

Wastewater System and Potable Water Supply Permit Application Fee Guidance

June 8, 2016

The Regional Office Program of the Drinking Water and Groundwater Protection Division is implementing a new fee structure effective July 1, 2015 for projects submitting an application for a Wastewater System and Potable Water Supply Permit (WW permit). The following list of examples of projects and the fee categories for those projects is based on the concept that project fees generally fall into 3 categories: total design flow; minor amendment; or minor project. While this fee system is simplified from the prior fee structure, there will be projects that will require judgment based on the nature of the project and whether a technical review by regional office staff of the potable water supply or wastewater system components is required.

A project is defined as “all subdivided lots, buildings, structures, campgrounds, potable water supplies, and wastewater systems for which a particular WW permit application is submitted including the subdivided lots that are improved with an existing building or structure.”

The first step is to identify all existing buildings/structures and what modifications or alterations are proposed including: subdivision of land that requires new potable water supplies or wastewater systems: improvements or modifications to an existing potable water supply or wastewater system; or designation of the area for a replacement potable water supply or wastewater system. One important point to note when doing this determination is that there is no need to designate a replacement area for the subdivision of an existing buildings/structure if there are existing connections to a public or private sewer and water mains and the only change is the establishment of the property line. Now calculate the design flow for the required potable water supply or wastewater system including the designated replacement area that requires a permit.

For example: A proposal to subdivide an 11-acre lot into 6 lots where there is an existing 3-bedroom single family residence served by an on-site water supply and wastewater system and to create 5 lots each for the construction of one 3-bedroom single family residence. The existing residence will be placed on 1 acre and the new boundary line will be within 500 feet of the existing residence. The Rules require a replacement area be designated for the wastewater system. The design flow for the residence is 420 gpd. The second step is to determine what new construction is proposed and calculate the design flow for the water supply or wastewater system that requires a permit. Continuing with the example, the proposal is to create 5 lots, each for one 3-bedroom single family residence. The design flow for the five lots is $420 \text{ gpd} \times 5 = 2,100$. Now add the 2 design flows for the 2 examples, $420 \text{ gpd} + 2,100 \text{ gpd}$, and the project design flow is 2,500 gpd. The project application fee is **\$3,000.00**.

Please note that it may be necessary to modify this guidance document in the future. People are encouraged to review our web page to review the most recent document prior to filing an application. Finally, please contact the Regional Office for assistance in determining the fee category for a project prior to submitting a permit application.

A Projects with Fee Based on Total Design Flows

- 1) A new buildings/structure proposing to construct a water supply or wastewater system based on the design flow of water or wastewater whichever is greater.
- 2) Review and approval of a future replacement water supply or wastewater system area even though submission and review of the final water supply or wastewater system design is deferred to prior to construction of supply or system (except when there are municipal connections).
- 3) Review and approval of a deferred design of a replacement water or wastewater system.
- 4) Design of a replacement wastewater system or water supply to replace a failed system or supply.
- 5) Design of a new wastewater system that will serve a structure that has existing piped water.
- 6) Design of a new water supply that will serve a building/structure that has existing piped wastewater.
- 7) Design of a new wastewater pump station; fee based on the total daily design flow to the wastewater pump station (an example when the pump station may not serve the entire project is where there are multiple uses on the property and the pump station will only serve a portion of the project).
- 8) Design of a new water storage tank or booster pump station; fee based on the total design flow to the storage tank or booster pump station (an example when the storage tank or pump station may not serve the entire project is where there are multiple uses on the property and the storage tank or pump station will only serve a portion of the project).
- 9) Expanding the existing use of a permitted or exempt building/structure if that expansion requires constructing a new potable water supply or wastewater system or expanding the existing supply or system.
- 10) Adding a new building/structure or constructing an addition to an existing building/structure where there is a new external connection to the existing sewer or water serving the expanded building or new structure.
- 11) Adding a grease trap and increase in design flows (municipal and soil-based wastewater system)
- 12) Review and approval of changing the sewer collection system for a previously approved project by adding manholes which requires a technical review.

