

**APPLICATION INSTRUCTIONS  
PURSUANT TO  
REGULATIONS FOR THE CONTROL AND ABATEMENT OF AIR POLLUTION**



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

**FORM 70 INSTRUCTIONS**  
for OWNERSHIP/NAME CHANGES Only



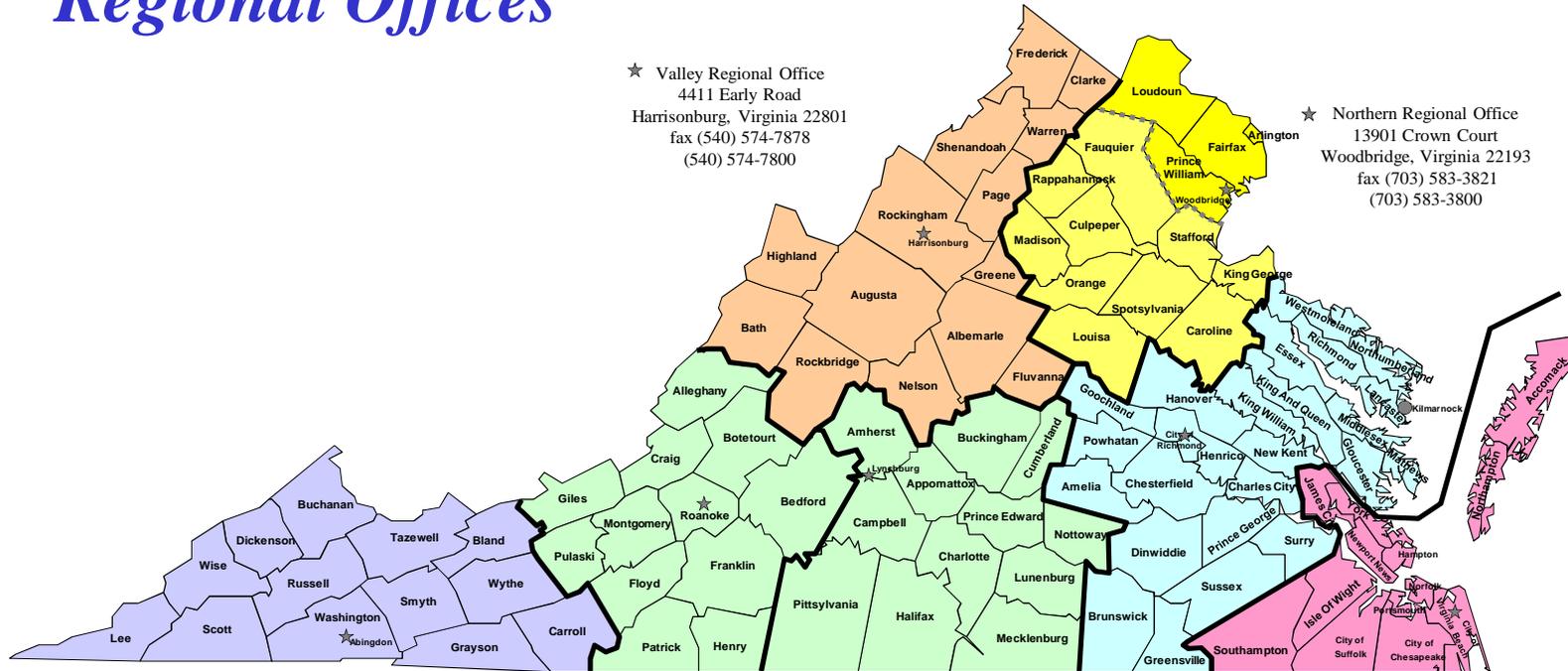
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I. Regional Offices

# DEPARTMENT OF ENVIRONMENTAL QUALITY

## *Regional Offices*



★ Valley Regional Office  
 4411 Early Road  
 Harrisonburg, Virginia 22801  
 fax (540) 574-7878  
 (540) 574-7800

★ Northern Regional Office  
 13901 Crown Court  
 Woodbridge, Virginia 22193  
 fax (703) 583-3821  
 (703) 583-3800

★ Southwest Regional Office  
 355-A Deadmore St.  
 Abingdon, Virginia 24210  
 fax (276) 676-4899  
 (276) 676-4800

★ Blue Ridge Regional Offices  
 7705 Timberlake Road  
 Lynchburg, Virginia 24502  
 fax (434) 582-5125  
 (434) 582-5120

