<u>Construction Permit Application Submission via ANR Online – a Guide</u>

1. Visit ANR Online to find the ANR/NRB Online Service Portal.

If this is your first time on ANR Online, please make sure to register by clicking "Register" in the top righthand corner. You will need to input the following fields to create an account.

2. Once you are registered with ANR Online, your name will appear in the top righthand corner.

Please select 'Form Finder' below 'Forms' on the bottom lefthand corner, then type in "construction permit application" in the 'Form Search'.

Alternatively, click here for a shortcut to the <u>Public Water System Individual/General Water Main Construction</u> <u>Permit Application</u>.

- 3. Select "Public Water System Individual/General Water Main Construction Permit Application".
- 4. Type in the WSID of the public water system you will be submitting a construction permit application for. Only the last four or five digits are needed. For example, to submit a construction permit application for 'VT0006098', only type in '6098', and to submit a construction permit application for 'VT0020945', only type in '20945'.
- 5. Select 'Begin Form Entry'.

Public Water System Individual/General Water Main Construction Permit Application

VERSION 1.5

INSTRUCTIONS

Application for a Public Water System to obtain an Individual or General Water Main Construction Permit

Per Subchapter 21-4 of the Vermont Water Supply Rule (WSR), a Construction Permit is required when construction may include new installation, improvement, modification, alteration, renovation or conversion of a Public Water System. This application is intended to be completed with reference to the Drinking Water and Groundwater Protection Division Construction Permit Application Instructions and pursuant to the Vermont Standards for Water System Design, Construction, and Protection as outlined in Appendix A, Part 1 of the WSR (Chapter 21).

The Drinking Water and Groundwater Protection Division (Division) performs administrative and technical reviews of the public water system Construction Permit Applications it receives. Administrative reviews are performed to determine whether the submitted application includes all documentation and information as required on the application form, including completeness of the application form, submittal of a Fee, and submittal of engineering drawings, technical specifications, and a technical design basis with the application. Technical reviews are performed to determine whether the drinking water infrastructure proposed in the application meets the requirements of the WSR (Chapter 21) and the Vermont Standards for Water System Design, Construction, and Protection (Appendix A of the WSR).

An administratively complete Application is defined as an Application for which all initially required documentation and required permit fees have been submitted, including a completed permit application form, submittal of engineering drawings, and a technical design basis for the proposed modifications. A permit application must be administratively complete in order for the Division to conduct a technical review of the application. If a Construction Permit Application is administratively incomplete, the Division reserves the right to return the application. The Division will <u>not</u> perform a technical review of a public water system construction permit application until the application has been determined to be administratively complete.

In order to submit this application you will be required to attach a completed signature sheet authorizing this permit application. Which signature sheet is required depends on the type of application, General Water Main Construction Permit or Individual Construction Permit, for this project. The link for the appropriate signature sheet will display after answering all of the Qualifying Questions in the first section of this application. You must download the indicated signature sheet PDF file, then have it signed either electronically or printed and signed with a pen, then scanned. A completed signature sheet is one of the required attachments and an application cannot be considered administratively complete without the required signatures. You will not be able to submit this application without attaching the signature sheet.

WSID			
9999999			





FREQUENTLY ASKED QUESTIONS

- 2 Is there a maximum length permitted for a water main extension under the General Water main Construction Permit?
- "Is the water system permitted to expand" Where do I find this answer?
- Optional Technical Design Basis Document(s) Section showing as required

CONTACT INFORMATION

Contact

Drinking Water and Groundwater Protection Division Davis Building - 4th Floor One National Life Drive Montpelier, VT 05620-3521

Payment Remittance Address

Drinking Water and Groundwater Protection Division Davis Building - 4th Floor One National Life Drive Montpelier, VT 05620-3521

CONTACTS

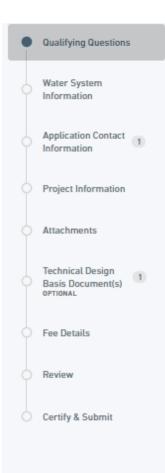
Bridget Phillips : bridget.phillips@vermont.gov

Phone: 802-477-2237

Qualifying Questions

The following questions will determine if the proposed project is eligible for coverage under the General Water Main Construction Permit. A notice will display on the form when your answer to a question is not eligible for the General Water Main Construction permit. Projects that are not eligible for coverage under the General Water Main Construction Permit will require additional application information and will be reviewed by a Division Engineer as an Individual Construction Permit. The form automatically determines what application documents are required based on the answer to the Qualifying Questions section.

