

Proposed System Checklist
New Community Water Systems (CWSs)

Proposed New Water System:	WSID #VT
Date:	

Pre-Application Meeting with DWGPD Capacity Program (Date:)

Capacity Approval (must be completed **before** Source Permit is issued):

- 5 year budget- must include sampling costs, operator costs, basic water system installation cost, etc.
- Verbal agreement with VT certified operator
- Submit Officials Contact form (excluding designated operator)
- Capacity approval letter issued (Date:)

Source Permit (must be **issued** before Construction Permit will be **issued**)

- Source Permit Application submitted (Date submitted:)
- Source Testing Review Application submitted
- Source Evaluation Report submitted
- Water Quality Results submitted
- Source Permit issued (Date:)

Construction Permit

- Construction Permit Application submitted (Date:)
- Construction Plans & Specifications submitted
- Engineering Report submitted
- Construction Permit issued (Date:)

Operating Permit Criteria (all must be completed prior to receiving a Permit to Operate)

- Compliance with Appendix A source water and infrastructure requirements
- Approved Operation and Maintenance manual
- Retention of a VT certified operator (detailed owner/operator contract)
- Approved as-built/record drawings
- Submit updated Officials Contact form
- Approved Long Range Plan in accordance with Appendix B submitted
- Operating Permit Application submitted by water system Owner
- Bacteriological Sampling Plan submitted
- Lead and Copper Sampling Plan submitted
- Disinfection By-Product (if applicable) Sampling Plan submitted
- Operating Permit issued

Note: Indicates that the item has been completed.