

**Vermont DEC Drinking Water & Groundwater Protection Division
Wastewater System and Potable Water Supply Rules**

**Information for an Administrative Review
Original Date - November 30, 2015
Last Revised February 3, 2016**

Objective

The Regional Office Program (Program) receives 2,500 or more applications per year under the Wastewater System and Potable Water Supply Rules (Rules). Appendix 6-A of the Rules identifies the minimum information that an application needs to contain. Administrative staff also reviews the plans during the receipt process to be certain the plans have the proper signatures and general information required for a technical review. It is estimated between 40 to 60 percent of the applications need to be returned due to insufficient or lack of information. The objective is to substantially reduce the number of applications that need to be returned.

Administrative Review Checklist

The following administrative review checklist identifies items that are critical to an application.

Administrative Complete Checklist Last Revised February 3, 2016		
Item Number	Item Required to Complete an Application	Check Mark Indicates Item Not Received
1	Use only a current application form that is on our Regional Office page (date needs to be correct). Fillable (Electronic) Application Form is last revised 06/26/2015. Handwritten last revised 9/14/2012.	
2	Applicant information (Part I) needs to be complete.	
3	Certifying designer information (Part I) needs to be complete. ¹	
4	Property location including GPS coordinates (Part III) needs to be accurate and complete. ²	
5	Parcel ID number and deed reference(s) (Part IV) needs to be accurate and complete. ³	
6	Project plan reference(s) (Part IV) needs to be accurate and complete. ⁴	
7	Project description/information (Part IV) needs to be accurate and complete. ⁵	
8	Water supply information (Part V) needs to be accurate and complete.	

9	Wastewater system information (Part VI) needs to be accurate and complete.	
10	Application fee (Part VII) needs to be correct. ⁶	
11	Designer certification information (Part VIII) needs to be accurate and complete. ⁷	
12	Landowner/certifying official signature(s) (Part IX).	
13	Copy of document authorizing certifying official needs to be included when needed.	
14	Power of attorney & letter of assignment needs to be included when needed.	
15	Approval letter(s) by a municipality or owner of the water supply or wastewater system needs to be included. ⁸	
16	Act 145 overshadowing form and receipt for water/wastewater included.	
17	Listing of all prior permits included on the form.	
18	Plans showing the boundary line dimensions, footprint of buildings, water and wastewater systems & lines with dates and signed by Licensed Designer.	
19	Two sets of signed plans.	

^{1&7} Presently each office has its own server and maintains a separate Designer contact information list. This resulted in multiple entries with conflicting information for many designers making it difficult to create one comprehensive list. Since we do not license Class 1 designers as we do with Class A and Class B designers, we do not have a comprehensive list of Class 1 P.E.'s. A new tracking system is under development that will have one common designer list that will be used by all offices. There will be a drop down list for designers for completing a new electronic application. If your name is on the drop down list, we will ask you to submit a new designer sheet if the information is inaccurate. If you name is not on the drop down list, we will ask you to file a new form. Designer contact information forms will be provided as part of the new tracking system.

² The new tracking system will have a google map locating the property based on the coordinates provided on the application form. We will have a fairly good idea if the property coordinates are inaccurate and, if determined to be inaccurate, the application will be rejected. It's been noted by the designer of the new tracking system that we are approving projects in NY, NH, MA and as far away as the Atlantic Ocean.

³ Although difficult for us to know if the deed references are correct at the time of log-in, we do periodically need to amend permits or change the information our data base post receipt of an application due to inaccurate book and page deed references. We further understand that the lot owner often provides this information to designers to enter onto the form.

⁴ We check to see if the plans referenced on the application form match the actual plans.

⁵ We check the description on the application form and compare the information to that shown on the site plan and designer cover letter.

⁶ The fee is based on either the water supply or wastewater system, whichever is greater.

⁷ See ¹ above.

⁸ It is necessary that the municipality use municipal letterhead signed by the appropriate municipal official and provide the quantity of water and wastewater to be allocated for the project.

Common Reasons for Administrative

1. Designer doesn't sign the plans.
2. Designer doesn't sign the application.
3. Applicant doesn't sign the application.
4. Designer doesn't check off the designer role boxes.
5. Plan dates transposed on the application form do not match the dates on the plans.
6. Missing book and page numbers.
7. Signature authority issues such as lack of power of attorney or legal authority to sign on behalf of a legal entity.
8. Project description missing on the application form.
9. Inaccurate project description; the description does not match what may be stated in the cover letter or depicted on the plans.
10. Missing water supply and wastewater system information such as existing and proposed design flows or not completing the screening questions.
11. Design flows in the application do not match the basis of design on the plans or in the design brief.
12. Incorrect fee based on the project design flow or project description. The statute says the Secretary may not act on a permit until the applicable fee is received.
13. ANR Form for "overshadowing" not dated.
14. No ANR Form 4 or 5 for "overshadowing" is with the application.
15. We very often receive applications stating there are no prior permits. Too often, we conduct a search using our searchable data base and quickly find past permits on the property.
16. Electronic applications cannot be submitted because all information for the required fields is not complete.