(Note some changes are minor and on a case by case basis will be determined by Regional Office Technical staff if possible to be handled with a Record Drawing, Minor Project, or Minor Amendment)

B Projects With Minor Amendment Fee

- 1) One or more clerical changes to the administrative information contained in WW permit such as changing the landowner's name or address or book and page number.
- 2) Modifications to the permitted plans prior to construction and the modifications require only a minimal technical review of the components of the potable water supply or wastewater system. Examples of this include:
 - Minor changes to a well location prior to development of the source; and
 - Minor changes to the approved location of proposed water supply or wastewater system components such as moving the septic tank, pump station, water storage tank, underground piping from the structure to the wastewater system or water supply source that require a minimal technical review of the component.
- 3) Modifications to an already constructed project not due to record drawings where there is no increase in design flow and the modification requires only a minimal technical review of the components of potable water supply or wastewater system.
- 4) Modifications to an already constructed project due to record drawings where there is no increase in design flow and the modification of the location of the components of the potable water supply

or wastewater system requires only a minimal technical review (when a permit is requested but is not required).

- 5) A boundary line adjustment that does not require technical review of the components of the potable water supply or wastewater system (when a permit is requested but not required).
- 6) An application for approval of record drawings that is accompanied by the required installation certification of a water supply or wastewater system provided the review of either requires a minimal technical review.
- 7) Modifications to a previously permitted project that is reconfigured before construction; Lots change location of wells, septic tank, pump station & service lines, however the community wastewater system remains as approved.
- 8) Modifications to a previously permitted project to eliminate a replacement mound or replacement area, and no other changes.
- 9) Modifications to a previously permitted project for changes in location to water or sewer services that reduce the length of the lines or is a short connection from the previously approved water or sewer mains.

C Projects with Minor Project Fee

- 1) An increase in design flow with no construction.
- 2) No increase in the design flow but construction is required excluding replacement potable water supplies and wastewater systems.
- 3) No increase in design flow and no construction are required excluding applications that contain any designs that require technical review.
- 4) An addition to a permitted or exempt building/structure that will make an internal connection to the existing sewer and water serving the structure where there is no increase in design flow but there is an operational change, no construction, and no technical review of the existing water or wastewater systems is required.
- 5) Subdivision of land with an existing building/structure(s) when no changes to existing building/structure is proposed and no complying replacement area or system for water or wastewater is required to be approved under Section 1-311 of the Rules (buildings/structures that have a WW permit may qualify as a Minor Amendment unless the project is in violation of the permit).
- 6) Increasing the design flow for a building or structure where there is no construction or technical review of the existing water or wastewater system.
- 7) Increasing the size of an existing well pump with no other changes to the water distribution system that requires a technical review of the water system components.
- 8) Changes to the specified Innovative/Alternative treatment system to a different location or to a different technology that is similar to the approved product.
- 9) Adding a grease trap if connected to municipal sewer or is not an increase in design flows to an existing soil-based system.

D: Examples of projects involving subdivision of land:

Example 1: the property has 1 permitted building/structure with a design flow of 1,200 gallons per day and the owner is proposing to subdivide the property to create 1 additional lot to remain unimproved. The project has no known violations of the WW permit and is not required to identify a complying replacement area for water or wastewater.

- a) is the project is fee exempt – no, this is not an amendment to correct our mistake, nor a State or municipal project

- b) is the project a minor amendment – yes, WW permit is required with no requirement to identify a replacement water supply or wastewater system

Application fee = **\$150.00**

Fee Category - **ROMA** Permitted project – no need to ID replacement well or wastewater area

Example 2: the property has 1 existing exempt building/structure with a design flow of 1,200 gallons per day and the owner is proposing to subdivide the property to create 1 additional lot to remain unimproved. The existing water supply and wastewater systems are properly functioning and the project does not require identifying a complying replacement area for water or wastewater.

- a) is the project fee exempt – no, this is not an amendment to correct our mistake, nor a State or municipal project
- b) is the project a minor amendment – no, no prior WW permit
- c) is the project a minor project – yes, WW permit is required with no requirement to identify a replacement water supply or wastewater system

Application fee = **\$270.00**

Fee Category - **ROMP** Exempt project – no need to identify a replacement well or wastewater area

Example 3: the property has 1 existing exempt building/structure with a design flow of 1,200 gallons per day and the owner is proposing to subdivide the property to create 1 additional lot to remain unimproved. The existing water supply and wastewater systems are properly functioning and the project is required to identify a complying replacement area for water or wastewater.