★ 3019 Peters Creek Rd.  
 Roanoke, Virginia 24019  
 Fax (540) 562-6725  
 (540) 562-6700

★ Piedmont Regional Office  
 4949-A Cox Road  
 Glen Allen, Virginia 23060  
 fax (804) 527-5106  
 (804) 527-5020

★ Tidewater Regional Office  
 5636 Southern Blvd.  
 Virginia Beach, Virginia 23462  
 fax (757) 518-2009  
 (757) 518-2000

**A. By County**

| <b>County</b> | <b>Region</b> |
|---------------|---------------|
| Accomack      | TRO           |
| Albemarle     | VRO           |
| Alleghany     | BRRO          |
| Amelia        | PRO           |
| Amherst       | BRRO          |
| Appomattox    | BRRO          |
| Arlington     | NRO           |
| Bath          | VRO           |
| Bedford       | BRRO          |
| Bland         | SWRO          |
| Botetourt     | BRRO          |
| Bristol       | SWRO          |
| Brunswick     | PRO           |
| Buchanan      | SWRO          |
| Buckingham    | BRRO          |
| Campbell      | BRRO          |
| Caroline      | NRO           |
| Carroll       | SWRO          |
| Charles City  | PRO           |
| Charlotte     | BRRO          |
| Chesapeake    | TRO           |
| Chesterfield  | PRO           |
| Clarke        | VRO           |
| Craig         | BRRO          |
| Culpeper      | NRO           |
| Cumberland    | BRRO          |
| Dickenson     | SWRO          |
| Dinwiddie     | PRO           |
| Essex         | PRO           |
| Fairfax       | NRO           |
| Fauquier      | NRO           |
| Floyd         | BRRO          |
| Fluvanna      | VRO           |
| Franklin      | BRRO          |
| Frederick     | VRO           |
| Giles         | BRRO          |
| Gloucester    | PRO           |
| Goochland     | PRO           |
| Grayson       | SWRO          |
| Greene        | VRO           |
| Greensville   | PRO           |
| Halifax       | BRRO          |
| Hampton       | TRO           |
| Hanover       | PRO           |
| Henrico       | PRO           |
| Henry         | BRRO          |
| Highland      | VRO           |
| Isle of Wight | TRO           |
| James City    | TRO           |

| <b>County</b>  | <b>Region</b> |
|----------------|---------------|
| King and Queen | PRO           |
| King George    | NRO           |
| King William   | PRO           |
| Lancaster      | PRO           |
| Lee            | SWRO          |
| Loudoun        | NRO           |
| Louisa         | NRO           |
| Lunenburg      | BRRO          |
| Madison        | NRO           |
| Mathews        | PRO           |
| Mecklenburg    | BRRO          |
| Middlesex      | PRO           |
| Montgomery     | BRRO          |
| Nelson         | VRO           |
| New Kent       | PRO           |
| Northampton    | TRO           |
| Northumberland | PRO           |
| Norton         | SWRO          |
| Nottoway       | BRRO          |
| Orange         | NRO           |
| Page           | VRO           |
| Patrick        | BRRO          |
| Pittsylvania   | BRRO          |
| Powhatan       | PRO           |
| Prince George  | PRO           |
| Prince Edward  | BRRO          |
| Prince William | NRO           |
| Pulaski        | BRRO          |
| Rappahannock   | NRO           |
| Richmond       | PRO           |
| Roanoke        | BRRO          |
| Rockbridge     | VRO           |
| Rockingham     | VRO           |
| Russell        | SWRO          |
| Scott          | SWRO          |
| Shenandoah     | VRO           |
| Smyth          | SWRO          |
| Southampton    | TRO           |
| Spotsylvania   | NRO           |
| Stafford       | NRO           |
| Surry          | PRO           |
| Sussex         | PRO           |
| Tazewell       | SWRO          |
| Warren         | VRO           |
| Washington     | SWRO          |
| Westmoreland   | PRO           |
| Wise           | SWRO          |
| Wythe          | SWRO          |
| York           | TRO           |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| BRRO – Blue Ridge Regional Office | SWRO – Southwest Regional Office |
| NRO – Northern Regional Office    | TRO – Tidewater Regional Office  |
| PRO – Piedmont Regional Office    | VRO – Valley Regional Office     |

