Drinking Water & Groundwater Protection Division

Wastewater System & Potable Water Supply Permit

Application Instructions

VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Note 1: This application is not intended to be printed and filled out by hand. Because of the dynamic fields in this form, it is necessary to complete the application using a computer and typing information into the fields.

Note 2: A permit application for a project that needs to provide a "Notice of Overshadowing" (notification when the isolation distances for a water supply and/or wastewater system extends onto other property) to one or more adjacent landowners may not be filed for 7 days from the date the notification was mailed to the affected landowner(s). This means the application may be filed on the 8th day following the date of the certified mailing. The submission of an application using ANR OnLine prior to the 8th day will not be received until the 8th day.

Line Instructions

Part A Prior Permits

For assistance in determining prior permits, please use our Document Search feature on our website http://www.septic.vt.gov.
Please list all prior permits on the lot(s) issued by our Division for the lot(s) or building(s). The names and numbering of the permits have changed over the years and the permits numbers issued for the project may have different series or prefixes.

Part B Project Name

Please provide a name to identify and refer to the project outlined in the application. For example, Riverside Shopping Center, Matrix Building Silver Acres Subdivision or landowner's last name.

Part C Landowner Information

The current landowner(s) or legal entity that is identified on the deed (also known as "applicant) must apply for the permit. The permit will be issued to that person(s) or legal entity.

Registered Legal Entity/Organization Name - The name on the deed might be an entity such as an Association, Trust or Corporation. If this is an organization or business registered with Secretary of State, the registered name shall be used. A person authorized by the legal entity or organization will certify and sign the application on behalf of the legal entity, trust or organization.

Landowner –A deed may include multiple names. All information in Part C must be included for each person identified on the deed. For example, if the deed lists a husband and wife, then each must be listed and both must sign the application form.

Note: If there are more than one name on the deed, the first name listed in **Section A or B** will be considered the "primary" landowner for the project. The "primary" landowner will receive all original correspondence, the final permit and will be responsible to record in the Land Records. All others will receive copies of the documents.

Part D Primary Contact Information (if other than the Applicant)

If someone other than the Landowner should be contacted regarding any questions about the project, please provide all contact information for that person.

Part F Lot(s) Affected by this Project

List all existing and proposed lots in this section. For existing lots/parcels, please complete all fields listed. For proposed lots, provide the proposed a lot number and acres at a minimum. In the case of a subdivision, please provide the SPAN and Parcel ID of the proposed lot only if it is known at the time of application. If the SPAN and Parcel ID are not known for one or more of the proposed lots, please leave these fields empty.

Part G Project Information

Center of property GPS coordinates - Enter the approximate center of property coordinates using GPS set for NAD83 or as derived from a map (map must be based on NAD83)

Project Description
Please provide an explanation of the project. Examples for detailed project description are:

- subdividing 20-acre parcel into 4 - 5 acre lots for the construction of one 3-bedroom single family residence on each lot;
- renovation of existing office building with 25 employees into a laundromat with 20 commercial washers;
- construction of a building for use as a 50 seat restaurant and five offices with a total of 10 employees in each;
- construction of a replacement water supply system for an existing apartment building with three 2-bedroom units; or
- revising previously approved wastewater disposal system design to provide Innovative/Alternative system and increase the capacity to serve Lot 3.

Town (Primary)

Please provide the town or city name where the property is located. The primary town will be the town in which the building or structure or campground is located. For example, the lot is located in Bolton and Waterbury but the building is located in Bolton and the water supply and wastewater system are located in Waterbury. The primary town will be Bolton.

Town (Secondary)
If the property spans more than a single town, please enter the secondary town. For the example in Town (Primary, enter Waterbury.

Street Address
Please provide the street or road name where the property is located. The street address shall be the E911 address when available.