- a) is the project fee exempt – no, this is not an amendment to correct our mistake, nor a State or municipal project
- b) is the project a minor amendment – no, no prior WW permit
- c) is the project a minor project – no, a WW permit is required with a requirement to identify a replacement water supply or wastewater system
- d) project design flow for the replacement water or wastewater = 1,200 gpd

Application fee is **\$870.00**

Fee Category – **RO2** Exempt project and need to identify a replacement well or wastewater area

Example 4: the property has 1 existing exempt building/structure without a WW permit with an existing design flow of 600 gallons per day and the owner is proposing to subdivide the property to create 1 additional lot to be developed with a 4 bedroom SFR. The existing water supply and wastewater systems are properly functioning and the project does not require identifying a complying replacement area for water or wastewater.

- a) is the project fee exempt – no, this is not an amendment to correct our mistake, nor a State or municipal project
- b) is the project a minor amendment – no, no prior WW permit
- c) is the project a minor project – no, construction proposed on Lot B
- d) Lot A is not required to identify a replacement water supply or wastewater system therefore 0 flows
proposed Lot B: design flow = 490 gpd
project design flow = 490 gpd

Application fee = **\$306.25**

Fee Category – **RO1** Exempt project without need to identify a replacement well or wastewater areas so fees are only for the new lot

Example 5: the property has 1 existing building/structure and the owner is proposing to subdivide the property to create 3 lots, Lots B and C to construct 2 new 3-bedroom houses and Lot A with the existing building. The building/structure on Lot A has a permit with no known violations of the permit, the existing water supply and wastewater system serving the existing building are properly functioning, and the Rules do not require identifying a complying replacement area for either water or wastewater.

- a) is the project fee exempt - no
- b) is the project a minor amendment – no, construction proposed on Lots B & C
- c) is the project a minor project – no, construction proposed on Lots B & C
- d) Lot A is not required to identify a replacement water supply or wastewater system therefore 0 flows
proposed Lot B: design flow = 420 gpd
proposed Lot C: design flow = 420 gpd
project design flow = 840 gpd

Application fee is **\$870.00**

Fee Category – **RO2** Lot A is permitted and no violations so doesn't need to ID replacement well or wastewater so fees are only for the new lots

Example 6: the property has 1 existing building/structure with a design flow of 560 gallons per day and the owner is proposing to subdivide the property to create 2 lots, Lot B to construct a new 3-bedroom house and Lot A with the existing building. The building/structure on Lot A is exempt and the existing water supply and wastewater systems serving the existing building are properly functioning and the Rules do not require identifying a complying replacement area for either water or wastewater.

- a) is the project fee exempt - no
- b) is the project a minor amendment – no, construction proposed on Lot B
- c) is the project a minor project – no, construction proposed on Lot B
- d) Lot A is not required to identify a replacement water supply or wastewater system therefore 0 flows
proposed Lot B: design flow = 420 gpd
project design flow = 420 gpd

Application fee is **\$306.25**

Fee Category – **RO1** Lot A is exempt and doesn't need to ID replacement well or wastewater so fees are only for the new lot

Example 7: the property has 1 existing building/structure with a design flow of 1,200 gallons per day and the owner is proposing to subdivide the property to create 3 lots, Lot A with the existing building/structure and Lots B and C, to construct 2 new 3-bedroom single family residences. The existing water supply and wastewater system serving the existing building/structure are properly functioning but the Rules require the identification of a complying replacement area for either water or wastewater.

- a) is the project fee exempt – no, this is not an amendment to correct our mistake, nor a State or municipal project
- b) is the project a minor amendment – no, required to identify a replacement area for Lot A and construct on Lots B and C
- c) is the project a minor project – no, required to identify a replacement area for Lot A and construct on Lots B and C

- d) replacement for Lot A: design flow = 1,200 gpd
proposed Lot B: design flow = 420 gpd
proposed Lot C: design flow = 420 gpd
project design flow = 2,040 gpd

Application fee = **\$3,000**

Fee Category – **RO3**

E: Examples of projects without subdivision:

Example 1: the property has an existing 3-bedroom single family residence that is being internally converted to a 2-bedroom and 1-bedroom duplex served by municipal water and sewer services. There are no known violations of the existing WW permit that approved design flows based on 3 bedrooms (420gpd) for water and wastewater. There is an operational change to the water system due to the increase in instantaneous peak demand; no other changes to the existing water supply or wastewater system are required.

