

Application Checklist

This checklist is to assist the claimant by ensuring that all required documentation is submitted with the claim application. Claimants should label each document with a reference to the Claim Application section.

CHECKLIST FOR REQUIRED DOCUMENTATION	
<input type="checkbox"/>	<p>THIRD PARTY COSTS</p> <p>IF THIRD PARTY COMPENSATION COSTS ARE BEING CLAIMED, SUBMIT A COPY OF THE FINAL JUDGEMENT, COURT APPROVED SETTLEMENT, OR ARBITRATION AWARD. IF THE AWARD OR SETTLEMENT HAS BEEN PAID, PROVIDE PROOF OF PAYMENT.</p>
<input type="checkbox"/>	<p>SITE MAP</p> <p>SUBMIT A SITE MAP DRAWN TO SCALE WHICH INCLUDES A NORTH ARROW AND DISTANCES RELATIVE TO THE NEAREST PUBLIC ROADS.</p>
<input type="checkbox"/>	<p>UNAUTHORIZED RELEASE OF PETROLEUM</p> <p>SUBMIT DOCUMENTATION OF THE DISCOVERY, REPORTING, AND CONFIRMATION BY THE REGULATORY AGENCY OF THE UNAUTHORIZED RELEASE OF PETROLEUM THAT IS THE SUBJECT OF THE CLAIM APPLICATION.</p>
<input type="checkbox"/>	<p>CORRECTIVE ACTION INITIATION</p> <p>IF THE UNAUTHORIZED RELEASE WAS DISCOVERED PRIOR TO JANUARY 1, 1988, AND CORRECTIVE ACTION WAS INITIATED AFTER JUNE 30, 1988, THE CLAIMANT MUST SUBMIT DOCUMENTATION OF THE DATE OF WHEN CORRECTIVE ACTION WAS ORDERED.</p>
<input type="checkbox"/>	<p>REGULATORY AGENCY DIRECTIVE/CORRECTIVE ACTION COMPLIANCE</p> <p>SUBMIT COPIES OF ALL CORRECTIVE ACTION DIRECTIVES AND ORDERS ISSUED BY THE REGULATORY AGENCIES SHOWING THAT THE CLAIMANT IS/WAS BEING DIRECTED TO CLEAN UP CONTAMINATION AT THE SUBJECT SITE.</p>
<input type="checkbox"/>	<p>PERMIT TO OWN OR OPERATE</p> <p>SUBMIT COPIES OF THE PERMIT TO OWN OR OPERATE THE UST(S). IF THE CLAIMANT WAS NOT REQUIRED TO OBTAIN A PERMIT, PROVIDE DOCUMENTATION INDICATING A PERMIT WAS NOT REQUIRED.</p>
<input type="checkbox"/>	<p>PERMIT WAIVER REQUEST</p> <p>IF A PERMIT WAS REQUIRED AND THE CLAIMANT FAILED TO OBTAIN A PERMIT BY JANUARY 1, 1990, COMPLETE AND SUBMIT A PERMIT WAIVER REQUEST FORM.</p>
<input type="checkbox"/>	<p>PRIORITY CLASS A</p> <p>SUBMIT DOCUMENTATION SHOWING THAT THE PROPERTY ON WHICH THE UST WAS LOCATED WAS OWNER-OCCUPIED AT THE TIME OF THE DISCOVERY OF THE UNAUTHORIZED RELEASE (E.G., PROPERTY TAX BILL, UTILITY BILL).</p>
<input type="checkbox"/>	<p>PRIORITY CLASS B</p> <p>SUBMIT FEDERAL TAX RETURNS, AND SUPPORTING DOCUMENTATION TO SUPPORT THE REQUEST FOR PLACEMENT IN THIS CLASS. CITIES, COUNTIES AND DISTRICTS MUST SUBMIT A COPY OF THEIR ANNUAL REPORT OF FINANCIAL TRANSACTIONS AS SUBMITTED TO THE STATE CONTROLLER'S OFFICE FOR THE LATEST FISCAL YEAR. NONPROFIT ORGANIZATIONS MUST SUBMIT A COPY OF THEIR ANNUAL FISCAL REPORT FILED WITH THE REGISTRY OF CHARITABLE TRUST OR A COPY OF THEIR FEDERAL TAX RECORDS FOR THE LATEST FISCAL YEAR.</p>
<input type="checkbox"/>	<p>PRIORITY CLASS C</p> <p>SUBMIT DOCUMENTATION IDENTIFYING THE NUMBER OF FULL-TIME AND PART-TIME EMPLOYEES (E.G., DE3).</p>
<input type="checkbox"/>	<p>CO-PAYEE AGREEMENT</p> <p>IF APPLICABLE, SUBMIT A COPY OF THE FINANCIAL AGREEMENT BETWEEN THE CLAIMANT AND ANY DESIGNATED CO-PAYEE.</p>
<input type="checkbox"/>	<p>CERTIFICATION OF FINANCIAL RESPONSIBILITY</p> <p>IF THE CLAIMANT IS SUBJECT TO THE FINANCIAL RESPONSIBILITY REQUIREMENTS, A COPY OF THE CERTIFICATION OF FINANCIAL RESPONSIBILITY THAT IS ON FILE WITH THE LOCAL REGULATORY AGENCY MUST BE SUBMITTED.</p>
<input type="checkbox"/>	<p>NON-RECOVERY/DISCLOSURE CERTIFICATION</p> <p>A COMPLETED AND SIGNED "NON-RECOVERY FROM OTHER SOURCES DISCLOSURE CERTIFICATION" FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH THE CLAIMANT'S APPLICATION. THE FUND WILL USE THE FORM TO ENSURE THAT THE CLAIMANT HAS NOT AND WILL NOT RECEIVE DOUBLE PAYMENT.</p>
<input type="checkbox"/>	<p>POWER OF ATTORNEY</p> <p>IF APPLICABLE, SUBMIT A COMPLETED, SIGNED AND NOTORIZED "POWER OF ATTORNEY" FORM NAMING A REPRESENTATIVE TO SIGN AND FILE ANY DOCUMENTS RELATED TO THE APPLICATION ON THE CLAIMANT'S BEHALF.</p>