Application documents that may/will be required include Basis of Design/Engineer's Report, Engineering Drawings, Technical Specifications, Hydraulic Calculations, Variance/Exception decisions, etc.



Qualifying Questions

CLEAR SECTION

These questions are used to determine if the proposed project is eligible for coverage under the General Water Main Construction Permit or an individual Drinking Water Construction Permit. The information required by this application will vary automatically based on the project eligibility determined in this section of the form.

Projects eligible for coverage under the General Water Main Construction Permit will not go through a technical review by the Division. Certain documents necessary for technical review by the Division will not be required to be submitted, however, these documents must be able to be produced to the Division upon request. The Division will complete Administrative Review of the application documents and, if complete, post a draft Letter of Authorization for construction under the General Water Main Construction Permit for a 14-day public comment period prior to issuance of the authorization.

For projects that are not eligible for coverage under the General Wate Main Construction Permit, the Division will complete Administrative and Technical Review of the application documents prior to issuing a draft decision for the 14-day public comment period.

A project is eligible for a General Water Main Construction Permit if project elements consist of water main extensions equal to or less than 500 feet that include one or more new fire hydrant(s) and that have a hydraulic calculation showing estimated pressure and flow adequate to meet the WSR; or water main extensions more than 500 feet, with or without new fire hydrant(s), and that have a hydraulic calculation showing estimated pressure and flow adequate to meet the WSR; or water main replacements of pipe with pipe of equal inner diameter or larger. Coverage under the General Water Main Construction Permit is intended for only distribution network project elements. Projects are not eligible for coverage under the General Water Main Construction Permit for non-distribution network project elements and certain distribution related project elements as determined from the questions below.

Does the project cover one or more of these (check all that apply)?

- Replacement of existing water main or fire hydrants
- Extension of the Water System distribution network
- Addition of a new fire protection hydrant (not replacing existing hydrants)

None of the above

- 6. Select all that apply for 'Does the project cover one or more of these?'
 - a. If 'Replacement of existing water main or fire hydrants' is selected, the following questions will appear as follow-up questions:
 - i. 'Will existing water main be replaced with pipe that is the same inner diameter or larger?'
 - b. If 'Addition of a new fire protection hydrant (not replacing existing hydrants)' is selected, the following questions will appear as follow-up questions:
 - i. 'Is the Water System permitted to provide fire protection?'
 - ii. 'Do hydraulic calculations show estimated pressure and flow adequate to meet the Water Supply Rule?'
 - c. If 'Extension of the Water System distribution network' is selected, the following questions will appear as follow-up questions:
 - i. 'Is the Water System permitted to expand?'
 - a. Make sure to reference either the most recent Sanitary Survey Letter or Permit to Operate.
 - ii. 'Does the Water system serving the project have any unresolved Sanitary Survey or Permit to Operate deficiencies related to pressure and flow, including hydrants on undersized lines?'
 - a. Make sure to reference either the most recent Sanitary Survey Letter or Permit to Operate.
 - iii. 'Are all proposed fire protection hydrants connected to minimum 8-inch diameter water main?'
 - iv. 'Do hydraulic calculations show estimated pressure and flow adequate to meet the Water Supply Rule?'
 - d. If more than one selection is appropriate, multiple sets of follow-up questions will appear that are applicable to the project. If you leave some questions unanswered in the qualifying questions section and proceed to other sections, then you might have to complete some sections multiple times as the form adjusts what information is required in the application.