- a) is the project fee exempt – no
- b) is the project a minor amendment – yes, minimal technical review of modifications to a WW permit

Application fee = **\$150.00**

Fee Category – **ROMA** Existing WW Permit, no violations served by municipal water and sewer, no increase in design flows, a minor operational change to water, minimal technical review to a WW permit.

Example 2: the property has an existing 3-bedroom single family residence that is being internally converted to a 2-bedroom and 1-bedroom duplex served by municipal water and sewer services. There is no previous WW permit. The current historical design flows are based on 3 bedrooms for water and wastewater. There is an operational change to the water system due to the increase in instantaneous peak demand and a flow increase for the wastewater system for an allocation increase from 210 gpd to 350 gpd based on 210 gpd per unit for a unit with 2 or more bedrooms and 140 gpd for a 1-bedroom unit when connecting to a municipal sewer. No construction or changes to the existing water supply or wastewater system are required.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, increase in design flow of wastewater
- c) is the project a minor project – yes, increase in design flow of wastewater with no construction and no design requiring technical review

Application fee = **\$270.00**

Fee Category – **ROMP** Exempt project served by municipal water and sewer, with increase in design flows, a minor operational change to water and wastewater, no technical review.

Example 3: the property has an existing exempt 3-bedroom single family residence that is being internally converted to a 2-bedroom and 1-bedroom apartments. The existing water supply and wastewater systems are exempt and not failed. There is an operational change to the water system due to the increase in instantaneous peak demand (requiring changing the well pump for a groundwater source, review of municipal capacity to meet demand); no other changes to the existing water supply system are required.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, first time permit application
- c) is the project a minor project – yes, there is no increase in design flow and construction is required

Application fee = **\$270.00**

Fee Category – **ROMP** an increase in instantaneous peak demand on water, no increase in design flows, operational change to water with construction required (changing well pump).

Example 4: the property has an existing 2-bedroom seasonal residence that is being converted to a year round residence. A technical review of the water supply and wastewater system are required to demonstrate compliance with the Rules.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no
- c) is the project a minor project – no because technical review is required
- d) project design flow = 280 gpd

Application fee = **\$306.25**

Fee Category – **RO1** technical review required for water and wastewater system.

Example 5: the property has an existing 3-bedroom single family residence that is being converted to a 2-bedroom residence and constructing or converting a detached building for a 1-bedroom apartment. The residence is exempt or there are no known violations of the WW permit. There will be new water or sewer piping from the new or converted building to the existing water and sewer services. There is an operational change to the water system due to the instantaneous peak demand (requiring changing the well pump for a groundwater source, review of municipal capacity to meet demand), and construction is required for the water or sewer.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – no, requires a technical review of the new water and wastewater piping and water supply
- d) project design flow = 420 gpd

Application fee = **\$306.25**

Fee Category – **RO1** technical review required for water and wastewater system.

Example 6: the property has an existing building/structure with an existing design flow of 1,200 gpd connected to municipal sewer and water. The building/structure is exempt or has no known violations of the WW permit. There will be a new addition with either a new water or sewer connected directly to the municipal water or sewer systems. The entire building/structure will remain as one use with no increase in design flow.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – no, requires a technical review of the new water or wastewater piping and water supply
- d) project design flow = 1,200 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 7: the property has an existing building/structure with an existing design flow of 1,200 gpd connected to municipal sewer and water. The building/structure is exempt or has no known violations of the WW permit. There will be a new addition with a new use that will make an interior connection for the new water and construct a new sewer from the addition to the municipal systems. The design flow for the new use is 900 gpd. There is a flow increase for the water but no exterior construction of a new water line and the existing water service to the existing building is adequately sized for the total flow. The total design flow for the project is 900 gpd.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new wastewater piping if previously permitted
- c) is the project a minor project – no
- d) project design flow = 900 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 8: the property has an existing building/structure with an existing design flow of 1,200 gpd connected to municipal sewer and water. The building/structure is exempt or has no known violations of the WW permit. There will be a new addition with a new use that will utilize the existing water and sewer services for the existing building/structure. The design flow for the new use is 900 gpd. The total design flow for the building/structure is 2,100 gpd. The existing water and sewer services to building/structure are adequately sized for the new flow of 2,100 gpd.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for sizing the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – yes, no construction that requires a technical review

Application fee = **\$270.00**

Fee Category – **ROMP** no construction of exterior water or sewer lines that requires technical review.

