



## STATE USE ONLY:

Date Received

Request No.

**REQUEST FOR DESIGNATION OF ADMINISTERING AGENCY**

This application provides the necessary information to request a designated administrative agency. Complete and submit this application to the address in the upper left corner. Type or print legibly the required information in the applicable sections below. Refer to the application instructions on reverse.

**I. RESPONSIBLE PARTY IDENTIFICATION**

A. Applicant / Responsible Party Name		C. Reason Why Applicant Is A Responsible Party	
Mailing Address		D. Identify Any Other Responsible Parties For This Release	
City, State	Zip Code		
Telephone No.			
B. Contact Person's Name (if different from above)		E. Identify All Known Interested Parties For This Release	
Telephone No.	Title		

**II. SITE DESCRIPTION**

A. Site Location (see instructions on reverse)		C. Brief Description of Site	
B. County		D. Planned Site Use	

**III. DESCRIPTION OF RELEASE OR THREATENED RELEASE**

A. Known or Suspected Nature of Release or Threatened Release	B. Type of Facility (see instructions on reverse)

**IV. REGULATORY OR ENFORCEMENT ACTIONS (KNOWN OR PENDING)**

A. 1. Name of Primary Agency Involved	B. 1. Name of Other Agency Involved (attach pages if more than 2 agencies involved)
2. Agency Project Number or Other Reference	2. Agency Project Number or Other Reference
3. Agency Principal Contact and Telephone Number	3. Agency Principal Contact and Telephone Number
4. Regulatory or Enforcement Action(s) Taken or Pending	4. Regulatory or Enforcement Actions(s) Taken or Pending
C. List Environmental Permits (see instructions on reverse)	

**V. DESIGNATION REQUEST**

A. Agency Requested
B. Reason for Request

**VI. CERTIFICATION AND LIST OF ATTACHMENTS**

<b><i>I hereby certify that the information provided in this application and in any attachments is true and accurate to the best of my knowledge. I also hereby agree to carry out a site investigation and remedial action at the site identified above.</i></b>			
A. Signature of Applicant / Responsible Party		D. List Titles of Any Attachments.	
B. Title	C. Date		

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR**

## REQUEST FOR DESIGNATION OF ADMINISTERING AGENCY

**GENERAL:** This application form is for use by Responsible Parties requesting designation of an administering agency under Health and Safety Code (HSC), Division 20, Chapter 6.65, sections 25260-25268. Type or print clearly all required information and make sure that all required documents are submitted with the application. Attach additional pages as necessary to explain or complete your responses. The application form must be signed by a Responsible Party or his/her legal representative. Send the original signed application with one copy of each of the supporting documents (retain original supporting documents). Retain a copy of the application for your records. To confirm delivery, it is suggested that application be emailed to [Site.Designation@calepa.ca.gov](mailto:Site.Designation@calepa.ca.gov), as well as mailed certified, return receipt requested to:

California Environmental Protection Agency  
Site Designation Committee  
1001 "I" Street, 25th Floor  
Sacramento, CA 95814

For additional information concerning application preparation/submission, refer to the *Implementation Guide* located at: <https://calepa.ca.gov/programs/site-designation-committee/implementation-guide/>.

### I. RESPONSIBLE PARTY IDENTIFICATION:

- A. Applicant / Responsible Party Name:** Identify the Responsible Party, mailing address, and telephone number where the Responsible Party can be reached during normal business hours. If the property owner is different from the Responsible Party, enter owner information in Box E and identify as the property owner.
- B. Contact Person:** The contact person should be someone who can answer any questions about the site and the application. List the telephone number where the contact person can be contacted during normal business hours.
- C. Reason Why Applicant is a Responsible Party:** See HSC section 25260(h).
- D. Other Responsible Parties:** If known, list any other Responsible Parties for this release, along with their addresses and phone numbers.
- E. Interested Persons:** Provide a list of all interested persons along with their addresses and phone numbers, which should include local planning department, landowners and lessees of properties adjacent to or affected by the site, other persons potentially affected by this release or the agency designation.

### II. SITE DESCRIPTION:

- A. Site Location:** Provide a written legal description of the site. Include assessor's parcel number(s) and/or geographic coordinates, such as Section, Township, and Range. Also include the street address of the site, if applicable.
- B. Brief Description of Site:** Provide information that may assist the Site Designation Committee in delineating the boundaries of the site [see HSC section 25260(e)].
- C. Planned Site Use:** Enter the appropriate number(s) from below which describes the planned use for the site in this application: (1) Commercial/Industrial/Retail; (2) Residential (single/multi-family, sale/rental product); (3) Park or Open space; (4) Schools, Hospitals, Day Care Centers or Other Non-residential Sensitive Uses.

### III. DESCRIPTION OF RELEASE OR THREATENED RELEASE:

- A. Known or Suspected Nature of Release or Threatened Release:** Describe the types of hazardous materials released [see HSC section 25260(d)]. Attach technical reports already prepared for this site.
- B. Type of Facility:** Describe the type of facility from which the release or threatened release occurred; or describe the type of activity that caused the release or threatened release.

### IV. REGULATORY OR ENFORCEMENT ACTIONS (KNOWN OR PENDING)

- B. Other Agency:** Attach extra page(s) if more than two agencies (including federal, state and local) have been involved with the release or threatened release at this site. Attach a list of all state and local regulatory agencies that have been involved with the site, including names, contacts, addresses and telephone numbers.
- C. Environmental Permits Information:** List any environmental permits, issued or pending, by regulatory agencies. Attach copies, and retain the originals. Examples of environmental permits are: Regional Water Board Waste Discharge Requirements, USEPA / DTSC Hazardous Waste Permits, and Local Government Underground Storage Tank Permits.

### V. DESIGNATION REQUEST:

- B. Reason for Request:** Explain why the administering agency should be selected, including any of the experience and involvement that various agencies have had with the site, the special capabilities and expertise of the requested administering agency for the site, the nature of the threat that the release poses to health and safety or to the environment, and the probable remedial measures that will be required [see HSC section 25262(c)].

### VI. CERTIFICATION AND LIST OF ATTACHMENTS:

- D. List Titles of Any Attachments:** Attach any additional information which may assist the Site Designation Committee in making its determination of the administering agency, including executive summaries and/or excerpts