		-
•	Qualifying Questions	
Ţ	Water System	Will existing water main be replaced with pipe that is the same inner diameter or larger?
	Information	Same or larger inner diameter
0	Application Contact	Smaller inner diameter
		Is the Water System permitted to expand?
0	Project Information	Yes
		○ No
0	Attachments	
	Technical Design Basis Document(s)	Does the Water System serving the project have any unresolved Sanitary Survey or Permit to Operate deficiencies related to pressure and flow, including hydrants on undersized lines?
	OPTIONAL	Yes
0	Fee Details	○ No
0	Review	Water main replacement is eligible with existing deficiencies related to undersized lines, however, the extension of the water service area to new customers or locations will be reviewed as an Individual Drinking Water Construction Permit application
0	Review Certify & Submit	customers or locations will be reviewed as an Individual Drinking Water Construction Permit application
0		Is the Water System permitted to provide fire protection?
		customers or locations will be reviewed as an Individual Drinking Water Construction Permit application Is the Water System permitted to provide fire protection? Yes
		Is the Water System permitted to provide fire protection?
		customers or locations will be reviewed as an Individual Drinking Water Construction Permit application Is the Water System permitted to provide fire protection? Yes
		Is the Water System permitted to provide fire protection? Yes No Are all proposed fire protection hydrants connected to minimum 8-inch diameter
		Is the Water System permitted to provide fire protection? Yes No Are all proposed fire protection hydrants connected to minimum 8-inch diameter water main?
		Is the Water System permitted to provide fire protection? Yes No Are all proposed fire protection hydrants connected to minimum 8-inch diameter water main? Yes
		Is the Water System permitted to provide fire protection? Yes No Are all proposed fire protection hydrants connected to minimum 8-inch diameter water main? Yes No Yes No No

7. Please answer the following questions (below the link to the Water Supply Rule).

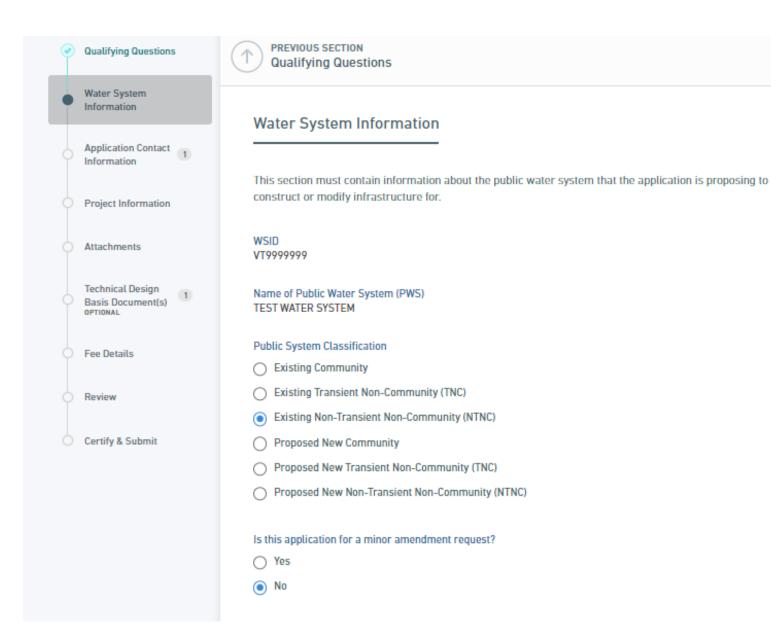
For any of the following questions below, if yes is selected, the project will be made **ineligible** for the General Water Main Construction Permit. In this instance, the form will automatically adjust the application information required and the application will be reviewed as an Individual Construction Permit by one of the Division Engineers.

- a. Does the project include changing the size or pump capacity of any pump?
- b. Does the project construct, alter, renovate, or convert a storage tank for use?
- c. Does the project include any treatment modifications?
- d. Does the project include installation of a new pressure reducing vault?
- e. Does the project include cured in place pipe relining?
- f. Does the project include the connection of a drinking water source?
 - i. Please make sure to identify the corresponding Source Permit Identification (PID, formatted as S-1234-12.3). If a source permit is needed and has not yet been applied for, please submit a Source Permit Application.
 - ii. The connection of a drinking water source is not eligible for coverage under the general permit.
- g. Is a Variance, pursuant to Subchapter 21-3.7 of the WSR or an exemption in accordance with Appendix A Subpart 8.6.4 required for the proposed construction project?
 - i. If yes, the following question will come up:
 - a. 'Has the Division approved a variance or exemption for the WSR?'
 - b. 'The permit application will be considered ineligible for a general permit until the Division has made a final decision (approval or denial) regarding the Variance.'
 - c. If the proposed design presented in the application includes a component that does not meet the requirements of the Water Supply Rule, Appendix A, a Variance must be obtained as required by Subchapter 21-3, Section 3.7 of the WSR.

