

Guidance Regarding Review Schedules for Construction Permit Applications

This guidance has been prepared to provide general descriptions of the timing of review and permit preparation for a variety of proposed public water system infrastructure projects that pursuant to Subchapter 21-4 of the Vermont Water Supply Rule (WSR or the Rule) require a construction permit. This document focuses on typical projects described in construction permit applications submitted to the Division and is not comprehensive. Pursuant to Subchapter 21-4.0.2 of the WSR, the water supplier is to contact the Division for consultation on plans for minor improvements that do not require a construction permit. All determinations shall be in writing.

Note: This list is subject to change at the Division's discretion. The Division reserves its ability to prioritize project reviews and to reclassify specific projects on a case-by-case basis. *The Division reaffirms its commitment to prioritize the review of projects proposing infrastructure improvements to resolve significant sanitary deficiencies as recognized under a Public Water System's Permit to Operate or schedule of compliance issued by the Agency of Natural Resources (ANR) to eliminate public health hazards and risks to contamination of Public Water Systems.*

I: Expedited Project Reviews: The following engineering designs, or project types, are considered straightforward. Expedited design projects will generally require less time for the Division to complete a technical review. Generally, construction permit applicants and their design engineers should expect the technical review of the application to be completed within **45 days** of the date when the application is determined to be administratively complete. The following list of project types has been organized in order of complexity. Reviews will generally be completed fastest for projects located at or near the top of this list.

- **Distribution Line Replacement projects** for existing public water systems where hydraulic conditions are characterized by an engineering document that has previously been approved by the Division, such as a Hydraulic Analysis Report, Pressure Study, or Asset Management Plan. *
- **Distribution Line Extension projects** for existing public water systems where hydraulic conditions are characterized by an engineering document that has been previously approved by the Division (such as a Hydraulic Analysis Report, Pressure Study, or Asset Management Plan), * and where the proposed line extensions will be owned, operated, and maintained by the Water System.
- **Fire Hydrant Installation projects** for existing public water systems where hydraulic conditions are characterized by an engineering document that has been previously approved by the Division (such as a Hydraulic Analysis Report, Pressure Study, or Asset Management Plan),* and where proposed hydrants are designed using actual field hydrant flow and pressure data less than three years old and will be installed on mains at least 8-inches in diameter.

- **Pump Station Modifications** for existing facilities where the proposed modifications will maintain hydraulics that are similar to the water system's existing conditions. Examples include replacement of pump motors, installation of variable frequency drives*, and replacement of existing hydropneumatic tanks with similar tanks that serve the same function (not a minor determination pursuant to subchapter 21-4.0.4 of the WSR).
- **Storage Tank Reconditioning projects** that follow AWWA C-655-09, ensure all wetted materials are NSF-61 approved for use in drinking water applications, and include provisions to ensure that concentrations of volatile organic compounds present in water stored in the reconditioned tank will reliably and consistently be less than the established MCLs and less than the Vermont Action Levels established by Memorandum of Understanding between the Vermont Department of Health (VDH) and Department of Environmental Conservation (DEC) last dated December 19, 2014.

Existing Water Systems with established standard procedures that have been approved by the Division (such as part of the system's approved O&M Manual) may, pursuant to 21-4, Section 4.0.2 of the Rule, request written approval from the Division to perform tank reconditioning work as a minor alteration and/or maintenance activity.

- **Distribution Pipe Reconditioning projects, including pipe rehabilitation, lining, and cleaning** that include proposals utilizing methods and materials that have previously been approved and permitted by the Division.

* The application submitted for an expedited project listed in Part I must include a reference to all previously approved supporting documentation for the proposed project. Should the supporting documentation not be available in the Division's files, the application will be determined to be incomplete, thereby extending the permit review time for the project.

II. Conventional Projects are projects where the Division believes more time will be required to complete the technical review of the administratively complete construction permit application. The applicant should expect the technical review to be completed within **45 to 120 days** from the date when the application is determined to be administratively complete. The following project types are organized by complexity and review times will generally be shorter for project types at the top of the list.

- **Improvements Projects for Existing Water Systems** where the design basis is established in a technical document (such as a Preliminary Engineering Report, Hydraulic Analysis Report, Asset Management Plan) that has been approved by the Division within the last five years. * The application must include a reference to the approved supporting documentation for the proposed project. The applicant is strongly encouraged to attach copies of the approved report(s) to the permit application.
- **Proposed Disinfection Treatment** facilities for Groundwater Systems that will utilize hypochlorite as the proposed disinfectant.
- **Proposed Corrosion Control Treatment** facilities that are based on treatment

techniques and approaches that have been previously approved by the Division.

- **Proposed Connection** of a newly-permitted source to an existing treatment facility.
- **Proposed Interconnection** between two existing public water systems.
- **Proposed Improvements to Existing Treatment** facilities.
- **Proposed Treatment Facilities** that rely on **blending** to achieve compliance with health-based standard.
- **Proposed Treatment Facility** construction projects that are not supported by a pilot study report that has been approved by the Division.
- **Proposed Changes to Chemical Disinfection Treatment.**
- **Any Application that requires a Variance** – refer to Subchapter 21-3, Section 3.7 of the Vermont Water Supply Rule.
- **Projects with at least one applicant or a co-applicant where a Capacity Demonstration is required** per Subchapter 21-15 of the Vermont Water Supply Rule.
- **Projects proposing Construction of a New Public Water system.**
- Any of the **Projects listed in Section I**, above, that do not provide supporting documentation as required to expedite project review.

*The application submitted for an expedited project listed in Part II must include a reference to all previously approved supporting documentation for the proposed project. Should the supporting documentation not be available in the Division's files, the application will be determined to be incomplete, thereby extending the permit review time for the project.