

PUBLIC NOTICE GUIDELINES
November 5, 2013; Revised April 20, 2018

The Public Notice Guidelines are being updated to align with the revised requirements in regulation. The most recent changes related to **§ 806.15 Notice of application** are shown below in *italics* and include revisions to paragraph (a), the addition of paragraph (b)(3), and revisions to paragraph (g).

§ 806.15 Notice of application.

(a) Except with respect to paragraphs (h) and (i) of this section, any project sponsor submitting an application to the Commission shall provide notice thereof to the appropriate agency of the member State, each municipality in which the project is located, and the county and the appropriate county agencies in which the project is located. The project sponsor shall also publish notice of submission of the application at least once in a newspaper of general circulation serving the area in which the project is located. The project sponsor shall also meet any of the notice requirements set forth in paragraphs (b) through (f) of this section, if applicable. All notices required under this section shall be provided or published no later than 20 days after submission of the application to the Commission and shall contain a description of the project, its purpose, the requested quantity of water to be withdrawn, obtained from sources other than withdrawals, or consumptively used, and the address, electronic mail address, and phone number of the project sponsor and the Commission. All such notices shall be in a form and manner as prescribed by the Commission.

(b) For withdrawal applications submitted pursuant to § 806.4(a)(2), the project sponsor shall also provide the notice required under paragraph (a) of this section to each property owner listed on the tax assessment rolls of the county in which such property is located and identified as follows:

(1) For groundwater withdrawal applications, the owner of any property that is located within a one-half mile radius of the proposed withdrawal location.

(2) For surface water withdrawal applications, the owner of any property that is riparian or littoral to the body of water from which the proposed withdrawal will be taken and is within a one-half mile radius of the proposed withdrawal location.

(3) For groundwater withdrawal applications, the Commission or Executive Director may allow notification of property owners through alternate methods where the property of such property owner is served by a public water supply.

(c) For projects involving a diversion of water out of the basin, the project sponsor shall also publish a notice of the submission of its application at least once in a newspaper of general circulation serving the area outside the basin where the project proposing to use the diverted water is located. For projects involving a diversion of water into the basin, the project sponsor shall also publish a notice of the submission of its application at least once in a newspaper of general circulation serving the area outside the basin where the withdrawal of water proposed for diversion is located.

(d) For applications submitted under § 806.22(f)(13) for a public water supply source, the newspaper notice requirement contained in paragraph (a) of this section shall be satisfied by publication in a newspaper of general circulation in the area served by the public water supply.

(e) For applications submitted under § 806.22(f)(13) for a wastewater discharge source, the newspaper notice requirement contained in paragraph (a) of this section shall be satisfied by publication in a newspaper of general circulation in each area within which the water obtained from such source will initially be used for hydrocarbon development.

(f) For applications submitted under § 806.22(f)(14) for a hydrocarbon water storage facility, the newspaper notice requirement contained in paragraph (a) of this section shall be satisfied by publication in a newspaper of general circulation in the area in which the facility is located.

(g) The project sponsor shall provide the Commission with a copy of the United States Postal Service return receipt or the verified return receipt from a comparable delivery service for the notifications to agencies of member States, municipalities and appropriate county agencies required under paragraph (a) of this section. The project sponsor shall also provide certification on a form provided by the Commission that it has published the newspaper notice(s) required by this section and made the landowner notifications as required under paragraph (b) of this section, if applicable. Until these items are provided to the Commission, processing of the application will not proceed. The project sponsor shall maintain all proofs of publication and records of notices sent under this section for the duration of the approval related to such notices.

(h) For Notices of Intent (NOI) seeking coverage under a general permit, the project sponsor shall provide the NOI to the appropriate agency of the member State and each municipality and county planning agency in which the project is located and any additional notice identified in the general permit.

(i) For applications for minor modifications, the project sponsor shall provide notice of the application to the appropriate agency of the member State and each municipality and county planning agency in which the project is located.

* * * * *

[75 FR 60620, Oct. 1, 2010, as amended at 77 FR 8099, Feb. 14, 2012; 79 FR 75430, Dec. 18, 2014; 80 FR 76858, Dec. 11, 2015; 82 FR 29387, June 29, 2017]

The updated templates (draft) found here as attachments provide sample language for the public notices by specific application type. Susquehanna River Basin Commission (Commission) staff will review draft notices prior to issuance when required by regulation (new projects and major modifications, all renewals) or at the request of the project sponsor.

In accordance with Commission regulations, the project sponsor is required to provide or publish the public notices listed in the table below, based on the appropriate application type, no later than 20 days after submitting an application.

Public Notice Required (where the project is located):	Application Type								
	Surface Water	Groundwater	Diversion (into-basin)	Diversion (out-of-basin)	Consumptive Use	Minor Modification	Approval by Rule (e)	Approval by Rule (f) ¹	General Permit
Municipality	x	x	x	x	x	x	x	x	x
County	x	x	x	x	x	-	x	x	-
Appropriate County Agencies ²	x	x	x	x	x	x	x	x	x
State	x	x	x	x	x	x	x	x	x
Property Owners within One-Half Mile	-	x	-	-	-	-	-	-	-
Riparian or Littoral Property Owners within One-Half Mile	x	-	-	-	-	-	-	-	-
Newspaper	x	x	x	x	x	-	x	x	-
Additional Requirements for Diversions:									
Newspaper (outside the basin where the project proposing to use the diverted water is located)	-	-	-	x	-	-	-	-	-
Newspaper (outside the basin where the withdrawal of water proposed for diversion is located)	-	-	x	-	-	-	-	-	-
¹ Approval by Rule (f) notification requirement also applies to § 806.22(f)(13) and § 806.22(f)(14)									
² Appropriate County Agencies: County Planning Commission, County Planning Board/Department, County agency having any jurisdiction over the project, etc.									

Notification to municipalities, appropriate county agencies, and agencies of member States must be completed by Certified Mail of the United States Postal Service or a comparable delivery service. The project sponsor must provide the Commission with a copy of the Certified Mail Return Receipt or verified return receipt.

This page intentionally left blank.

LIST OF ATTACHMENTS

Attachment A	Sample Notice Letter for Withdrawal Application
Attachment B	Sample Notice Letter for Consumptive Use Application
Attachment C	Sample Newspaper Notice for Withdrawal and Consumptive Use Applications
Attachment D	Sample Notice Letter for Notice of Intent—18 CFR § 806.22(e)
Attachment E	Sample Newspaper Notice for Notice of Intent—18 CFR § 806.22(e)
Attachment F	Sample Notice Letter for Notice of Intent—18 CFR § 806.22(f)
Attachment G	Sample Newspaper Notice for Notice of Intent—18 CFR § 806.22(f)
Attachment H	Sample Notice Letter for Water Source—18 CFR § 806.22(f)(13)
Attachment I	Sample Newspaper Notice for Water Source—18 CFR § 806.22(f)(13)
Attachment J	Sample Notice Letter for Diversion Application
Attachment K	Sample Newspaper Notice for Diversion Application
Attachment L	Sample Notice Letter for Hydrocarbon Water Storage Facility—18 CFR § 806.22(f)(14)
Attachment M	Sample Newspaper Notice for Hydrocarbon Water Storage Facility—18 CFR § 806.22(f)(14)
Attachment N	Sample Notice Letter for Minor Modification Request—18 CFR § 806.18(c) and § 806.22(e)
Attachment O	SRBC Form #55 – Certification of Notification
Attachment P	Examples of Common Project Settings

This page intentionally left blank.

ATTACHMENT A

SAMPLE NOTICE LETTER FOR WITHDRAWAL APPLICATION

(on letterhead with the project sponsor’s legal company name)

(Date)

To:

Name of Recipient

Address Line One

Address Line Two

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application (SRBC Pending No. **xxxx-xxx**) with the Susquehanna River Basin Commission (SRBC) for a water withdrawal. **Legal company name** has proposed to withdraw up to **xxx,xxx** gallons per day (gpd) from **name of waterbody or well** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of** County, **name of State**. The water will be used for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

Name of Project Sponsor

Legal Company Name

- Enclosures:
- 1) Site Location Map
 - 2) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT B

SAMPLE NOTICE LETTER FOR CONSUMPTIVE USE APPLICATION

(on letterhead with the project sponsor’s legal company name)

(Date)

To:

Name of Recipient
Address Line One
Address Line Two

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application (SRBC Pending No. **xxxx-xxx**) with the Susquehanna River Basin Commission (SRBC) for consumptive use. **Legal company name** has proposed to consumptively use up to **xxx,xxx** gallons per day (gpd) of water from **source(s)** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of County, name of State**. The water will be used for **describe the proposed project and consumptive use**.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

Name of Project Sponsor
Legal Company Name

- Enclosures: 1) Site Location Map
2) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT C**SAMPLE NEWSPAPER NOTICE FOR
WITHDRAWAL AND CONSUMPTIVE USE APPLICATIONS**

Legal Company Name Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx**,
Municipality, County, State

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application (SRBC Pending No. **xxxx-xxx**) with the Susquehanna River Basin Commission (SRBC) for **application type**. **Legal company name** has proposed to **withdraw** up to **xxx,xxx** gallons per day (gpd) from **source** and consumptively use **xxx,xxx** gpd at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of County, name of State**. The water will be used for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

ATTACHMENT D

**SAMPLE NOTICE LETTER FOR NOTICE OF INTENT—18 CFR § 806.22(e)
for Municipality, County, and State Agency Notification
for Consumptive Use from a Public Water Supply Source
(on letterhead with the project sponsor’s legal company name)**

(Date)

To:

Name of Recipient
Address Line One
Address Line Two

Re: Notice of Intent (NOI-**xxxx-xxxx**) for Consumptive Use for **Facility Name** located in **Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** has filed a/an **renewal** Notice of Intent (NOI) (NOI-**xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule pursuant to 18 CFR § 806.22(e) for the consumptive use of water. The water will be used for **describe proposed water use** at **facility name**, located in **name of municipality, name of County, name of State**.

The peak day consumptive use at the above facility would not exceed **x,xxx,xxx** gallons per day (gpd). **Legal company name** has proposed to utilize water obtained from **name of public water supplier**.

Comments referring to the NOI number above should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

Sincerely,

Name of Project Sponsor
Legal Company Name

- Enclosures: 1) NOI-**xxxx-xxxx**
2) Site Location Map(s)
3) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT E**SAMPLE NEWSPAPER NOTICE FOR NOTICE OF INTENT—18 CFR § 806.22(e)
for Consumptive Use from a Public Water Supply Source**

Notice is hereby given that on month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor) has filed a/an renewal Notice of Intent (NOI) (NOI-xxxx-xxxx) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule pursuant to 18 CFR § 806.22(e) for the consumptive use of water. The water will be used for describe proposed water use at facility name, located in name of municipality, name of County, name of State.

The peak day consumptive use at the above facility would not exceed x,xxx,xxx gallons per day (gpd). Legal company name has proposed to utilize water obtained from name of public water supplier.

Comments referring to the NOI number above should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

ATTACHMENT F

**SAMPLE NOTICE LETTER FOR NOTICE OF INTENT—18 CFR § 806.22(f)
for Municipality, County, and State Agency Notification
for Consumptive Use Related to Natural Gas Development
(on letterhead with the project sponsor’s legal company name)**

(Date)

To:

Name of Recipient
Address Line One
Address Line Two

Re: Notice of Intent (NOI-**xxxx-xxxx**) for Consumptive Use at **Pad Name**, located in **Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name of the project sponsor** has filed a Notice of Intent (NOI) (NOI-**xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule (ABR) pursuant to 18 CFR § 806.22(f) for the consumptive use of water for drilling and development of natural gas well(s) on the **name** drilling pad, located in **name of municipality(ies), name of County(ies), name of State**.

The requested average daily consumptive use amount for drilling and development at the above drilling pad is **x,xxx,xxx** gallons per day (gpd). **Legal company name** has proposed to utilize water obtained from approved sources which can be viewed at www.srbc.net.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

Sincerely,

Name of Project Sponsor
Legal Company Name

- Enclosures: 1) NOI-**xxxx-xxxx**
2) Site Location Map
3) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT G**SAMPLE NEWSPAPER NOTICE FOR NOTICE OF INTENT—18 CFR § 806.22(f)
for Consumptive Use Related to Natural Gas Development**

Notice is hereby given that on **month day, year, legal company name of the project sponsor** has filed a Notice of Intent (NOI) (NOI-**xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) seeking Approval by Rule (ABR) pursuant to 18 CFR § 806.22(f) for the consumptive use of water for drilling and development of natural gas well(s) on the **name** drilling pad, located in **name of municipality(ies), name of County(ies), name of State.**

The requested average daily consumptive use amount for drilling and development at the above drilling pad is **x,xxx,xxx** gallons per day (gpd). **Legal company name** has proposed to utilize water obtained from approved sources which can be viewed at www.srbc.net.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmillersrbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

ATTACHMENT H

SAMPLE NOTICE LETTER FOR WATER SOURCE—18 CFR § 806.22(f)(13) for Consumptive Use Related to Natural Gas Development (on letterhead with the project sponsor's legal company name)

(Date)

To:

Name of Recipient

Address Line One

Address Line Two

Re: Notice of Intent (NOI-**xxxx-xxxx**) for Consumptive Use of Water from **Name of Public Water System**, located in **Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name of the project sponsor** has filed a Notice of Intent (NOI) (NOI-**xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) seeking to consumptively use water obtained from **name of Public Water Supplier** located in **name of municipality, name of County, name of State**, pursuant to 18 CFR § 806.22(f)(13). This water will be used to support the drilling and development of natural gas wells on drilling pads located within the Susquehanna River Basin.

Legal company name has entered into an agreement to obtain up to **xxx,xxx** gallons per day (gpd) from **name of Public Water Supplier**, when available, as a bulk sale. The Approved Source List for Natural Gas Development for **legal company name** can be found at www.srbc.net.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

Sincerely,

Name of Project Sponsor

Legal Company Name

Enclosures: 1) NOI-**xxxx-xxxx**
2) Site Location Map
3) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT I**SAMPLE NEWSPAPER NOTICE FOR WATER SOURCE—18 CFR § 806.22(f)(13)
for Consumptive Use Related to Natural Gas Development**

Notice is hereby given that on **month day, year, legal company name of the project sponsor** has filed a Notice of Intent (NOI) (NOI-**xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) seeking to consumptively use water obtained from **name of Public Water Supplier** located in **name of municipality, name of County, name of State**, pursuant to 18 CFR § 806.22(f)(13). This water will be used to support the drilling and development of natural gas well(s) on drilling pad(s) located within the Susquehanna River Basin.

Legal company name has entered into an agreement to obtain up to **xxx,xxx** gallons per day (gpd) from **name of Public Water Supplier**, when available, as a bulk sale. The Approved Source List for Natural Gas Development for **legal company name** can be found at www.srbc.net.

Comments referring to the NOI number above should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above NOI number on any correspondence.

ATTACHMENT J

SAMPLE NOTICE LETTER FOR DIVERSION APPLICATION

(on letterhead with the project sponsor’s legal company name)

(Date)

To:

Name of Recipient

Address Line One

Address Line Two

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx, Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application (SRBC Pending No. **xxxx-xxx**) with the Susquehanna River Basin Commission (SRBC) for a diversion of water **into or out of** the Susquehanna River Basin. **Legal company name** has proposed to divert up to **xxx,xxx** gallons per day (gpd) from **name of waterbody, well, or source** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of** County, **name of State** to a location on property owned by **property owner name and tax ID number**. The water will be diverted for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

Name of Project Sponsor

Legal Company Name

- Enclosures: 1) Site Location Map
2) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT K**SAMPLE NEWSPAPER NOTICE FOR DIVERSION APPLICATION**

Legal Company Name Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx**,
Municipality, County, State

Notice is hereby given that on **month day, year**, **legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application (SRBC Pending No. **xxxx-xxx**) with the Susquehanna River Basin Commission (SRBC) for diversion of water **into or out of** the Susquehanna River Basin. **Legal company name** has proposed to divert up to **xxx,xxx** gallons per day (gpd) from **name of waterbody, well, or source** at a location on property owned by **property owner name and tax ID number** in **name of municipality, name of County, name of State** to a location on property owned by **property owner name and tax ID number**. The water will be diverted for **describe proposed project and water use**.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

ATTACHMENT L

SAMPLE NOTICE LETTER FOR HYDROCARBON WATER STORAGE FACILITY—18 CFR § 806.22(f)(14) for Municipality, County, and State Agency Notification
(on letterhead with the project sponsor’s legal company name)

(Date)

To:

Name of Recipient
Address Line One
Address Line Two

Re: **Legal Company Name** Notice of Application for Hydrocarbon Water Storage Facility – **Name of Facility** located in **Municipality, County, State**

Notice is hereby given that on **month day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application with the Susquehanna River Basin Commission (SRBC) for a hydrocarbon water storage facility (SRBC Pending No. PWSF-**xxxx-xxx**). The water will be used to support the drilling and development of natural gas wells on drilling pads located within the Susquehanna River Basin.

The hydrocarbon water storage facility has a design storage capacity of up to **xxx,xxx** gallons. All freshwater sources stored in this facility are subject to approval by the SRBC.

Comments related to the application above should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street; Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmiller@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

Sincerely,

Name of Project Sponsor
Legal Company Name

- Enclosures: 1) Application
2) Site Location Map
3) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT M**SAMPLE NEWSPAPER NOTICE FOR HYDROCARBON WATER STORAGE FACILITY APPLICATION—18 CFR § 806.22(f)(14)**

Legal Company Name Notice of Application for Hydrocarbon Water Storage Facility – **Name of Facility**, SRBC Pending No. PWSF-**xxxx-xxx**, **Municipality**, **County**, **State**

Notice is hereby given that on **month, day, year, legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed a/an **renewal** application with the Susquehanna River Basin Commission (SRBC) for a hydrocarbon water storage facility (SRBC Pending No. PWSF-**xxxx-xxx**). The water will be used to support the drilling and development of natural gas wells on drilling pads located within the Susquehanna River Basin.

The hydrocarbon water storage facility has a design storage capacity of up to **xxx,xxx** gallons. All freshwater sources stored in this facility are subject to approval by the SRBC.

Comments related to the application should be submitted to the attention of: Glenda Miller, ABR Supervisor; Susquehanna River Basin Commission; 4423 North Front Street; Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: gmliller@srbc.net. Comments also may be submitted on SRBC's Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

ATTACHMENT N

**SAMPLE NOTICE LETTER FOR MINOR MODIFICATION REQUEST—
18 CFR § 806.18(c) and § 806.22(e)**

(on letterhead with the project sponsor’s legal company name)

(Date)

To:

Name of Recipient

Address Line One

Address Line Two

Re: **Legal Company Name** Notice of Application – **Project Name**, SRBC Pending No. **xxxx-xxx or NOI-xxxx-xxxx**, **Municipality**, **County**, **State**

Notice is hereby given that on **month day, year**, **legal company name (company address, electronic mail address, and telephone number of the project sponsor)** filed an application (SRBC Pending No. **xxxx-xxx or** SRBC Notice of Intent No. **NOI-xxxx-xxxx**) with the Susquehanna River Basin Commission (SRBC) for a minor modification to a current SRBC approval (**Docket No. xxxxxxxx or ABR-xxxxxxx**). **Legal company name** has proposed to **summary of minor modification** at a location on property owned by **property owner name and tax ID number** in **name of municipality**, **name of** County, **name of State**. **No changes to quantity limits are requested or** The current total system limit quantity of **x,xxx,xxx** gallons per day (gpd) is requested to be increased to **x,xxx,xxx** gpd.

Comments related to the application should be submitted to the attention of: Manager, Project Review; Susquehanna River Basin Commission; 4423 North Front Street, Harrisburg, PA 17110-1788; telephone: (717) 238-0423; fax: (717) 909-0468; e-mail: projectcomments@srbc.net. Comments also may be submitted on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>. Please include the above SRBC pending application number on any correspondence.

A copy of the current SRBC approval is available on SRBC’s Water Application and Approval Viewer at <https://mdw.srbc.net/waav>.

Sincerely,

Name of Project Sponsor

Legal Company Name

- Enclosures: 1) Site Location Map
2) Certified Mail or Delivery Service Tracking **Number** (required for municipalities, State and appropriate county agencies only)

ATTACHMENT O

4423 N. Front Street | Harrisburg, PA 17110-1788 | 717.238.0423 | srbc.net

CERTIFICATION OF NOTIFICATION

Name of Project Application: _____

Location: _____
(municipality) (county) (state)

I, the undersigned project sponsor, or the duly authorized officer or agent of the same, do hereby certify to the Susquehanna River Basin Commission (SRBC) that, pursuant to the requirements of SRBC Regulation 18 CFR § 806.15, notification of the filing of an application for this project has been published in a newspaper(s) and, as required for withdrawal applications, have made notification to property owners as required by paragraph (b) of SRBC Regulation 18 CFR § 806.15.

For withdrawal applications, I have attached a copy of the notice, a list of the parties receiving notice (with tax identification number), a tax assessment map showing the one-half mile radius, the method of notice delivery, and the date(s) on which notice was provided.

IN WITNESS WHEREOF, I have signed this certificate in the space below on the date indicated.

Date: _____

Signature

Printed Name

Title

() ()

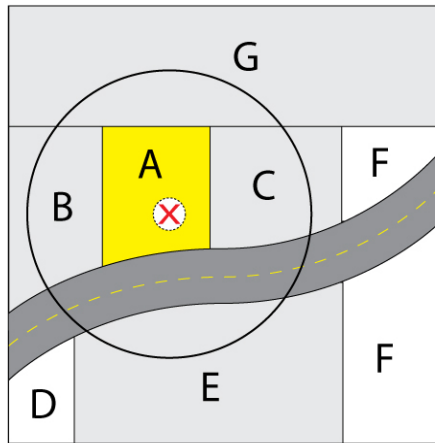
Telephone Fax

ATTACHMENT P

Examples of Common Project Settings

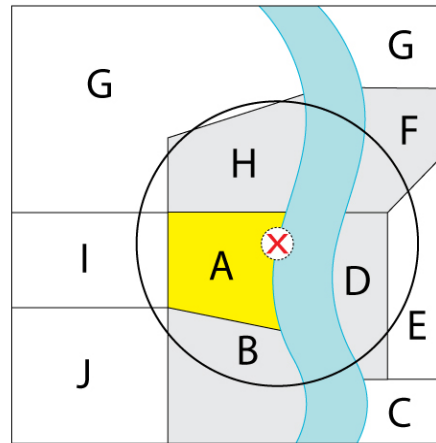
Sample Property Owner Maps

**Groundwater
Withdrawal**



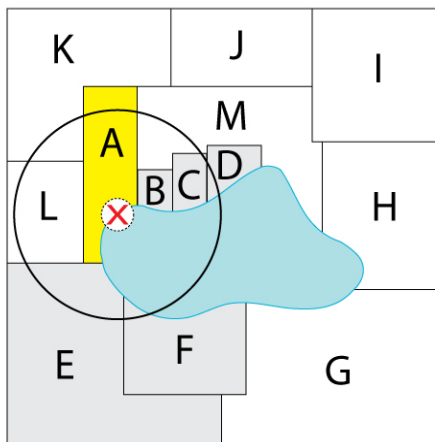
Property Owner: A
Notice: B, C, E, and G
Circle radius: 0.5 mile

**Surface Water
Withdrawal**



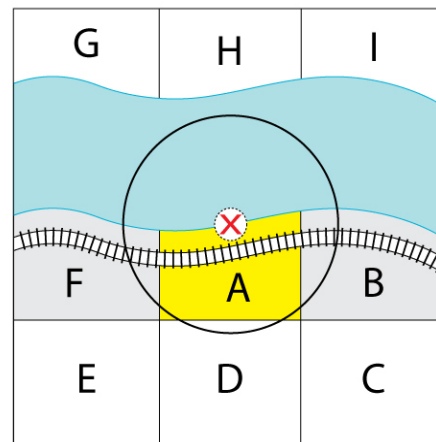
Property Owner: A
Notice: B, D, F, and H
Circle radius: 0.5 mile

**Pond (Surface Water)
Withdrawal**



Property Owner: A
Notice: B, C, D, E, and F
Circle radius: 0.5 mile

**Surface Water
Withdrawal**



Property Owner: A
Notice: B and F
Circle radius: 0.5 mile