

Drinking Water & Groundwater Protection Division

Wastewater System & Potable Water Supply Permit Application Instructions



General Information

Authority

10 V.S.A. Chapter 64, the Environmental Protection Rules, Chapter 1, Wastewater System & Potable Water Supply Rules, and Chapter 21, Water Supply Rules, Appendix A. Part 11 – Small Scale Water Systems.

Additional Information

Applications may be submitted electronically through eDEC or with paper forms (both computer fillable and handwritten PDF formats). The online application process, Wastewater System and Potable Water Supply Rules, list of designers and other information about the permit process is available at the Drinking Water & Groundwater Protection Division website at <http://septic.vt.gov>.

Landowner Responsibility

A landowner is responsible for obtaining this permit before building or modifying any potable water supply and/or wastewater disposal system.

The permit is required whether the potable water supply is municipal water service or private well, or the wastewater system is municipal sewer service or soil-based system.

The permit is required whether the system serves one or more single-family residences, commercial buildings or campground.

A landowner is responsible for obtaining a permit before any of the following actions:

1. the subdivision of a lot or lots;
2. the construction of a new potable water supply or wastewater system;
3. the modification or replacement of an existing potable water supply or wastewater system;
4. the construction of a new building or structure;

5. the modification of an existing building or structure in a manner that increases the design flow or modifies other operational requirements of a potable water supply or wastewater system;
6. the connection of an existing potable water supply or wastewater system to a new or modified structure;
7. the change of use of a building or structure in a manner that increases the design flow or modifies other operational requirements of a potable water supply or wastewater system including the conversion of a single family residence from seasonal to year-round use;
8. the creation of a campground;
9. the modification of a campground, including the creation, modification or relocation of one or more individual campsites, in a manner that affects a potable water supply or wastewater system or the requirements for providing potable water and wastewater disposal;
10. the use or operation of a failed potable water supply or failed wastewater system; or
11. the commencement of construction of any of the above. For the purposes of this section, commencing construction means any work involving the physical construction or modification of a building or structure and its associated potable water supply or wastewater system including, but not limited to: foundation excavation; foundation or building construction; and site work that involves or may affect any portion of the existing or proposed potable water supply or wastewater system serving the project.

Exemptions

All buildings or structures, campgrounds, and their associated potable water supplies and waste

water systems that were substantially completed before January 1, 2007 and all improved and unimproved lots that were in existence before January 1, 2007 are exempt from needing a permit unless the landowner wants to take one of the actions listed above.

For a listing of exemptions please see Sections 1-304 of the Rules

Other Permits

Other permits may be required for your project. We recommend you contact the permit specialist at the appropriate Regional Office and obtain a project review sheet before completing this application form.

Designer

A designer is required to complete the technical portion of the application and prepare the design information for the water supplies and wastewater disposal systems including the plans. A designer must be a Vermont registered professional engineer or a site technician. To locate a professional engineer, you may check the yellow pages of the phone book under "Consulting", "Civil", or "Environmental" engineer, and the Secretary of State's website <http://vtprofessionals.org/opr1/engineers/> for professional engineers who meet the criteria for a Class 1 designer under the Rules. To locate a Class A or B designer, visit our web site or contact the Regional Office for a list.

Fees

Please see the attached fee schedule.

When the land is owned by a Municipality, the municipality is exempt from these fee requirements. Please contact the regional office for assistance if you have questions.

New Public Water Systems

New water supply systems that will serve 25 or more people per day, such as public transient non-

community (restaurants, laundromats, campgrounds, etc.) or public non-transient non-community (schools, offices, licensed day care centers, etc.) water sources will require a permit from the Public Drinking Water Program of the Drinking Water & Groundwater Protection Division. See our website at

<http://drinkingwater.vt.gov>

Town/City Parcel ID

To assist in tracking permits to the parcel of land, the parcel ID # will be referenced in the permit. You will find this number on your town tax bill, or by contacting your town office. The Town/City Parcel ID # is usually different from the SPAN # that is also on your tax bill. The tax map number is also usually different from the Parcel ID #.