• 0	lualifying Questions	Link to detailed information about the Water Supply Rule (opens in a new tab)
	Vater System	Does the project include changing the size or pump capacity of any pump?
		○ Yes
	application Contact Information	● No
O P	Project Information	Does the project construct, alter, renovate, or convert a storage tank for use?
		○ Yes
O A	attachments	● No
	echnical Design	Does the project include any treatment modifications?
	Basis Document(s)	Yes
O F	ee Details	● No
		Does the project include installation of a new pressure reducing vault?
O R	Review	Yes
		No
0 0	ertify & Submit	
		Does the project include cured in place pipe relining?
		○ Yes
		● No
		Does the project include the connection of a drinking water source?
		○ Yes
		● No
		Is a Variance, pursuant to Subchapter 21-3.7 of the WSR or an exemption in accordance with Appendix A Subpart 8.6.4 required for the proposed construction project?
		Yes
		○ No

Water System Information

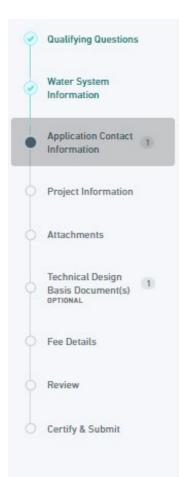
- 8. Depending on what kind of existing or proposed water system the project is associated with, there will be different sets of questions applicable to each.
 - a. For all existing public water systems, a question regarding a minor amendment request will appear.
 - b. For all proposed public water systems, a question regarding a capacity determination will appear.



CLEAR SECTION

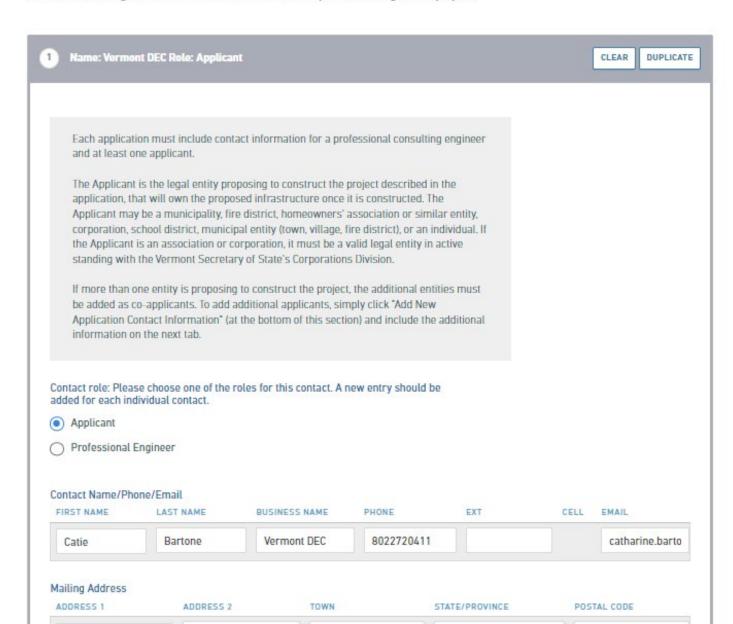
Applicant Contact Information

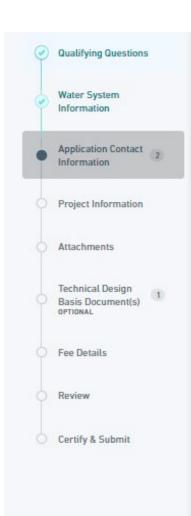
- 9. Select 'Add New Application Contact Information'. Please input all information for the applicant.
- 10.Once complete, select 'Add New Application Contact Information' and add all applicable information for the engineer or consultant working on the project. Multiple entries can be listed for both entities if there are multiple applicants or engineers associated with the project.

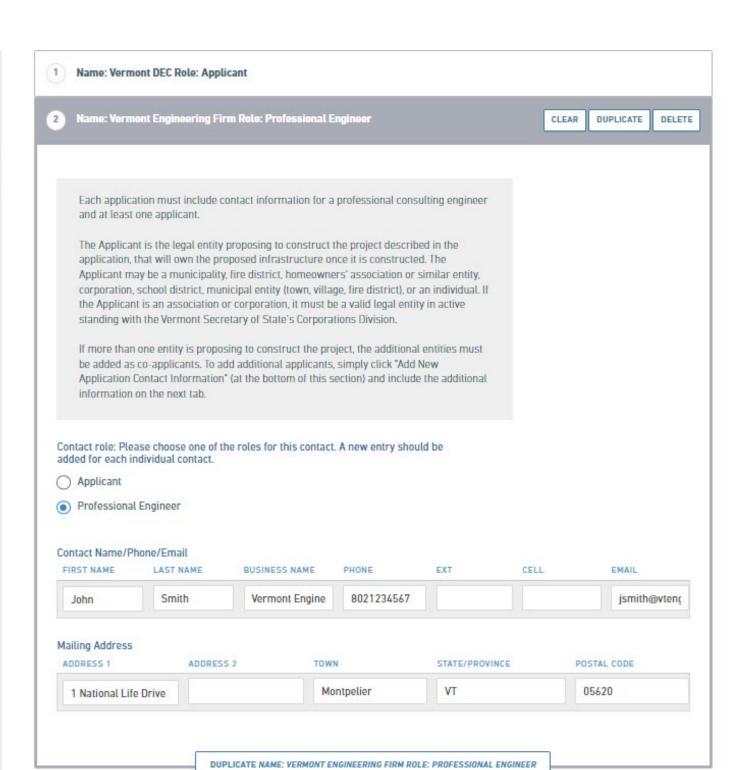


Application Contact Information

This is for recording the contact information of the various parties working on this project.

