



Department of Environmental Protection, Bureau of Air Quality

17 State House Station, Augusta Maine 04333-0017

Phone: 207-287-7688 Fax: 207-287-7641

Form No.	A-L-0061
Effective Date	5/7/12
Revision No.	03
Last Revision Date	5/5/14
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CHAPTER 164 INSTRUCTIONS for Notice of Intent to Comply (NOITC)

This application is required if the equipment Operator is different than the equipment Owner. Fill out all applicable sections of the forms. A separate form is required for each concrete batch plant.

INSTRUCTIONS for SECTION A: EQUIPMENT INFORMATION

Owner Name: The legal name of the company (as registered with the Secretary of State) or the person who owns the concrete batch plant (CBP). This should match the name in the Department's records of the Owner associated with the listed General Permit Number.

General Permit Number: List the General Permit Number for the equipment that will be operated at this location by the operator submitting this notice.

INSTRUCTIONS for SECTION B: OPERATION INFORMATION

Operator: The legal name of the individual or company (as registered with the Secretary of State) who is responsible for the operation of the equipment at this site. Enter the operator contact's name, title, mailing address, phone number, fax number, and e-mail address.

Site Name: The current physical site address where the equipment will be operated. Do not list a post office box here. Provide any additional directions needed to locate the site from a main roadway.

Note: When the CBP is relocated, a relocation notice shall be submitted to the Department.

This can be done online at <http://www.maine.gov/dep/air/compliance/forms/relocation/>, by faxing to (207) 287-7641, or by mail. If the relocation results in operation by an individual other than the owner/operator named in the application or a Notice of Intent to Comply already submitted to the Department, a separate Notice of Intent to Comply form must be completed and submitted to the Department by the individual who will be responsible for the operation of this equipment prior to operation. A copy of the Notice of Intent to Comply form can be found on the Department's website at:

http://www.maine.gov/dep/air/permits/conc_batch_plant.html

Municipality Notification: A completed copy of the application form and any additional notices must be sent to the municipality where the equipment will be operated. Each time the equipment is relocated, the appropriate municipality must be notified. In the case of



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an unorganized territory, notification is to be made to the respective county commissioner.

INSTRUCTIONS for SECTION C: SIGNATORY REQUIREMENT

The application must be signed by a designated “Responsible Official” or “Authorized Official”.

"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).

“Authorized Official” means any duly authorized person given permission by an owner or operator to conduct business with the Department on their behalf.

Additional Questions?

If you have any questions regarding filling out your general permit application form, please contact a member of the Air Licensing Section at (207) 287-7688.

Additional forms and guidance can be found online at:

<http://www.maine.gov/dep/air/permits/index.html>