Date

Name, Title

Organization

Street Address

Municipality, State Zip

RE: Interconnected MS4 Coordination

Dear Name:

As you know, [town] is regulated under the Connecticut General Permit for the discharge of stormwater from the municipal separate storm sewer system (MS4). Under this permit, we are required to coordinate with interconnected MS4 permittees.

The [town] MS4 interconnects with your stormwater system. Therefore, if there are any construction activities or spills of hazardous or non-hazardous substances that may result in a discharge to [town’s] MS4, please notify me. In the event of an emergency after hours, please contact [name, contact information].

Please be certain to forward this request to any first responders or other staff that might be in a position to coordinate response efforts. Contact me if you have any questions.

Sincerely,

Name, Title

email:

work:

cell: