

## **Voluntary Cleanup and No Action Determination Application Format**

***Note: A Voluntary Cleanup Application and a No Action Determination application needs to be a stand-alone document, even if you supplied the requested information in a previous application.***

### A. Executive Summary

#### 1.0 General Information on the site. Must include the following:

- Size of property (acres)
- Current owner of the property
- Owners representative
- How many homes will be built (if applicable)
- How many jobs will be created (if applicable)
- Parcel number(s) with Lat and Long
- Address; include zip code and county
- Contact person with phone number and email address
- Type of contamination
- Current land use and zoning
- Proposed land use and zoning
- Project background

#### 2.0 Program inclusion

- Please see VCUP road map

#### 3.0 Environmental Assessment

- Qualifications of professionals
- Phase I findings
- Phase II findings
- Physical characteristics of the site
- Groundwater information (site must be fully characterized with monitoring wells, and groundwater flow direction)
- Hydrologic properties

#### 4.0 Applicable Standards/Risk Determination

- Estimated extent of contamination
- Exposure pathways and mitigation (dermal contact, ingestion, vapor inhalation, leach to groundwater, migration to surface water; for soil, groundwater, surface water, and sediment).
- Remedial Action Plan

List of Exhibits:

- Topo map
- Site Map (with property boundaries)
- Detected Constituents in Soil Map
- Depth to Groundwater map with Flow Direction
- Location of Groundwater Wells

List of Tables:

- Detections in soils
- Detections in groundwater
- Regional groundwater wells

List of Appendices:

- Phase I
- Phase II
- Materials Management Plan
- Soil Characterization and Management Plan
- Personnel Qualifications
- Remediation Cost Estimates (include long term monitoring)

**Applying for a NAD**

When applying for a No Action Determination (NAD), you follow the same requirements for a VCUP application where applicable. **A NAD application needs to be a stand-alone document even if you applied for a Voluntary Cleanup Plan.** The main difference is that an environmental professional (P.E., PG, or company officer) has to certify that the property has been cleaned up and that it is protective of human health and the environment.

**Example statement.....**Based upon the information provided to us, the analytical data we collected for groundwater, soil, and air, we feel this property is protective of human health and environment for the intended purpose (residential/commercial/industrial/open space etc.).

**If Applying for Tax Credits:**

1. Address of the property and property owner/entity (need EIN#) applying for the tax credit.
2. An estimate of the added environmental costs to develop/redevelop property (Phase I, Phase II work, attorney fees, VCUP application fee, and accounting fees not applicable; Please ask us if not sure what is applicable environmental costs).
3. When will work be completed (Tax Year the credit will be applied)?
4. This must be provided to us at the same time the VCUP application is being submitted).