Latitude / Longitude
Enter the GPS coordinates, in decimal degrees to five decimal places, for the approximate center of parcel using GPS set for NAD 83 as derived from map (map must be based on NAD 83). Remember to enter longitude as a negative value. There are websites you can use to convert from degrees/minutes/seconds to decimals, such as http://www.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html

Name of Staff Person
If a staff person from Drinking Water & Groundwater Protection Division's Regional Office has visited the site, please enter the staff person's first and last name.

Date of Visit
If a staff person from the Drinking Water & Groundwater Protection Division's Regional Office visited the site, please enter the date of the visit in **m/d/yyyy** format.

Part H Application Fee

Please refer to the fee document available on the Drinking Water and Groundwater Protection Division's webpage located here: http://wastewater.vt.gov/fees/pdf/rofeechange.2015.07.01.pdf

Select Application Fee Code
Select the appropriate fee code from the dropdown list.

Fee Amount Due
This field will automatically populate based on the fee code selected. This field cannot be manually edited.

Part I Water Supply and Wastewater System Component Details

Designers must understand the Water Supply and Wastewater System Component Section Rules found in the Appendix before entering components on the application form.

Entering components may be in any order but the component name must match the corresponding components name on the site/design plans. Even though components may be listed in any order, it is suggested to begin with (WW) Final Disposal and end with (WS) Source.

An "Insert Component Between" button allows adding a component between two components previously entered into the form. This allows adding components at different time and keep the components in order of flow.

A "Show/Hide Component Set Separator" button allows grouping components that are similar. Clicking this button creates a heading "Component Set Name" that allows for logical groupings of components. The use of this feature is optional as an aid for designers who find it easier to add components by groups or series.

Component Group Type
A group type must be selected for a component to be added. Groups are split between wastewater (WW) systems and water supply (WS).

Component Type
This is a dynamic list that changes with the selection of the Component Group Type drop down list. Select the appropriate Component type.

Component Name
Provide a unique name for the component (i.e. Mound, SFD, Drilled Well). This name must match the name provided on the site plans/details.

Lot # of Physical Location
Enter the lot number on which the component is located (not necessarily the lots the component serves). The lot number entered into this field should correspond to one listed in Part F (Lots Affected by this Project). If the component is located on a lot not owned by the landowner (applicant) applying for the permit, provide a unique name for the component lot such as the last name of the owner of the lot the component is located. For municipal connections, there will be no Physical Location.

Municipal/Indirect Discharge WW System
Provide the name of the municipality or owner of the wastewater system. The drop down list includes municipal wastewater treatment facilities and systems approved by an Indirect Discharge Permit.

Allocation Approval
Sewer allocation approvals are issued by the municipality when the project is served by a municipal sewer collection system/treatment plant or from the owner of the Indirect Discharge Systems when the project is served by that system,

WW Design Flow
Design flows for a wastewater system's final disposal (leachfield, Indirect Discharge or municipal connection) are derived from § 1-806, Table 1, 2, and 3 in the WW Rules.

WW Permitted Flow
This is shown when the Component Group Type is for a Building. Design flows for a building or structure or campground are derived from § 1-806, Table 1, 2, and 3 in the WW Rules. When a building has more than one use, identify in the WW Permitted Flow the total wastewater flows for the building and in Changes, identify each use and the design flow for each use. The building will not need to be re-entered to identify each unit and unit design flow unless units discharge to different (WW) Final Disposal component.

Flow Basis

Design flows are Rule based or based on meter data when the meter data complies with the Rules.

I/A Dispersal Type
Select from the drop down whether the dispersal is Experimental Use Dispersal; General Dispersal; or Pilot Dispersal.

There is a list of alternative dispersal products that replace the dispersal methods in the Rules.

Variance Requested
Click the box and an "X" will show to indicate the design of the wastewater system requires a variance under § 1-806 of the Rules. Note, a design using the variance section of the Rules must include a written request that identifies the section of the Rules for which the variance is needed and reason(s) that support the variance request.

Design Approach
Select each method used for designing the final (WW) disposal system.