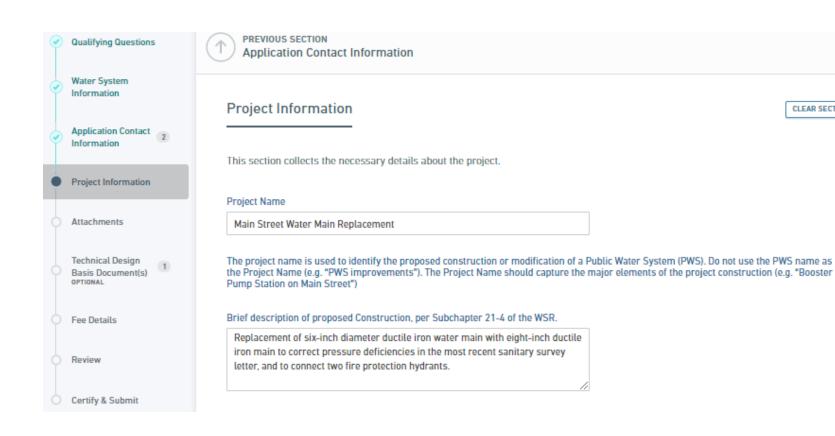




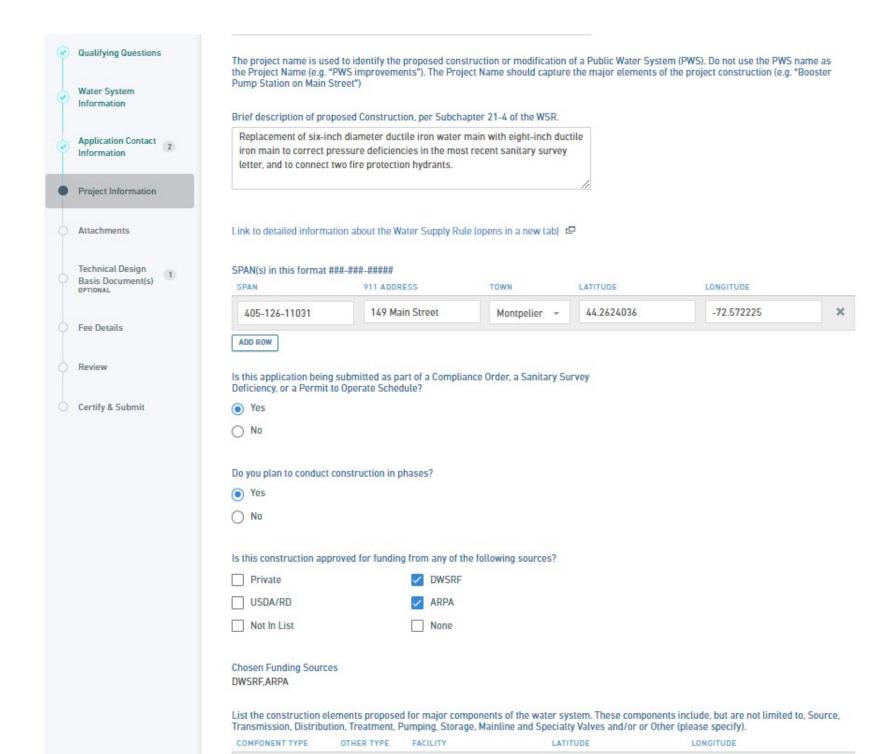


Project Information:

- 11. This section collects the necessary details about the project. Please see the <u>Water Supply Rule</u>, Subchapter 21-4 Source and Construction Permits, Section 4.2 (pg. 28-29) for more information.
- 12.In order to find the SPAN number for the project, use the following website: https://tax.vermont.gov/span-finder
 - a. If a distribution project is proposed, use either adjacent properties located at the approximate beginning and end points of the distribution main that is proposed for the project or use the nearest Water System owned parcel (e.g., pump station, storage tank, treatment facility, office, etc.). SPAN numbers are used to track permitting across State Agencies and are particularly valuable for projects that require Act 250 review.

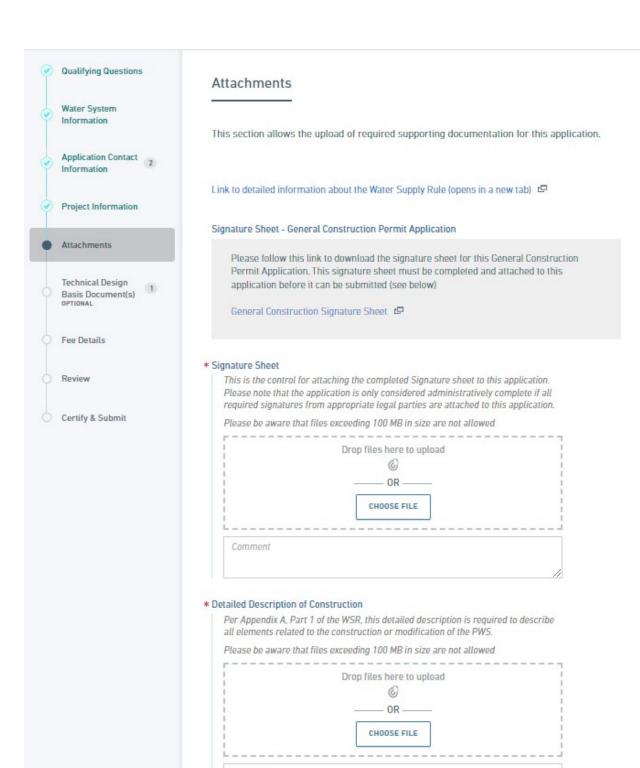


CLEAR SECTION



Attachments:

- 13. Based on what was previously selected, there will be a variety of attachments required to proceed with the application. For this example application, the following documents are required. Below, the sections bolded are the minimum attachments required for every application. Please make sure all documents are in .pdf format.
- Signature Sheet
- Detailed Description of Construction
- Basis of Design
- Location Map
- Master Plan Summary
- Construction Schedule
- Variance Approval Document
- Hydraulic Calculations