**B. By City/Locality**

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Accomac              | TRO           |
| Achilles             | PRO           |
| Adner                | PRO           |
| Alberta              | PRO           |
| Alexandria           | NRO           |
| Allmondsville        | PRO           |
| Amelia Courthouse    | PRO           |
| Ark                  | PRO           |
| Arlington            | NRO           |
| Ashland              | PRO           |
| Aylett               | PRO           |
| Bacon's Castle       | PRO           |
| Ballsville           | PRO           |
| Barhamsville         | PRO           |
| Bavon                | PRO           |
| Beach                | PRO           |
| Beaverdam            | PRO           |
| Bedford              | BRRO          |
| Belle Haven          | TRO           |
| Bensley              | PRO           |
| Bertrand             | PRO           |
| Big Stone Gap        | SWRO          |
| Blacksburg           | BRRO          |
| Bland                | SWRO          |
| Bloxom               | TRO           |
| Bon Air              | PRO           |
| Boones Mill          | BRRO          |
| Bottoms Bridge       | PRO           |
| Bowlers Wharf        | PRO           |
| Brays Fork           | PRO           |
| Brodnax              | PRO           |
| Brunswick            | PRO           |
| Buchanan             | BRRO          |
| Buena Vista          | VRO           |
| Burgess              | PRO           |
| Burrowsville         | PRO           |
| Butylo               | PRO           |
| Cabin Point          | PRO           |
| Callao               | PRO           |
| Cape Charles         | TRO           |
| Caret                | PRO           |
| Carson               | PRO           |
| Cartersville         | PRO           |
| Center Cross         | PRO           |
| Central Garage       | PRO           |
| Champlain            | PRO           |
| Charles City         | PRO           |
| Charlottesville      | VRO           |
| Cheriton             | TRO           |
| Chesapeake           | TRO           |
| Chester              | PRO           |
| Chesterfield         | PRO           |
| Chilhowie            | SWRO          |
| Chincoteague         | TRO           |
| Christiansburg       | BRRO          |

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Chula                | PRO           |
| Church View          | PRO           |
| Claremont            | PRO           |
| Clintwood            | SWRO          |
| Coatesville          | PRO           |
| Cobbs Creek          | PRO           |
| Cochran              | PRO           |
| Coeburn              | SWRO          |
| Coles Point          | PRO           |
| Collinsville         | BRRO          |
| Colonial Beach       | PRO           |
| Colonial Heights     | PRO           |
| Columbia             | PRO           |
| Covington            | BRRO          |
| Crozier              | PRO           |
| Daleville            | BRRO          |
| Damascus             | SWRO          |
| Danieltown           | PRO           |
| Danville             | BRRO          |
| Darvills             | PRO           |
| Deltaville           | PRO           |
| Dendron              | PRO           |
| DeWitt               | PRO           |
| Dinwiddie            | PRO           |
| Disputanta           | PRO           |
| Doswell              | PRO           |
| Dublin               | BRRO          |
| Dunnsville           | PRO           |
| Eagle Rock           | BRRO          |
| Eastville            | TRO           |
| Ebony                | PRO           |
| Edgerton             | PRO           |
| Elberon              | PRO           |
| Emporia              | PRO           |
| Ettrick              | PRO           |
| Exmore               | TRO           |
| Fair Port            | PRO           |
| Fairfax              | NRO           |
| Falls Church         | NRO           |
| Farnham              | PRO           |
| Fife                 | PRO           |
| Fincastle            | BRRO          |
| Fleeton              | PRO           |
| Floyd                | BRRO          |
| Ford                 | PRO           |
| Franklin             | TRO           |
| Fredericksburg       | NRO           |
| Galax                | SWRO          |
| Gasburg              | PRO           |
| George's Tavern      | PRO           |
| Glade Spring         | SWRO          |
| Glen Allen           | PRO           |
| Glenns               | PRO           |
| Gloucester           | PRO           |
| Gloucester Point     | PRO           |