Permit Recording

The book and page number of the current landowner's deed for the property must be provided. The permit will reference the book and page number. Once the permit is issued, the landowner must record the permit in the town or city land records.

What Is Needed

Every application requires the following items, at minimum.

- **Completed application**
Must use the current form.
- **Correct fee**
- **2 copies of technical plans** Plans must be signed by the designer and include all property lines with dimensions, scale, title box with project name, date and sheet number, system details and construction notes.
- **Location map**
Many projects also require other items specific to the project.
- **Soil test pit logs**
If a soil based system.
- **Hydrogeological study**
If system is performance based, or if required by the Rules.
- **Monitor results**
If site was monitored from 3/1 to 5/31.
- **Municipal approval letter**
If served by municipal water and/or sewer.

- **Easement agreements**

If off-lot systems, or if needed to meet isolation distance requirements.

- **Water quality tests**

If an existing well and there is an increase in the design flows.

We have been working with designers to improve the quality and completeness of the applications submitted. When an application is submitted, we will use the attached Administrative Information Checklist to determine if an application is administratively complete and to be accepted for technical review. **If items are missing, we will send a letter with the missing items listed and return the entire application packet to the landowner.**

Once a project is determined to be administratively complete and is logged in, the technical staff will use the Technical Review Checklist to confirm that the project meets the minimum requirements.

Line Instructions

Please print or type the information into the boxes provided on the form.

Part I - Applicant (Landowner) Information

The current landowner(s) must apply for the permit and the permit will be issued to that person(s). The Applicant is the current landowner(s) as shown on the deed. The Applicant information is used for mailing of all correspondence including the final permit.

Individual or Individuals – The name on the deed might be one or more individuals, such as a husband and wife, or several family members, or one or more unrelated persons. Each person must be listed and each person must sign the application form. For example, if the deed lists a husband and wife, then two landowners must be listed and both must sign the application form.

Registered Legal Entity or

Organization - The name on the deed might be an entity such as an Association, Trust or Corporation, and a person has been authorized to certify and sign the application on behalf of the legal entity, trust or organization.

Multiple Applicants - If more than one name is listed on the deed(s), please provide a separate listing for each name, email address, telephone, and mailing address.

Primary Applicant - The first name listed in **Part 1 Section A or B** will be considered the "primary" Applicant for the project. The "primary" Applicant will receive all original correspondence and the final permit will be mailed to them to record in the Land Records. All others will receive copies of the documents.

Primary Contact The Applicant might wish to designate someone else as a primary contact for the application. Any special mailing instructions must be provided in a written request signed by the Applicant. For example, if the Applicant is out of state and wants their attorney to receive the final permit and record it in the Land Records for them, they would submit a written request and provide the complete mailing address for the attorney.

Section A - Applicant Details (if Landowner is an Individual or Individuals)

If the landowner is an individual or individuals, such as husband and wife, family members or several unrelated individuals, each person must be listed and the mailing information provided.

Line 1

Last Name

Enter the last name of the First Landowner as shown on the deed to the property. If there are multiple landowners, please submit a listing for all other landowner names, mailing addresses, signatures, and dates of signature.

Line 2**First Name**

Enter the first name of the First Landowner as shown on the deed to the property.

Line 3**Mailing Address Line 1**

Enter the mailing address of the First Landowner.

Line 4**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 5**Town/City**

Enter the mailing town or city.

Line 6**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 7**Country**

Enter the country (typically USA).

Line 8**Zip/Postal Code**

Enter the zip code or postal code.

Line 9**Email Address**

Enter the email address of the First Landowner.

Line 10**Telephone**

Enter the telephone number of the First Landowner.

Additional Landowner (If applicable)

Check this box (handwritten application form only) if address/contact information of second landowner is the same as above and then enter only Last name and First Name Information below. Otherwise, complete all information for the second Landowner.

Line 11**Last Name**

Enter the last name of the Second Landowner as shown on the deed to the property.

Line 12**First Name**

Enter the first name of the Second Landowner as shown on the deed to the property.