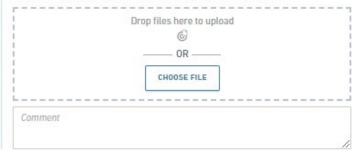
CLEAR SECTION



* Basis of Design

The Basis-of Design report is required to meet the relevant requirements of the WSR, including Appendix A Part 1.2, Part 2, and the project-specific parts of Appendix A Parts 3 through 12. A concise and clearly described technical basis for the proposed engineering design (BOD Report) is necessary for a technically complete Construction Permit Application submittal. A description of the existing and proposed water system, the pertinent calculations and analyses, design criteria, rationale, and assumptions shall be provided in the report. An alternatives analysis shall also be provided if a Preliminary Engineering Report was not previously prepared for the project. The reasons for recommending a given alternative shall be provided along with capital, operation and maintenance costs and a project schedule.

Please be aware that files exceeding 100 MB in size are not allowed



* Location Map

The location map is required to be sufficient to physically locate all portions of the proposed construction project. Include approximate size, scale, north arrow, and legend, if appropriate.

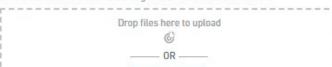
Please be aware that files exceeding 100 MB in size are not allowed

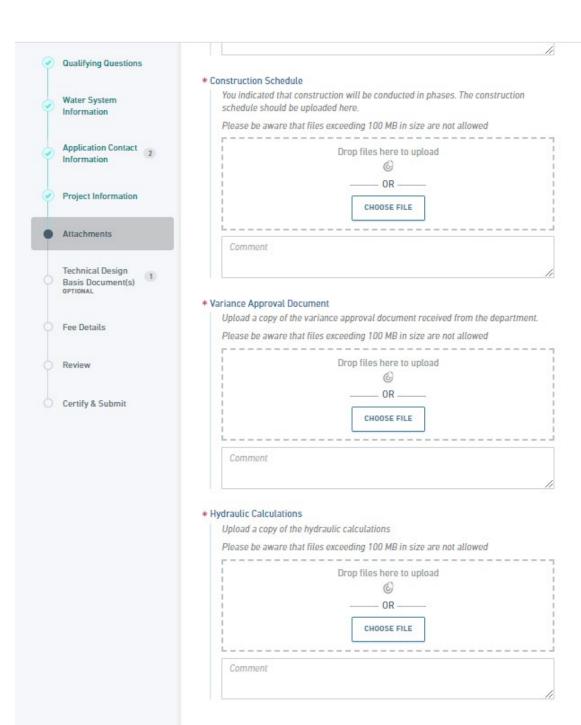


* Master Plan Summary

You indicated that construction will be conducted in phases. The master plan summary should be uploaded here. The summary of the Master Plan should include an overview of each phase including proposed construction scope, a timeline of each phase, and engineering drawings, if applicable.

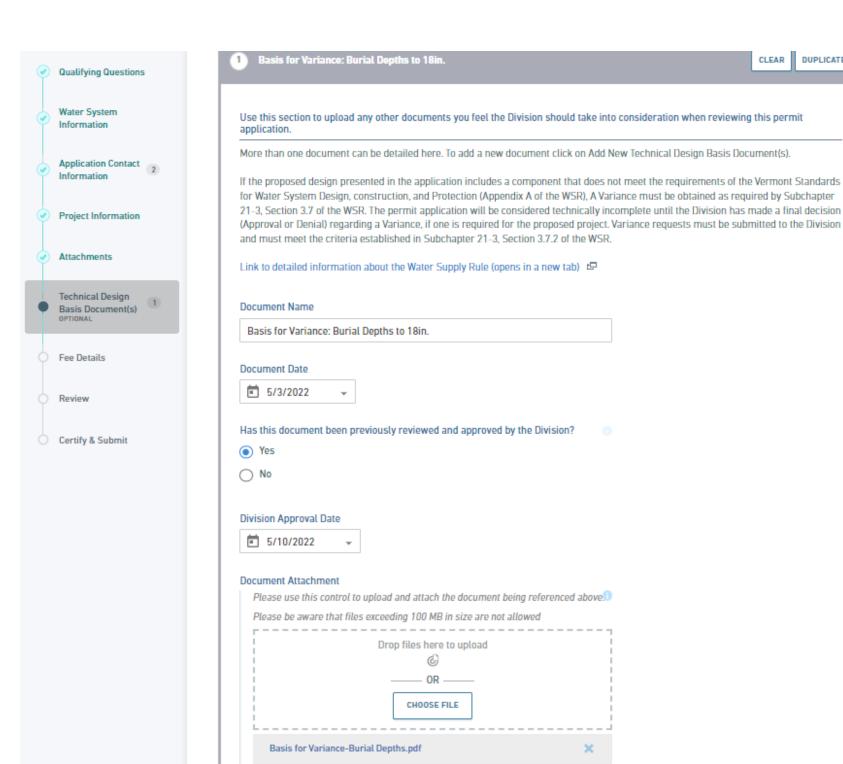
Please be aware that files exceeding 100 MB in size are not allowed





