

### Application for a Public Water System Construction Permit

**PLEASE NOTE:** Per Subchapter 21-4 of the *Vermont Water Supply Rule (WSR)*, a Construction Permit is required when construction may include new installation, improvement, modification, alteration, renovation or conversion of a Public Water System. This application is intended to be completed with reference to the *Drinking Water and Groundwater Protection Division Construction Permit Application Instructions* and pursuant to the *Vermont Standards for Water System Design, Construction, and Protection* as outlined in Appendix A, Part 1 of the WSR (Chapter 21).

#### I. Water System Information, Applicant, and Engineer

##### A. Water System Information

Name of Public Water System (PWS) for new PWS, write proposed name and leave WSID# blank		WSID #	
Public System Classification	<input type="checkbox"/> Existing Community <input type="checkbox"/> Existing Non-Transient Non-Community (NTNC)	<input type="checkbox"/> Transient Non-Community (TNC) <input type="checkbox"/> Proposed New Community or Proposed New NTNC	
For proposed new Community Systems and proposed new NTNC Systems, has a Capacity Determination been issued for the Public Water System?	<input type="checkbox"/> Yes (provide date of capacity determination).	<input type="checkbox"/> No	
<b>Note: certification and signature may be required (see Section IV)</b>			

##### B. Applicant

Applicant			
Authorized Contact Person & Title			
Business Mailing Address			
Business Phone		Business Cell	
Business Email			
<b>Note: certification and signature required (see Section IV).</b>			

##### C. Professional Engineer

Organization/Firm Name			
Engineer Name		VT P.E. License #	
Business Mailing Address			
Business Phone		Business Cell	
Business Email			
<b>Note: certification and signature required are required (see Section IV)</b>			

**D. Co-Applicant Information** (if none, write "none", attach additional sheets as necessary)

Applicant(s)			
Authorized Contact Person & Title			
Business Mailing Address			
Business Phone		Business Cell	
Business Email			
<b>Note: certification and signature are required (see Section IV).</b>			

**II. Project Information**

Project Name			
Has a public water system construction permit been previously issued for this project?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Permit# _____ Date issued: _____	
Type of Construction Being Proposed	<input type="checkbox"/> Construction of New PWS <input type="checkbox"/> Modification to Existing PWS		
Brief Description of Proposed Construction, per Subchapter 21-4 of the WSR			
911 Address(es) of the lot(s) on which construction is proposed			
SPAN Number(s) of the lot(s) on which construction is proposed			

- a. Does this construction propose connection of a source authorized in a Source Permit?  
 No  
 Yes, Source Permit #: \_\_\_\_\_
- b. Is this application being submitted as part of a Compliance Order, a Sanitary Survey Deficiency, or a Permit to Operate Schedule?  
 No  
 Yes, please describe: \_\_\_\_\_
- c. Do you plan to conduct construction in phases?  
 No  
 Yes, Master Plan summary and construction schedule are attached.
- d. Is this construction approved for funding from any of the following sources?  
 Private                                       USDA/RD  
 DWSRF                                         Other, explain: \_\_\_\_\_

- e. List the construction elements proposed for major components of the water system. These components include, but are not limited to, Source, Transmission, Distribution, Treatment, Pumping, Storage, Mainline and Specialty Valves and/or or Other (please specify). For all components except Distribution, provide the GPS coordinates for the location of the component using the NAD 83 datum.

Water System Component Type	Facility Name	Latitude (DD)	Longitude (DD)

- f. Does this construction scope propose water treatment?  
 No  
 Yes, Design Capacity of proposed treatment (gallons/day): \_\_\_\_\_

**III. Technical Design Basis**

- A.** Identify Engineering Reports (including preliminary engineering reports, pilot study reports, and hydraulic analysis reports) and documentation that establish the design basis for this application, indicating whether these reports and documents have previously been approved by the Division.

Document Name	Date	Date of Division Approval

*(attach listing of additional documents as necessary to support application)*

- a. Is a Variance, Pursuant to Subchapter 21-3.7 of the WSR, required for this proposed construction project, and has the Variance Request been approved or denied by the Division?  
 No  
 Yes, Date of Variance Request: \_\_\_\_\_  
 Date of Division Approval or Denial: \_\_\_\_\_

#### IV. Certifications

##### A. Applicant Certification (this section must be completed for every application)

I, \_\_\_\_\_ (print name), \_\_\_\_\_ (title, if authorized representative of applicant), certify that the statements and representations made above are true and accurate and that I authorize submittal of the attached documents by a professional engineering consultant. I certify that I have an enforceable permanent property interest to access and use each property where the proposed construction will occur, or I have the legal authority to sign on behalf of the entity that has such property interest. I give consent to employees of the State of Vermont to enter the subject property and conduct all necessary inspections for the purpose of processing this application. I understand that, if issued, the Construction Permit will require the project be completed by a Vermont-licensed Professional Engineer.