Line 13**Mailing Address Line 1**

Enter the mailing address of the Second Landowner.

Line 14**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 15**Town/City**

Enter the mailing town or city.

Line 16**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 17**Country**

Enter the country (typically USA).

Line 18**Zip/Postal Code**

Enter the zip code or postal code.

Line 19**Email Address**

Enter the email address of the Second Landowner.

Line 20**Telephone**

Enter the telephone number of the Second Landowner

Section B - Applicant Details (if Landowner is other than an Individual or Individuals)

This section is used where the landowner is an association, trust or corporation and a person has been designated as having authority to certify and sign for the legal entity.

Line 1**Registered Legal Entity or Organization Name**

Enter the name of the Registered Legal Entity or Organization shown on the deed as the landowner of the property.

Line 2**Telephone**

Enter the telephone number of the Registered Legal Entity or Organization.

Line 3**Mailing Address Line 1**

Enter the mailing address of the Registered Legal Entity or Organization.

Line 4**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 5**Town/City**

Enter the mailing town or city.

Line 6**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 7**Country**

Enter the country (typically USA).

Line 8**Zip/Postal Code**

Enter the zip code or postal code.

Line 9**Certifying Official Last Name**

Enter the last name of the person who is authorized to certify and sign this application on behalf of the Organization, Trust or Legal Entity.

Line 10**Certifying Official First Name**

Enter the first name of the person who is authorized to certify and sign this application on behalf of the Organization, Trust or Legal Entity.

Line 11**Certifying Official Title**

Enter the Certifying Official's title.

Line 12**Email Address**

Enter the Certifying Official's email address.

Line 13**Telephone**

Enter the Certifying Official's telephone number.

Section C - Primary Contact Information (if other than the Applicant)

If someone other than the Applicant (Landowner) should be contacted regarding any questions about the project, please provide the contact information. For example, the property is owned by a company, or homeowner's association, one person may be designated as the contact person for the project. Another example would be if the Applicant is out of state and wants their attorney

or a relative to be the primary contact for the project.

Line 1**Last Name**

Enter the last name of the primary contact.

Line 2**First Name**

Enter the first name of the primary contact.

Line 3**Mailing Address Line 1**

Enter the mailing address of the primary contact.

Line 4**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 5**Town/City**

Enter the mailing town or city.

Line 6**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 7**Country**

Enter the country (typically USA).

Line 8**Zip/Postal Code**

Enter the zip code or postal code.

Line 9**Email Address**

Enter the email address of the primary contact.

Line 10**Telephone**

Enter the telephone number of the primary contact.

Section D - Building/Business Owner Information

When the actual building or business is owned by someone other than the landowner, please provide the building or business owner information here. We will copy them on our correspondence. For example, when a corporation owns a shopping center, the owner of the restaurant might want to receive copies of correspondence so they know when we issue our permit.

Line 1**Last Name**

Enter the last name of the building/business owner.

Line 2**First Name**

Enter the first name of the building/business owner.

Line 3**Mailing Address Line 1**

Enter the mailing address of the building/business owner.

Line 4**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 5**Town/City**

Enter the mailing town or city.

Line 6**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 7**Country**

Enter the country (typically USA).

Line 8**Zip/Postal Code**

Enter the zip code or postal code.

Line 9**Email Address**

Enter the email address of the building/business owner.

Line 10**Telephone**

Enter the telephone number of the building/business owner.

Part II - Certifying Designer Information

There are three classes of designers that can prepare applications for a Wastewater System and Potable Water Supply Permit; Class 1, Class A and Class B. Vermont licensed professional engineers who comply with subsection 1-701(b) of the Rules are Class 1 designers. The Drinking Water & Groundwater Protection Division licenses Class A and Class B designers.

Section A - Certifying Designer 1

Most applications have only one designer who certifies the information for the both the water supply and wastewater disposal systems. However, in some cases one designer will certify the design of the water supply system and another designer will certify the design of the wastewater system.

Line 1**Designer Last Name**

Enter the last name of the Vermont designer.

Line 2**Designer First Name**

Enter the first name of the Vermont designer.

