

**Capacity Development Program Checklist**  
New Public Community Water System (CWS)

**Proposed New Community Water System**  
**PID – XXXXX    WSID #VT00XXXX**

Date:

- Recommended Pre-Application Meeting with DWGPD Capacity Program  
➤ Meeting between applicant and DWGPD Staff on date:

**Source Permit**

- Source Permit Application submitted (Date submitted: )  
 Source Testing Review Application submitted (Date submitted: )  
 GWUDI Determination complete  
 Source Protection Plan submitted  
 Water Quality Results submitted  
 Source Permit issued (Permit #    Date issued:    Expiration date:)

**Construction Permit**

- Construction Permit Application submitted  
 Construction Plans & Specifications submitted  
 Engineering Report submitted  
 Approved Long Range Plan submitted  
 Construction Permit issued (Permit #    Date issued:    Expiration 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 Officials Contact form  
 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.

This (fact sheet/form/application) and related environmental information are available electronically via the internet at [www.drinkingwater.vermont.gov](http://www.drinkingwater.vermont.gov)

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