



February 11, 2026

Onondaga County
1100 Civic Ctr
421 Montgomery St
Syracuse, NY 13202

**Re: Metropolitan Syracuse WWTP
Municipal SPDES – Surface Discharge
DEC ID #: 7-3115-00113/00001 (SPDES # NY0027081)
City of Syracuse, Onondaga County**

NOTICE OF INCOMPLETE APPLICATION

Dear Odean Dyer:

The New York State Department of Environmental Conservation (DEC) has reviewed the application materials for the above referenced project. The facility currently operates pursuant to DEC Municipal SPDES – Surface Discharge Permit No. 7-3115-00113/00001. This publicly owned facility receives flow from domestic and industrial users, with a design flow rate consisting of 84.2 MGD of sanitary and process wastewater. Onondaga County has submitted applications for both renewal and modification of their SPDES permit. The modification includes the construction of a new Evans St floatable control facility, replacing the existing Butternut and Burnet floatable control facility. Based upon DEC's requirements under Commissioner Policy 29, the application cannot be deemed complete until the requested items below have been addressed.

Environmental Justice

This facility is located in a Potential Environmental Justice Areas (PEJA) and therefore is subject to Commissioner Policy 29 (CP-29), Environmental Justice and Permitting, which provides guidance for incorporating environmental justice concerns into the NYSDEC environmental review process and the DEC application of the State Quality Review Act. Compliance with CP-29 requires development of a public participation plan (PPP) and enhanced public outreach. CP-29 and additional policy and regulation information can be found at the following link: [Commissioner Policy 29, Environmental Justice and Permitting - NYS Dept. of Environmental Conservation](#). A map that depicts PEJAs relative to your project location may be obtained by utilizing the [DECinfo Locator](#) and activating the Public Involvement Layers on the DECinfo Locator.

In general, compliance with CP-29 requires development of a public participation plan (PPP) and enhanced public outreach. However, based on the Department's review of the application, DEC will require an abbreviated process to ensure this project complies with CP-29. An abbreviated public participation plan must be prepared including a fact sheet.

This document is not required to include highly specific, technical information but rather should provide a simple, concise narrative with appropriate figures and maps, as necessary, to demonstrate that the proposed project will not disproportionately impact the nearby PEJA. Please see the enclosed PPP template to assist you in preparing this document. A factsheet template can be found in Appendix C of the PPP template. The abbreviated PPP for the proposed project must include the information required in Sections I, II, IV and VI. Figures 1 and 2 should be included along with any other relevant figures or maps

to help document compliance with CP-29. For Section III, please identify local civic, community, environmental and religious centers for posting the Fact Sheet. For Section V, only the Fact Sheet and Distribution will be required at this time, with distribution being carried out by providing local civic, community, environmental and religious centers with the Fact Sheet for posting. For Section VII, a progress report will not be required, and a Final Summary Report and Written Certification will only be required at this time.

Once these documents are reviewed and approved by DEC, they must be posted on a publicly accessible website and a link to the documents will be provided in the Notice of Complete Application. The factsheet should be posted at locations around the community such as the nearby school, church, and community centers.

Once you have prepared your draft PPP, please submit it to the DEC for review.

State Environmental Quality Review Act (SEQR)

It appears that an environmental assessment form (EAF) was not included with the application. This form is required for DEC to make a SEQR determination for application(s). The EAF can be found on the State Environmental Quality Review Act (SEQR) Forms webpage:

<https://dec.ny.gov/regulatory/permits-licenses/seqr>. Please complete Part 1 of the Full EAF. In addition, please include any SEQR determinations that have been issued.

DEC will continue to work on the draft SPDES permit and fact sheet. However, no further administrative actions can be taken on this application until all the requested information is received. Please respond with one (1) electronic copy of the requested information. Please respond to this notice within thirty (30) days.

Be advised that due to the fact this is considered a major project, in accordance with Uniform Procedure Act (UPA), 6 NYCRR Part 621, Regulations, once the Department considers the application complete, it will be required to undergo 30 days of public notice. The applicant will be responsible for publishing the Notice of Complete Application in the official newspaper of the town in which the project will occur. Any comments received must be addressed before a final permit decision is rendered.

If you have any technical questions pertaining to the requirements of the SPDES permit please contact Valarie Ellis, Division of Water, at (315) 426-7500. If you have any questions pertaining to this letter, please contact me at (315) 426-7445.

Sincerely,



Trendon Choe
Deputy Regional Permit Administrator
Division of Environmental Permits, Region 7

Encl: NYSDEC Public Participation Plan Template

cc: K. Balduzzi – R7 RPA
T. Vigneault, V. Ellis, M. Moss, E. Kosinski, S. Wood– R7 DOW
K. Pickard-DePriest – DEC OEJ
C. Johnson, D. Snyder, D. Hurley – Onondaga County
CEO