



79 Elm Street • Hartford, CT 06106-5127

[www.ct.gov/deep](http://www.ct.gov/deep)

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SENT CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

January 8, 2015

Dam Owner

«Address1»

«Address2»

«Town», «State» «Zip»

Attn: Contact person and title

Re: Notification of Required Dam Inspection  
Name of Dam and Town Dam is located in  
CTDamID#: Hazard Class:  
Inspection Frequency: \_\_\_ Yr.  
Last Inspection date: \_\_\_\_\_ (if available)  
Registered?: Yes or No CDR Issue Date: \_\_\_\_\_ (if available)  
Registration #: \_\_\_\_\_ (if available)

Dear Dam Owner(s):

This letter is to notify you that your dam is due for a regulatory inspection during the 2015 calendar year. We are contacting you because information we have in our files or that is available from municipal assessor records indicates that you own property which contains all or part of the NAME OF DAM. Section 4 of Public Act 13-197 (PA 13-197) requires the Commissioner of the Department Energy and Environmental Protection (DEEP) to notify dam owners of this requirement each year in January of the year the dam is due for an inspection.

We have also sent this notification letter to all other owners of this dam (if any) we are aware of and recommend that you coordinate all activities regarding this dam with any other owners. If you are not a current owner or have sold the property, please contact us at the phone or email address below. Persons selling land containing a dam are required by law to notify the Commissioner of the sale.

A “regulatory” inspection is an inspection which complies with the requirements of the Dam Safety Inspection Regulation. The inspection must be performed by a professional civil engineer licensed in Connecticut during the 2015 calendar year. The procedures to follow for the inspection are all available on the DEEP Dam Safety webpage:

<http://www.ct.gov/deep/dams>.

Scroll down through the website and review information. The Dam Safety statute and Dam Inspection Regulation are all available there as well as numerous other topics of interest to dam owners. In the

«Dam\_Name» «CT\_Dam»

“Dam Inspections” section of the website you will find owner-responsible inspection information, fact sheets on hiring an engineer, instructions for using the inspection report template, and the inspection report template which must be used. Failure to use the template will result in report rejection.

It is highly recommended that dam owner(s) participate in the inspection and in all applicable stages of the process. The owner(s) of the dam are required to sign the inspection report indicating that they have reviewed the report with the consultant and are aware of its findings and the engineers recommendations for maintenance, repairs, or additional engineering investigations.

Reports of the inspection must be submitted to the commissioner on paper (one copy) and electronically by conversion to Adobe pdf. The Inspection Regulation requires reports to be submitted within 30 days of the date of the inspection. The Public Act mentioned above allows for inspections performed late in the year to have until no later than March 15, 2016 to submit the reports. Reports must be received by that date to avoid the possibility of enforcement and penalty. Note also that the field visual inspection must take place before December 31, 2015.

The reports will be reviewed by Dam Safety Program staff and a response letter will be returned to the owners as soon as is practicable with follow-up instructions.

Your dam’s registration status is noted on the first page of this letter. If the word “Yes” is typed next to “Registered?,” your dam is registered, even if there is no registration number shown. If you do not have a Certificate of Dam Registration, please contact us to obtain one. All owners of dams should have a Certificate of Registration. If there is a “No” there please review the Dam Registration Fact Sheet available on the dam safety website. You will need to contact a dam safety staff person to obtain a registration form. There is a small one-time fee for registering dams.

Be advised, failure to inspect the dam as required by Section 4 of PA 13-197 shall subject the dam owner to the injunction provisions of Section 22a-6(3) of the Connecticut General Statutes, as amended, and/or a penalty pursuant to Administrative Civil Penalty Regulations 22a-6b-1 through 15 of the Regulations of Connecticut State Agencies.

If you have any questions or feel that you may have received this notification in error, for example, you are not the current dam owner, or the dam has been recently inspected, then please contact this office. The Dam Safety Program staff may be reached by telephone at 860-424-3706 or you may e-mail us at: [DEEP.DamSafety@ct.gov](mailto:DEEP.DamSafety@ct.gov). Please include the CTDamID# in all communications.

Sincerely,



Arthur P. Christian II, P.E.  
Supervising Civil Engineer  
Dam Safety Program