Line 3**Designer License #**

Enter the professional engineer license number or the DEC designer license number.

Line 4**Company Name**

If your designer has a company name or is associated with a consulting company, enter the company name.

Line 5**Mailing Address Line 1**

Enter the mailing address for the designer for any correspondence. Some designers work for a consulting company and want correspondence for a project sent to the company address instead of their home address.

Line 6**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 7**Town/City**

Enter the mailing town or city.

Line 8**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 9**Country**

Enter the country (typically USA).

Line 10**Zip/Postal Code**

Enter the zip code or postal code.

Line 11**Email Address**

Enter the email address of the certifying designer.

Line 12**Telephone**

Enter the telephone number of the certifying designer.

Line 13**Designer Role(s) Check all that apply.**

Most applications will have only one designer and the designer would check both boxes.

Section B - Certifying Designer 2 (if applicable)

If there is a second designer certifying information for the project, please provide the following information. Occasionally, a landowner may hire two separate designers; one designer to prepare the water supply design and another designer to prepare the wastewater system design. If Certifying Designer 1 is serving as both the water supply and wastewater disposal system designer and that was indicated by checking both boxes in **Part II Section A Line 13**, skip this section.

Line 1**Designer Last Name**

Enter the last name of designer 2.

Line 2**Designer First Name**

Enter the first name of designer 2.

Line 3**Designer License #**

Enter the professional engineer license number or the DEC designer license number.

Line 4**Company Name**

If designer 2 has a company name or is associated with a consulting company, enter the company name.

Line 5**Mailing Address Line 1**

Enter the mailing address for the second designer for any correspondence. Some designers work for a consulting company and want any correspondence for a project sent to the company address instead of their home address.

Line 6**Mailing Address Line 2**

Enter an additional line of address information (if applicable).

Line 7**Town/City**

Enter the mailing town or city.

Line 8**State/Province**

Enter the appropriate abbreviation for the State, Province or Territory.

Line 9**Country**

Enter the country (typically USA).

Line 10**Zip/Postal Code**

Enter the zip code or postal code.

Line 11**Email Address**

Enter the email address of designer 2.

Line 12**Telephone**

Enter the telephone number of designer 2.

Line 13**Designer Role(s)**

If a second designer is shown in this Section, indicate whether designer 2 is certifying the water supply system design or the wastewater disposal system design.

Part III - Property Location Information

In addition to the following information, a location map is required with the application materials. A topographic map, a town highway map, a map available from an internet service, or some other map that will provide clear direction to the property location is acceptable. Some properties are located in several towns, or have frontage on several streets or roads. As our permits are used by different users, more than one way is used to locate the property – for example, street or road address, the town or city parcel ID #, the center of the parcel coordinates using global positioning system (GPS) set for NAD 83 or as

derived from map (map must be based on NAD 83).

Section A - Property Location**Line 1(a) Town or City**

Please provide the town or city name where the property is located. For example, the property might be located in City of Burlington, or Rutland Town.

Line 1(b) Street or Road Location

Please provide the street or road name where the property is located. For example, the property might be located at 101 Main Street, 499 Route 66, or County Road. If the property is on a corner, you may list both Main Street and Pleasant Street.

Section B - Center of Property GPS Coordinates**Lines 1(a) and (b)****Latitude and 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). There are websites you can use to convert from degrees/minutes/seconds to decimals, such as

<http://www.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>

Part IV - Project Information**Section A - General Project Information & Questions****Line 1****Project Name (if applicable)**

Please provide the name of the project or development, if applicable. For example, Riverside Shopping Center, Matrix Building or Silver Acres Subdivision.

Line 2**Total Acreage of Property**

Please provide the total acreage of the property. For example, the property might be 0.67 acres or 21 acres in size. If the application is for

a subdivision, enter the total acreage of the parcel before it is subdivided.

Line 3

Business Name (if applicable)

Please provide the name of the business. For example, the name of the business might be "Good Food Café" or "A-1 Fitness Club". It is useful to know the name of the restaurant, or store when searching for permits.