Example 9: the property has an existing building/structure with an existing design flow of 1,200 gpd connected to municipal water and a soil based wastewater system. The building/structure is exempt or has no known violations of the WW permit. There will be a new addition with a new use with a design flow of 900 gpd that will use the existing municipal water service and connect to the existing wastewater system. The wastewater system needs to be expanded for the new flows and identify a complying replacement area. The existing water service is adequately sized for the new design flow. The total design flow for the building/structure is 2,100 gpd.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – no, construction of the wastewater system that requires a technical review
- d) project design flow = 2,100 gpd

Application fee = **\$3,000.00**

Fee Category – **RO3** technical review required for water and wastewater system.

Example 10: the property has an existing building/structure with an existing design flow of 1,200 gpd connected to municipal sewer and water. The building/structure is exempt or has no known violations of the WW permit. There will be a new addition with a new use that will construct new water and sewer directly to the municipal systems that serves only the addition. The design flow for the new use is 900 gpd. The total design flow for the building/structure is 2,100 gpd. In this circumstance, the existing water and wastewater piping will remain in use for the existing portion of the expanded building and the Rules do not require the designation of a future replacement water or wastewater area for the existing water/wastewater systems or building.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – no, construction that requires a technical review
- d) project design flow = 900 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 11: the property has an existing building/structure with a design flow of 1,200 gpd. There is proposed a new pump station or water storage tank to serve the entire building/structure.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review of the WW Permit for the new water and wastewater piping and water supply if previously permitted
- c) is the project a minor project – no, construction of pump station or storage tank requires a technical review
- d) project design flow = 1,200 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 12: the property has 1 or more existing exempt buildings/structures and the owner is proposing to construct 2 new 3-bedroom houses, Building A and Building B, without subdividing the property. There are no proposed modifications to the water and wastewater systems serving the existing exempt buildings/structures and there will be new water and wastewater systems for Buildings A and B. In this circumstance, the Rules do not require the designation of a future replacement water or wastewater areas for the existing water or wastewater systems and therefore not added to the project design flow.

- a) is the project fee exempt - no
- b) is the project a minor amendment – no, no previous WW permit
- c) is the project a minor project – no, there will be new construction of a water supply or wastewater system
- d) proposed building A: design flow = 420 gpd
proposed building B: design flow = 420 gpd
project design flow = 840 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 13: the property has 1 existing building/structure with a design flow of 1,200 gallons per day and the owner is proposing to construct a replacement sewer line from the building to the municipal main. The new sewer line is not a minor repair as defined by the Rules.

- a) is the project fee exempt - no
- b) is the project a minor amendment – no, more than a minimal technical review if the building has a WW permit
- c) is the project a minor project – no, construction of a replacement wastewater system
- d) project design flow is 1,200 gpd

Application fee = **\$870.00**

Fee Category – **RO2** technical review required for water and wastewater system.

Example 14: the property is a campground that has camp sites served by a central toilet with a design flow of 1,500 gallons per day. The proposal is to construct a sewer collection line to allow all camp sites to have individual sewer hook-ups while keeping the central toilet facility. The sewer collection line will connect to the existing leachfield that served the central toilet. The Rules state that camp sites served by a central toilet facility will have a design flow of 50 gpd/site for the central facilities and 25 gpd/site for the dumping station. The Rules states individual site with sewer hook-ups will have a design flow of 75 gpd/site. Therefore, there is no flow increase.

- a) is the project fee exempt – no
- b) is the project a minor amendment – no, more than a minimal technical review if the building has a WW permit
- c) is the project a minor project – no, construction of a replacement wastewater system being the sanitary sewer line
- d) Application fee = **\$870.00**

Revised July 1, 2015 for new fee amounts.

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