



Form No.	A-L-0008
Effective Date	6/1/06
Revision No.	07
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AIR EMISSION LICENSE TRANSFER APPLICATION

Attached is the set of materials required to process an air emission license transfer. The set includes:

- an application form (includes instructions);
- a signatory requirement form for the responsible official;
- a form for publishing the mandatory public notice of intent to file;

There is no application fee associated with this action. In order to complete processing of your transfer application, the following actions must be taken:

- ✓ Complete the enclosed application form;
- ✓ Publish the public notice of intent to file in a local paper;
- ✓ Write a letter to the department which includes the following information:
 - The full name and address of the new owner;
 - The date of the official sale;
 - A statement that there will be no increase in air emissions beyond that provided for in the existing license, either in quantity or type, without prior written permission from the Department;
 - A statement which demonstrates that the new owner has the technical capacity and intent to comply with all conditions of the applicable license or permit and satisfy all applicable statutory criteria.
- ✓ Include the following attachments:
 - The signatory form;
 - A copy/clipping of the public notice of intent to file from the actual paper;
 - A copy of the purchase agreement or deed showing transfer of ownership, or demonstration of title, right, or interest;
- ✓ Send the completed application package to the following address:

Department of Environmental Protection
Bureau of Air Quality
17 State House Station
Augusta, ME 04333-0017
- ✓ Provide/mail a copy of the application materials to the local town office where the facility is located.

If there are any questions regarding this application or information, please contact a member of the Air Licensing Section at the above address or telephone (207) 287-7688.



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INSTRUCTIONS FOR AIR EMISSION LICENSE TRANSFER APPLICATION FORM

State of Maine
Department of Environmental Protection
Bureau of Air Quality

INSTRUCTIONS for SECTION A: FACILITY INFORMATION

New Owner or Operator: The legal name of the person or company who owns, leases, operates, controls, or supervises the facility applying for the license as registered with the Secretary of State.

Facility Site Address: The physical site address of the equipment to be covered by the air emission license. Do not list a post office box here.

Facility Description: A brief description of the facility operations.

Application Description: A brief description of the purpose for this application.

Current License Number: The number of the air emission license the facility is currently operating under.

Checklist: These requirements are necessary for the Department to accept the application for processing and should be completed then checked off prior to submitting the application.

Items to be enclosed:

- **Completed Application** – This application form.
- **Letter to Department** – A letter to the Department which includes the following information:
 - The full name and address of the new owner;
 - The date of the official sale;
 - A statement that there will be no increase in air emissions beyond that provided for in the existing license, either in quantity or type, without prior written permission from the Department;
 - A statement which demonstrates that the new owner has the technical capacity and intent to comply with all conditions of the applicable license or permit and satisfy all applicable statutory criteria.
- **Title, Right, or Interest** – A copy of the purchase agreement or deed showing transfer of ownership or other demonstration of title, right, or interest.
- **Public Notice Tear Sheet** – A clipping or photocopy of the notice from the paper.



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- **Signed Signatory Form** – The Responsible Official must sign the application form (see page 6)

Actions to be completed:

- **Copy sent to town and date sent** – A copy of the transfer application must be provided or mailed to the town or city clerk of the local municipality.
- **Public notice published** - a public notice of intent to file must be published in a newspaper of general circulation in the region in which the source would be located (see Public Notice of Intent to File form).

Application # and App Track #: To be filled in by the Department.

Facility Contact: Contact information for the person responsible for any future questions regarding this facility including scheduling appointments or inspections.

Application Contact: Contact information for the person who is responsible for answering questions regarding this specific application if different than the Facility Contact.

Billing Contact: Contact information for the person who is responsible for receiving and paying air emission license invoices (accounts payable).



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State of Maine
Department of Environmental Protection
Bureau of Air Quality
17 State House Station
Augusta, Maine 04333-0017
phone: (207) 287-7688 fax: (207) 287-7641

Section A: FACILITY INFORMATION

New Owner or Operator (*Legal name as registered with the Secretary of State*):

Facility Site Name: _____

Facility Site Address (*Physical, no post office boxes*): _____

City/Town: _____ Zip Code: _____ County: _____

Facility Description: _____

Application Description:

Current License #: A- _____ - _____ - _____ - _____

Check When Done:

The following items are enclosed:

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Letter to Department
<input type="checkbox"/>	Title, Right, or Interest (e.g. copy of deed or lease)
<input type="checkbox"/>	Public Notice Tear Sheet
<input type="checkbox"/>	Signed Signatory Form

The following actions have been completed:

<input type="checkbox"/>	Copy Sent to Town Date Sent:
<input type="checkbox"/>	Public Notice Published paper name & date:

For Department Use

Application #: A- _____ - _____ - _____ - _____

App Track #: _____



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Facility Contact:

Name: _____ Title: _____

Company: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____

Application Contact:

Name: _____ Title: _____

Company: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____

Billing Contact:

Name: _____ Title: _____

Company: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____



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SIGNATORY REQUIREMENT

Each application submitted to the Department must be signed by the applicant, or the applicant's duly authorized officer or agent, and include the following certification signed by a Responsible Official:

"I certify under penalty of law that, based on information and belief formed after reasonable inquiry, I believe the information included in the attached document is true, complete, and accurate."

Responsible Official Signature

Date

Responsible Official (printed or typed)

Title

"Responsible official" means one of the following:

- A. *For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:*
 - 1. *The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or*
 - 2. *The delegation of authority to such representatives is approved in advance by the permitting authority;*
- B. *For a partnership or sole proprietorship: a general partner or the proprietor, respectively;*
- C. *For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or*
- D. *For Title IV affected sources:*
 - 1. *The designated representative, having the meaning given to it in section 402(26) of the CAA, in so far as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and*
 - 2. *The designated representative, having the meaning given to it in section 402(26) of the CAA, for any other purposes under 40 CFR Part 70.*



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1. *For Transfers:* To be advertised once by the applicant in a newspaper of general circulation in the area of the project location, within 30 days prior to the filing of the application.
2. One copy of the "published" notice is to be submitted with the application.

PUBLIC NOTICE OF INTENT TO FILE

Please take notice that _____
intends to file an Air Emission License application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of 38 M.R.S.A., Section 590 on _____.
The application is for _____

at _____. According to Department regulations, interested parties must be publicly notified, written comments invited, and if justified, an opportunity for public hearing given. A request for a public hearing or for the Board of Environmental Protection to assume jurisdiction must be received by the Department, in writing, no later than 20 days after the application is accepted by the Department as complete for processing.

The application and supporting documentation will be made available for review by contacting the Bureau of Air Quality (BAQ) DEP offices in Augusta, (207) 287-7688, during normal working hours. A copy of the application and supporting documentation may also be available at the municipal office in _____, Maine.

Written public comments may be sent to Jane Gilbert at the Bureau of Air Quality, State House Station #17, Augusta, Maine 04333.