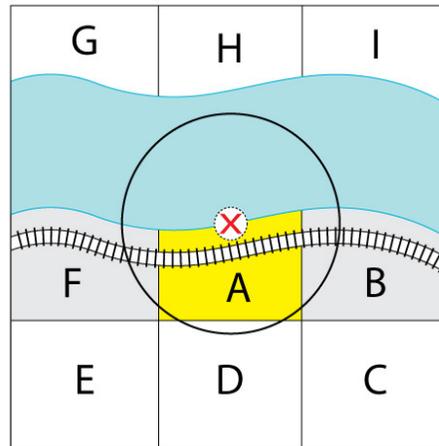
Property Owner: A
Notice: B, D, F, and H
Circle radius: 0.5 mile

**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