<u>Technical Design Basis Document(s):</u>

14.In this section, attach any other documents that did not fit into any of the above categories. For example, attach the planning phase document (e.g., PER, Capital Plan, Facilities Master Plan, Asset Management Plan, Sanitary Survey, etc.) that identifies the project need.



CLEAR DUPLICATE

Fee Details:

15.Lastly, fee information for the permit application will appear. If you believe the fees have been calculated incorrectly, please review your application form. Fees are calculated based on the answers in the Water System Information Section and the Project Information Section including Water System Type, Is the project a Minor Amendment, and Treatment facility design capacity.



PREVIOUS SECTION
Technical Design Basis Document(s)

Fee Details

CLEAR SECTION

This section provides information and details on the fees associated with this application. All fees must be paid before an application can be considered administratively complete. Failure to pay the fee at the time of application will result in delays.

Application Fee 900.00

Treatment Capacity Fee 0.00

TotalFeeCalc 900.00

Review:

16.Please make sure to thoroughly review your permit application to make sure all applicable information has been entered thoroughly and correctly.





Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by ANR/NRB (Act 250) staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to ANR/NRB (Act 250) and it will become part of the public record, accessible per the Vermont Public Records Act.

QUALIFYING QUESTIONS

These questions are used to determine if the proposed project is eligible for coverage under the General Water Main Construction Permit or an individual Drinking Water Construction Permit. The information required by this application will vary automatically based on the project eligibility determined in this section of the form.

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Does the project cover one or more of these (check all that apply)?

Replacement of existing water main or fire hydrants

Addition of a new fire protection hydrant (not replacing existing hydrants)

Extension of the Water System distribution network

Will existing water main be replaced with pipe that is the same inner diameter or larger?

Same or larger inner diameter

Is the Water System permitted to expand?

Ye

Does the Water System serving the project have any unresolved Sanitary Survey or Permit to Operate deficiencies related to pressure and flow, including hydrants on undersized lines?

No

Is the Water System permitted to provide fire protection?

Yes

Certify & Submit:

17.Once the review is complete, please select 'Certify & Submit', and select 'Submit Form'. It may take a few minutes to submit based on the size of the attachments. Do not exit out of this screen until the 'Submission Received' box shows, which will prompt the applicant to input payment information.





Certify & Submit

This step allows you to submit the form to VTANR.

I hereby certify that this application, including all statements and representations made above, were prepared by me, or by a person or persons under my direction or supervision, and are true, accurate, and complete. I understand that if any information submitted as part of this application changes between the date of this certification and the date of ANR's issuance of authorization of the proposed activity, I am required to notify ANR of the changes immediately and update the application.

Submission Received:

Please select 'Pay Online' to pay your fee online, or 'Pay by Mail' to pay your fee via check. The application will not be administratively complete until the fee is paid. Once an application is deemed administratively complete, it will either be posted to ENB directly for public comment (general permits) or a technical review by one of the Division Engineers will begin (individual permits). If the application has been deemed eligible for the General Water Main Construction Permit and is administratively complete, you will receive a Letter of Authorization within seven business days once the ENB public comment period of 14 days has been met.

Print Confirmation

Public Water System Individual/General Water Main Construction Permit Application

AWAITING PAYMENT

05/10/2022 Submission HPH-JQ73-8M2YR Revision 1 Form Version 1.6

Your submission has been received. It is recommended to print and retain a copy of this confirmation.