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Goochland            | PRO           |
| Gray                 | PRO           |
| Gressitt             | PRO           |
| Greys Point          | PRO           |
| Grundy               | SWRO          |
| Gum Spring           | PRO           |
| Gwynn                | PRO           |
| Hadensville          | PRO           |
| Hague                | PRO           |
| Hallwood             | TRO           |
| Hampton              | TRO           |
| Hanover              | PRO           |
| Harrisonburg         | VRO           |
| Hartfield            | PRO           |
| Haynesville          | PRO           |
| Haysi                | SWRO          |
| Heathsville          | PRO           |
| Highland Springs     | PRO           |
| Hillsville           | SWRO          |
| Holdcroft            | PRO           |
| Hollins              | BRRO          |
| Homeville            | PRO           |
| Hopewell             | PRO           |
| Hull Neck            | PRO           |
| Independence         | SWRO          |
| Irvington            | PRO           |
| Jarratt              | PRO           |
| Jetersville          | PRO           |
| Jonesville           | SWRO          |
| Keller               | TRO           |
| Kilmarnock           | PRO           |
| King & Queen         | PRO           |
| King William         | PRO           |
| Kinsale              | PRO           |
| Lakeside             | PRO           |
| Lancaster            | PRO           |
| Lanexa               | PRO           |
| Laurel               | PRO           |
| Lawrenceville        | PRO           |
| Lebanon              | SWRO          |
| Leedstown            | PRO           |
| Lerty                | PRO           |
| Lewisetta            | PRO           |
| Lexington            | VRO           |
| Lilian               | PRO           |
| Littleton            | PRO           |
| Litwalton            | PRO           |
| Lively               | PRO           |
| Loretto              | PRO           |
| Lottsburg            | PRO           |
| Low Moor             | BRRO          |
| Lyells               | PRO           |
| Lynchburg            | BRRO          |
| Maidens              | PRO           |
| Manakin-Sabot        | PRO           |

|                                   |                                  |
|-----------------------------------|----------------------------------|
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| NRO – Northern Regional Office    | TRO – Tidewater Regional Office  |
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**By City/Locality (Continued)**

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Manassas             | NRO           |
| Manassas Park        | NRO           |
| Mangohick            | PRO           |
| Mannboro             | PRO           |
| Manquin              | PRO           |
| Marion               | SWRO          |
| Martinsville         | BRRO          |
| Matoaca              | PRO           |
| Matthews             | PRO           |
| McKenney             | PRO           |
| Meadows of Dan       | BRRO          |
| Mechanicsville       | PRO           |
| Melfa                | TRO           |
| Midlothian           | PRO           |
| Millers Tavern       | PRO           |
| Mobjack              | PRO           |
| Moneta               | BRRO          |
| Montpelier           | PRO           |
| Montross             | PRO           |
| Moon                 | PRO           |
| Morattico            | PRO           |
| Morven               | PRO           |
| Moseley              | PRO           |
| Mount Holly          | PRO           |
| Mundy Point          | PRO           |
| Narrows              | BRRO          |
| Nassawadox           | TRO           |
| Naxera               | PRO           |
| New Castle           | BRRO          |
| New Kent             | PRO           |
| New Point            | PRO           |
| Newport              | BRRO          |
| Newport News         | TRO           |
| Newtown              | PRO           |
| Norfolk              | TRO           |
| Nuttsville           | PRO           |
| Oak Grove            | PRO           |
| Oilville             | PRO           |
| Old Church           | PRO           |
| Onancock             | TRO           |
| Onley                | TRO           |
| Painter              | TRO           |
| Parksley             | TRO           |
| Pearisburg           | BRRO          |
| Petersburg           | PRO           |
| Poquoson             | TRO           |
| Portsmouth           | TRO           |
| Potomac Beach        | PRO           |
| Powhatan             | PRO           |
| Prince George        | PRO           |
| Providence Forge     | PRO           |
| Pulaski              | BRRO          |
| Purdy                | PRO           |
| Radford              | BRRO          |
| Reedville            | PRO           |

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Remlik               | PRO           |
| Richlands            | SWRO          |
| Richmond, City of    | PRO           |
| Ridgeway             | BRRO          |
| Ripplemead           | BRRO          |
| Roanoke              | BRRO          |
| Rock Castle          | PRO           |
| Rockville            | PRO           |
| Rocky Mount          | BRRO          |
| Roxbury              | PRO           |
| Rural Retreat        | SWRO          |
| Saint Stevens Church | PRO           |
| Salem                | BRRO          |
| Saluda               | PRO           |
| Sandston             | PRO           |
| Sandy Point          | PRO           |
| Saxis                | TRO           |
| Scotland             | PRO           |
| Scotts Fork          | PRO           |
| Severn               | PRO           |
| Shackelfords         | PRO           |
| Sharps               | PRO           |
| Short Pump           | PRO           |
| Skippers             | PRO           |
| Smith Point          | PRO           |
| Spring Grove         | PRO           |
| Staunton             | VRO           |
| Stevensville         | PRO           |
| Stingray Point       | PRO           |
| Stony Creek          | PRO           |
| Stratford Hall       | PRO           |
| Stuart               | BRRO          |
| Studley              | PRO           |
| Suffolk              | TRO           |
| Surry                | PRO           |
| Sussex               | PRO           |
| Sutherland           | PRO           |
| Tabscott             | PRO           |
| Talleysville         | PRO           |
| Tangier Island       | TRO           |
| Tappahannock         | PRO           |
| Tazewell             | SWRO          |
| Templeman            | PRO           |
| Trenholm             | PRO           |
| Troutville           | BRRO          |
| Urbana               | PRO           |
| Valentines           | PRO           |
| Varina               | PRO           |
| Village              | PRO           |
| Vinton               | BRRO          |
| Virginia Beach       | TRO           |
| Wachapreague         | TRO           |
| Wakefield            | PRO           |
| Walkerton            | PRO           |
| Walnut Point         | PRO           |