I/A Treatment Type
Select from the drop down list whether the I/A unit has approval for General, Pilot or Experimental use.

Manufacturer
Select from the drop down list the manufacturer of the I/A treatment unit.

Model Name
Select from the drop down list the model name of the I/A treatment unit.

Model Number
Select from the drop down list the model number of the I/A treatment unit.

As Built Latitude/Longitude
Enter the GPS coordinates, in decimal degrees to five decimal places, for the approximate center of parcel using GPS set for NAD 83 as derived from map of field measurement (map must be based on NAD 83) only for a (WW) Final Disposal or (WS) Source that is existing. Remember to enter longitude as a negative value. There are websites you can use to convert from degrees/minutes/seconds to decimals, such as http://www.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html. These fields are not required if the component does not exist or is proposed or for municipal sewer or water projects.

Change Type
Enter from the drop down list the purpose for requesting the permit for the particular component. For projects that include a "New System" for the primary wastewater system and the Rules require a replacement area, note in "Comments" that the "Change Type" includes a replacement area for the primary wastewater system.

Changes
Provide a narrative for the change type if necessary or desired.

Comments
Provide a narrative if necessary or desired for the component. Note here that the "Change Type" includes a replacement area for the primary wastewater system.

[Add Another Component] Button
Click this button to add another component. Likewise, a component can also be removed by clicking the red button labeled [Remove This Component]. When beginning with the wastewater system, the next component will be the I/A unit or other tankage that needs to be identified according to the Appendix. If the project does not need to report an I/A unit or tankage, the next component will be the lot and/or buildings that connect to the previously entered leachfield or municipal sewer.

Source Type
Select the type of water supply that is supplying water to the building, structure or campground. Selecting a "Source Type" is not required when selecting "Public Community" for the "Component Type".

Construction Approval
Click the box and an "X" will appear to indicate a "Permit to Construct" for a water main that will serve the project is needed from the Drinking Water and Groundwater Protection Division.

Variance Requested
Click the box and an "X" will show to indicate that the design of the water supply requires a variance under § 1-806 of the Rules. Note, a design using the variance section of the Rules must include a written request that identifies the section of the Rules for which the variance is needed and reason(s) that support the variance request.

WS Design Flow
Design flow for water source to serve a project. Design flows for potable (non-public) water supply sources are derived from § 1-806, Table 1, 2, and 3 in the WW Rules. Design flows for public water supplies (public community, NTNC or TNC water supplies) shall be derived from Table A2-1 in the Water Supply Rule.

Municipal WS System
Provide the name of the municipality or owner of the water system.

Allocation Approval
Water Allocation approvals are issued by the municipality when the project is served by a municipal water supply or from the owner of the NTNC or TNC water supply.

WS Permitted Flow
This is shown when the Component Group Type is for a Building. Design flows for a building or structure or campground are derived from § 1-806, Table 1, 2, and 3 in the WW Rules. When a building has more than one use, identify in the WW Permitted Flow the total wastewater flows for the building and in Changes, identify each use and the design flow for each use. The building will not need to be re-entered to identify each unit and unit design flow.

Changes
This section is to be used to identify if the water supply requires a water treatment unit, to identify the contaminants to be reduced or eliminated by the treatment unit, and if the treatment unit is to treat at the "Point of Use" (at a particular fixture) or "Point of Entry" (to treat all water prior to distributing to any fixture).

Part J Project Plan Reference

Please provide the following for all water supply and wastewater plans and/or sheets being submitted for approval. At least one plan listing is required.

Sheet#
Enter the sheet number, i.e. "Sheet C-1" or "Sheet 1 of 2".

Title
Enter the title of the sheet, such as "Overall Site Plan", "Details", or "Specifications".

Plan Date
Enter the date on the plan, using the correct format, such as 2/15/2011.

Last Revision Date (m/d/yyyy)
If a plan has one or more revision dates, please enter the last revision date.