Line 4

Detailed Project Description

Please provide an explanation of the project. For example, the detailed project description might be:

- subdividing 21 acre parcel into 4 lots for construction of single family residences; or
- renovation of existing building for use as a Laundromat with 20 commercial washers; or
- construction of a building for use as a 50 seat restaurant, and five offices with 10 employees in each; or
- construction of replacement water supply system for 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; or
- abandoning existing wastewater disposal system and constructing a municipal sewer service line for an existing duplex.

Line 5 (a)

Were all existing buildings or structures, campgrounds, and their associated potable water supplies and wastewater systems substantially completed before January 1, 2007?

Answer Yes or No. The Division must determine what portions of the project are subject to review and what are exempt from review.

Line 5 (b)

Were all existing improved and unimproved lots in existence before January 1, 2007?

Answer Yes or No. The Division must determine what portions of the project are subject to review and what are exempt from review.

Line 6

Does this application include subdividing the property?

Answer Yes or No.

Line 7

Regional Office Staff Site Visit

Answer Yes or No to indicate whether or not staff from the Drinking Water & Groundwater Protection Division's Regional Office has been to the property for a site visit to view the test pits.

Line 7(a)

Name of Staff Person

If a staff person from Drinking Water & Groundwater Protection Division's Regional Office has visited the site, enter the staff person's full name.

Line 7(b)

Date of Visit

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

Line 8

Proximity to Wetland Boundary

Indicate whether construction will occur within 50 feet of a wetland boundary, mapped or designated. If **Yes**, contact the Wetlands Program of the Watershed Management Division at (802) 241-3770 or website at <http://www.vtwaterquality.org>.

Line 9

Acreage Disturbed by Construction

Indicate whether more than one acre will be disturbed during the entire course of construction including all lots and phases. If **Yes**, contact the Stormwater Program of the Watershed Management Division at (802) 241-4320.

Line 10

Stream Crossings

Indicate whether there will be any stream crossings by roads, utilities, or other construction as part of this project. If **Yes**, contact the River Corridor Management Program of the Watershed Management Division:

Central & Northwest VT (802) 879-5631
Southern VT (802) 786-5906; or
Northeastern VT (802) 751-0129

In addition, if any proposed water lines or wastewater lines will be

crossing streams, the designer will need to provide additional details in the plans submitted with this application.

Line 11

Project in Special Flood Hazard Area

Indicate whether the lot or project is located in a special flood-hazard area as designated on the flood insurance maps prepared for a municipality by the Federal Emergency Management Agency. If **Yes**, show the special flood hazard area limits on the site plan. Projects located within special flood hazard areas will need to provide elevations of the proposed systems and any necessary design modifications.

Line 12

ACT 250 Applicant/Landowner Other Subdivisions

Indicate whether the applicant/landowner subdivided any other lots of any size within a five mile radius of this subdivision, or within the environmental district within the last five years.

Lines 12(a) and (b)

Town(s) and Number of Lots If you answered **Yes** to **Line 12**, enter the town(s) and the associated number of lots.

Line 13

Prior Act 250 Jurisdiction

Indicate whether there was any prior Act 250 jurisdiction on the tract of land. Act 250 jurisdiction runs with the land and any future projects may need to obtain an Act 250 permit.

Line 13(a)

Act 250 Permit Number

If you answered **Yes** to **Line 13**, enter the Act 250 permit number.

Section B – Project Deed Reference

Please provide the town, parcel ID, book and page(s) reference for the current landowner's deed(s) to this property. The landowner may contact the town clerk for assistance in obtaining the deed reference for the property. Some projects may involve several parcels with more than one book and page reference, or the property is located in more than one town, there is space provided to enter

more than one town, book and page(s).

Line 1 Column (a) Town

Please provide the name of the town or city where the property is located.

Line 1 Column (b) Town or City Parcel ID#

Please provide the town or city parcel identification number for the property. Within each town or city, each parcel has a unique town or city parcel ID number. This number is listed on your tax bill. The town or city parcel ID# is usually not the tax map number, and the town or city parcel ID# is usually not the Vermont "SPAN" number (which is also listed on your tax bill). You may need to call your town or city office for assistance in determining the town or city parcel ID#.