NOTE: *A Permit authorizing construction for improvements resulting in the classification of a new PWS or modifications to an existing PWS requires a Permit to Operate (PTO). Application for a PWS PTO is a condition of the Permits issued by this Division and should accompany the Construction Permit Application.*

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

##### B. Professional Engineer Certification (this section must be completed for every application)

I, \_\_\_\_\_ (print name), certify that this application meets the Vermont Standards for Water System Design, Construction, and Protection established in Appendix A of the WSR, and that this application meets the requirements of the *Vermont Water Supply Rule, Chapter 21 of Vermont Environmental Protection Rules*. I certify that this application includes all information as required by the Rule, including the following attachments (check appropriate boxes). I understand that all applicable attachments must be provided for the Division to deem the application Administratively Complete, and that technical review of the application cannot be initiated until administrative completeness is achieved.

- |  |  |
|--|--|
| <input type="checkbox"/> Letter of Transmittal                         | <input type="checkbox"/> Basis-of-Design Report                    |
| <input type="checkbox"/> Application Fee                               | <input type="checkbox"/> Stamped, Signed and Dated Design Drawings |
| <input type="checkbox"/> Detailed Description of Proposed Construction | <input type="checkbox"/> Construction Specifications               |
| <input type="checkbox"/> Location Map of Proposed Construction         | <input type="checkbox"/> Permit-to-Operate Application             |

- Positive Technical, Managerial, and Financial Capacity Determination from the Division, Pursuant to 21-15 of the WSR (required for all proposed new Community and NTNC systems).

Signature of Professional Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Co-Applicant Certification** (to be completed by each co-applicant, if there is no co-applicant, write "none"):

I, \_\_\_\_\_ (print name), \_\_\_\_\_ (title, if authorized representative of applicant), certify that the statements and representations made above are true and accurate and that I authorize submittal of the attached documents by a professional engineering consultant. I certify that I have an enforceable permanent property interest to access and use each property where the proposed construction will occur, or I have the legal authority to sign on behalf of the entity that has such property interest. I give consent to employees of the State of Vermont to enter the subject property and conduct all necessary inspections for the purpose of processing this application. I understand that, if issued, the Construction Permit will require the project be completed by a Vermont-licensed Professional Engineer.

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Signature of Applicant or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**D. Public Water System Approval** (to be completed by the Water Supplier when the Permittee identified on the Water System's Permit to Operate is not the Applicant or Co-Applicant)

I, \_\_\_\_\_ (print name), \_\_\_\_\_ (title, if authorized representative of public water system owner/operator), hereby certify that I have reviewed this application, including the design drawings and construction specifications, and the applicant has approval to connect the infrastructure this application proposes to Public Water System WSID \_\_\_\_\_. The Public Water system has the public water supply source quantity and quality necessary to serve the design demand requirements for the proposed project described in this permit application.

Signature of Public Water System Owner or Authorized Representative: \_\_\_\_\_

Printed Name and Title:  
\_\_\_\_\_

Date: \_\_\_\_\_

Required Attachment: The Public Water System Approval must be accompanied by either:

- a completed Consecutive Public Water System Exemption Application and Certification Form, signed by the Public Water System and the Applicant (for a new public community water system); or
- A Summary of the Operation and Maintenance Agreement established for the proposed new infrastructure; or
- a Written Technical, Managerial, and Financial Capacity Determination prepared by this Division in accordance with Subchapter 21-15 of the WSR.

**Submit Electronically using the Division FTP Site:** <ftp://ftp.anr.state.vt.us/Public Water Supply/> (NOTE: link **MUST** be opened in Windows Explorer, not a web browser)

**Or Submit by Mail to the following address:**

Drinking Water and Groundwater Protection  
Division 1 National Life Drive, Davis 4  
Montpelier, VT 05620-3521  
Fax: 802-828-1541

This form and related environmental information are available electronically via the internet. Please visit our website at [www.dec.vermont.gov/water](http://www.dec.vermont.gov/water)

**Letter of Transmittal**

The following application materials are being submitted to the Division for review:

Completed Construction Permit Application Form	Page #
Detailed Description of Proposed Construction; Title:	Page #
Location Map of Proposed Construction; Title:	Page #
Basis-of-Design Report; Title:	Page #
Stamped, Signed and Dated Design Drawings; Title:	Page #
Construction Specifications; Title:	Page #
Permit-to-Operate Application; Title:	Page #
Consecutive Public Water System Exemption Application and Certification Form (when required)	Page #
Additional Attachment; Title:	Page #
Additional Attachment; Title:	Page #