Part K Project Scoping Questions

Act 250
If the answer is yes, please provide the Act 250 Land Use Permit Number.

Public Water Supply Permit
Answer yes if the project is to be served by a Public Non-Community; Public Non-Transient Non-Community; or Public Transient Public Community water supply.
Answer no if the project is to be served by a potable (non-public) water supply. Contact the Public Water Supply section of the Drinking Water and Groundwater Protection Division for a public water supply determination at 802-828-1535.

Source Protection Area
Indicate whether any portion of the proposed project is located in a Water Source Protection Area as designated by the Drinking Water & Groundwater Protection Division.
If the answer is yes, contact the Drinking Water & Groundwater Protection Division at 802-828-1535.

Class A Watershed
The Vermont Water Quality Standards includes the listing of Class A watersheds. Soil-based wastewater systems that exceed 1,000 gallons per day are not allowed within Class A Watersheds.
Answer Yes to indicate a project that has a soil-based wastewater system with design flows that exceed 1,000 gallons per day (gpd) and is located in a Class A Watershed.
Answer No to indicate a project that has a soil-based wastewater system with design flows that exceed 1,000 gallons per day and is not located in a Class A Watershed or if the project design flow does not exceed 1,000 gallons per day.
Answer NA to indicate a project that either is served by municipal wastewater services.

Class 2 Wetland
Answer yes if any portion of a wastewater system or water supply or any portion of a building or structure, or campground is proposed to be located in the buffer of a Class 2 Wetland.
Answer no if no portion of any item above is located in the buffer for a Class 2 Wetland. Contact the Watershed Management Division regarding Class 2 rules and delineation

River Corridor
Answer yes if any portion of a wastewater system or water supply or any portion of a building or structure, or campground is proposed to be located in a River Corridor.
Answer no if no portion of any item above is located in a River Corridor. Contact the Watershed Management Division regarding River Corridor rules and delineation.

Property Within 250 Feet of a Lake
Answer yes if any portion of a wastewater system or water supply or any portion of a building or structure, or campground is proposed to be located within 250 feet of a lake greater than 10 acres in size. Answer no if no portion of any item above is located within 250 feet of a lake greater than 10 acres in size. Contact the Watershed Management Division regarding Shoreland rules and delineation.

Underground Injection Control (UIC)
Answer yes if the wastewater being discharge to a wastewater system requires a UIC Permit.
Answer No if the wastewater being discharge to a wastewater system does not require a UIC Permit.

Hazardous Waste Site
If the answer is yes, please provide information on the hazardous waste site.

Part L Consultant/Designer Certification

As the certifying designer you are responsible for submitting complete and accurate information for this application.

Consultant/Designer Role
Click the down arrow to the right of the box to select a role. A role can exclusively be the designer for the design of the potable Water Supply (WS), exclusively the designer for the Waste Water (WW), or be the designer for both the WW/WS.

Print Consultant/Designer Name
Type the full name of the Certifying Designer.

Consultant/Designer Signature
The Certifying Designer must sign the application in order for it to be considered complete.

Signature Date
Enter the date the application was signed by the Certifying Designer.

[Add Second Consultant/Designer] Button
Another consultant can be added to this project by clicking this button.

Part M Signatures & Acknowledgements of Landowners

As the landowner of the property, you are responsible for providing accurate information in the application form, and obtaining all necessary permits before you start your project.

Multiple Landowners on the Deed: If more than one landowner is listed on the deed, each one must be listed and each one must print their name, and sign and date the form by clicking the [Add Applicant Name] Button.

Special Circumstances: Power of Attorney, Company, Corporation, or Association Ownership, Trusts or Wills: The person with authority to sign for the landowner may sign the application.

Site Visit Special Instructions
Please specify here if you would like to be notified prior to staff visiting your property or if you want staff to use a certain entry point.

Print Landowner Name
Enter the full name of the Landowner

Landowner Signature
The Applicant must sign here.