| <u>City/Locality</u> | <u>Region</u> |
|----------------------|---------------|
| Ware Neck            | PRO           |
| Wares Wharf          | PRO           |
| Warner               | PRO           |
| Warsaw               | PRO           |
| Water View           | PRO           |
| Waverly              | PRO           |
| Waynesboro           | VRO           |
| Weems                | PRO           |
| West Point           | PRO           |
| White Stone          | PRO           |
| White Marsh          | PRO           |
| White Plains         | PRO           |
| Wicomico Church      | PRO           |
| Williamsburg         | TRO           |
| Wilsons              | PRO           |
| Winchester           | VRO           |
| Windmill Point       | PRO           |
| Winterpock           | PRO           |
| Wise                 | SWRO          |
| Wytheville           | SWRO          |
| Yale                 | PRO           |

|                                   |                                  |
|-----------------------------------|----------------------------------|
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| PRO – Piedmont Regional Office    | VRO – Valley Regional Office     |

## II. Document Certification Form

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows ([9 VAC 5-20-230 A.](#)):

- a. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
  1. The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
  2. A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
- b. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
- c. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

**Certification is required with each application submittal, including amendments to an application (i.e. new pages, revisions to existing pages and other amendments to application information).**

Reference: Regulations, [9 VAC 5-80-1140 D.](#) Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

### III. Pages 2 and 3 - General Information

**PERSON COMPLETING FORM AND DATE** – Provide the name of the person that completed the form, along with the date completed.

**REGISTRATION NUMBER** - Give the registration number assigned to the facility if applicable.

**COMPANY AND DIVISION NAME** - List the official company name and the division if applicable.

**FIN** – Give the federal ID number assigned to the facility.

**MAILING ADDRESS** - List the mailing address that corresponds to the facility on this application.

**EXACT SOURCE LOCATION** - Provide a description of the facility location indicating street address (911 address if available) or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

**TELEPHONE NUMBER** - List the phone number at the facility.

**NUMBER OF EMPLOYEES AT SITE** - List the number of employees at the facility.

**PROPERTY AREA AT SITE** - List the area in acres.

**PERSON TO CONTACT ON AIR POLLUTION MATTERS** - Provide the name/title of a contact person for air pollution matters.

**PHONE NUMBER** - Provide a phone number at which DEQ staff can reach the contact person.

**FAX PHONE NUMBER** - Provide the fax number of the contact person, if there is one.

**E-MAIL ADDRESS** - Provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

**LAT/LONG COORDINATES OR UTM COORDINATES OF FACILITY** – Provide the latitude and longitude coordinates or UTM Coordinates of the facility.

**REASON FOR SUBMISSION** - Check the appropriate box(es) and the applicable regulation(s).

1. "Notification of Change in Ownership" means that you simply are notifying DEQ of the changes as required by regulation.
2. "Notification of Facility Name Change" means that you simply are notifying DEQ of the changes as required by regulation.
3. "Notification of Owner Name Change" means that you simply are notifying DEQ of the changes as required by regulation.
4. "Other" means that you are notifying DEQ of some administrative change. Please indicate what the change is.

\*\*Please be advised that a permit amendment is not required for a name/ownership change. Any existing permits automatically transfer to the new responsible entity\*\*

**PRODUCTS MANUFACTURED/SERVICED** - Indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

**SIC CODE(S)** - Provide all 4-digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

Reference website: <http://www.osha.gov/pls/imis/sicsearch.html>

**NAICS CODE(S)** - Provide all 6-digit North American Industry Classification System Code(s) for this facility and for the process(es). Place primary NAICS in the first set of blocks.

Reference website: <http://www.census.gov/eos/www/naics/>

**FACILITIES UNDER COMMON OWNERSHIP** - List the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company. Include air permit registration number of facility if known.