Signature Date
Write the signature date. Each landowner, certifying official must provide name, signature and date.

Important: Once an electronic application is deemed administratively complete and the application is accepted, the application form cannot be altered or changed. Designers or Landowners will need to complete and submit a new application form or use the PDF application form to alter or change the appropriate pages. The appropriate pages can be attached to an email and sent to the Administrative Assistant with a copy sent to the Regional or Assistant Regional Engineer or sent in paper form.

Additionally, no additional information may be uploaded to an application once the application is accepted as administratively complete. Any new plans or information need to be scanned and attached to an email sent to the Administrative Assistant with a copy sent to the Regional or Assistant Regional Engineer or sent in paper form.

Appendix

Wastewater and Water Supply Component Details Worksheet Directions

The worksheet is intended to be a supplement to the site plans for a project. Please ensure that for the components you are required to list on this worksheet, you provide a name that allows the reviewer the ability to find the corresponding component on the site plans. If the project is an amendment to a previously permitted project, the worksheet needs to correspond to the previously permitted site plan.

a) Adding components (beginning at the final point of disposal to the water source).
   1) The final method(s) for disposal shall always be listed as a component.
   2) The building unit(s) shall always be listed as a component.
   3) The water source(s) shall always be listed as a component.
   4) If a design for a wastewater system includes a component that may or will have on going inspection/reporting requirements such as an I/A unit or sand filter, the component subject to the on-going inspection/reporting requirements needs to be added as a component of the final disposal component.
   5) Water storage tanks need not be identified unless associated with a treatment system that requires on-going inspection/reporting.
   6) A water treatment unit shall always be listed as a component.

   The above rules note the minimum requirements. Designers are encouraged to include additional components that may be subject to ongoing permit requirements for inspection and reporting. These may include: an area wide pumping station, dosing siphon, exterior water storage tank serving multiple buildings.

b) Adding Components for multiple lots/buildings when all components/design flows are identical for each lot.
   1) When components for which each lot are identical, designers need only enter the component information once.
   2) Please provide under [Component Name] field the word “Duplicate” and list all component names on the site plans that are represented by this duplicate component
   3) In the Lot # of Physical Location field, list all the lots in which this component is identical.
   4) Lots that have different design flows or uses must be entered separately.
      *Example #6 below depicts how this information should be entered in a given scenario.

c) Examples:
   1) For the design of a prescriptive or performance based final disposal that serves an individual building or structure and the design does not include an I/A unit:

Required	Optional
Final disposal	Septic tank
Building	Pump station
Water Supply	

   2) For the design of a filtrate leachfield that serves an individual building or structure that includes an I/A unit:

Required	Optional
Final Disposal	Septic tank
I/A Unit	Pump station
Building	
Water Supply	

   3) For the design of a community wastewater system with a design flow less than 2,000 gpd and the leachfield nor tanks will require on-going inspections:

Required	Optional
Final Disposal	Septic tank
All Buildings as Distinct Components	Pump station

All Water Supplies as Distinct Components	

4) For the design of a community wastewater system with a design flow less than 2,000 gpd that includes an I/A unit and pump station:

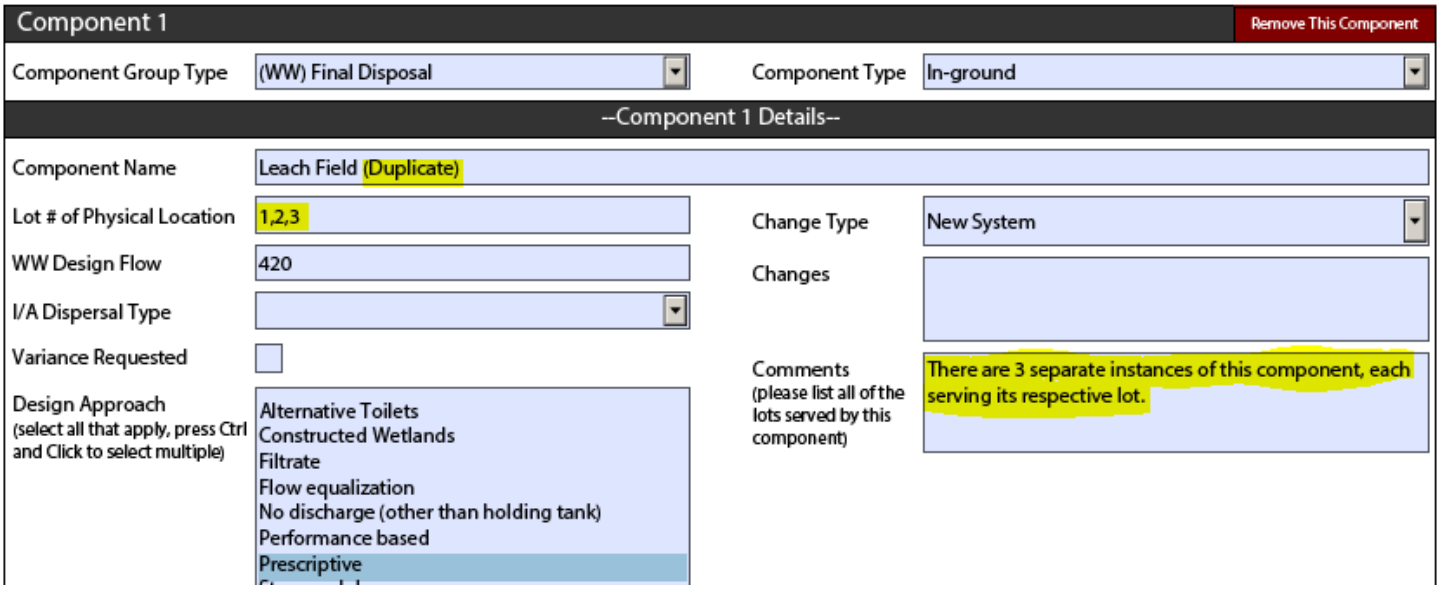
Required	Optional
Final Disposal	Septic tank
I/A Unit	Pump station
All Buildings as Distinct Components	
Water Supply	

5) For the design of a community wastewater system with a design flow greater than 2,000 per day that includes an I/A unit and pump station:

Required	Optional
Final Disposal	Septic tanks
Pump stations	
I/A Units	
Buildings	
Water Supplies	

6) For lots with identical (or duplicate) components:
In this example, the project involves 3 lots, each lot to have:
- an individual on-site drilled well,
- one 3-bedroom single family residence,
- an individual on-site prescriptive in-ground wastewater system

To avoid unnecessary duplication of effort, the following combinations may be performed only when components across lots are identical. If the components are the same but two lots have all on-site components and the third lot has an off-site leachfield, then the third lot may not be entered as having the same components as the first two due to the leachfield having a different Lot # Physical Location.
See Screen Shot below.



Component 2 Remove This Component

Component Group Type	Building	Component Type	Building-Unit

--Component 2 Details--

Component Name	3BR SFR (Duplicate)		
Lot # of Physical Location	1,2,3	Change Type	New System
WW Permitted Flow	420	Changes	
WS Permitted Flow	420		
Flow Basis	Rule	Comments (please list all of the lots served by this component)	There are 3 separate instances of this component, each serving its respective lot.

Component 3 Remove This Component

Component Group Type	(WS) Source	Component Type	Potable

--Component 3 Details--

Component Name	Well (Duplicate)		
Lot # of Physical Location	1,2,3	Change Type	New System
Source Type	Drilled/Driven Well	Changes	
Allocation Approval	☐		
Construction Approval	☐	Comments (please list all of the lots served by this component)	There are 3 separate instances of this component, each serving its respective lot.
Variance Requested	☐		
As-Built Latitude			
As-Built Longitude			