Line 1 Column (c) Book

Enter the Book or Volume reference for the property, i.e. Book 22.

Line 1 Column (d) Page(s)

Enter the Page(s) reference for the project, i.e. Pages 101-102.

Section C - 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.

Line 1 Column (a) Sheet#

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

Line 1 Column (b) Title

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

Line 1 Column (c) Plan Date (m/d/yyyy)

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

Line 1 Column (d) Plan Revision Date (m/d/yyyy)

Whenever changes are made to plans, the designer must provide a revision date. If a plan has a revision date, please enter the last revision date, such as 4/22/2011.

Section D – Existing Project Lot/Building Details

Please provide the existing project details. This section is used to provide an inventory of what constitutes the existing project or property. Please describe the existing project lot and/or building details. For example, if you are subdividing an undeveloped 21-acre parcel, list the existing parcel as being 21 acres. If you are revising the boundary lines of two commercial lots in an industrial park, and constructing an addition to an existing building, list each existing lot number, existing acres, existing buildings, existing uses, construction date, prior permits, and answer the compliance questions.

Line 1

Lot

Enter the lot number or the first number for the project, i.e. Lot 1 or Lot B. The lots should match the numbering shown on the plans.

Line 2

Lot Size (acres)

Enter the acreage of the lot.

Line 3

Existing Use of the Lot

Specify the existing use of the lot such as one of the following:

- Campground
- Commercial
- Mixed Use (Commercial/Residential)
- Residential
- Undeveloped

Line 4

Please provide the following information for each building on the lot.

Line 4 Column (a)

Building ID

Identify the building, i.e. House 1, Building A, Building 1, Restaurant, Duplex or Stanley Hall.

Line 4 Column (b)

Existing Use

Select one of the following uses:

- Campground
- Commercial
- Mixed Use (Commercial/Residential)
- Residential
- Undeveloped

Line 4 Column (c)

Date Construction of Building Substantially Complete

If there is a building on the lot, specify when the building was built. Please note that if the building is a commercial building or multi-family, and was built after June 1, 1970, there usually is a prior permit from our Division.

Line 4 Column (d)

Prior Permits

For assistance in determining prior permits, please try our Document Search feature on our website

<http://septic.vt.gov>.

Please list any prior permits from our Division for the property or building, such as 100022, EC-1-0001, or PB-5-0001, or 4C0001, or 3W0001, or WW-8-0001. The names of the permits have changed over the years and the permits numbers issued for the project may have different series or prefixes. For example, the permit might be Subdivision (EC), Land Use Permit (LUP), Certificate of Compliance (C of C), Public Building (PB), Water Supply & Wastewater Disposal (WW), Deferral (DE), Homestead Exemption (HE), Home Business (HB).

Line 4 Column (e)

Compliance with Existing Permits

For each of the permits listed in **Column (d)**, indicate whether all of the conditions in the permit have been met. If prior permits are listed, the landowner is responsible for reading those permits, and confirming that the conditions of the permit have been met or the project is exempt from the permit conditions.

Any outstanding ongoing permit conditions will need to be resolved before we can approve any new applications for the project. If the application is submitted to resolve any outstanding permit conditions, please state that in the project description section. If the application is to change or correct a permit condition, please describe the situation in the project description section. Part IV Line 4.

Please provide the information for each building on the next lot, etc.

Section E – Proposed Project Lot/Building Details

This section is used to describe what you are proposing to do in this project. For example, if you were going to create 4 lots for constructions of single family residences, you would list each lot, proposed acreage, proposed buildings, and proposed use.

Line 1

Lot#

Enter the lot number for the proposed project, i.e. Lot 1 or Lot B.

Line 2

Lot Size (acres)

Enter the acreage of the lot.

Line 3

Proposed Use of the Lot

Please provide the proposed use of the lot in specific terms. For example, you might describe the use of the lot as single family residential, multifamily residential, mix commercial/retail, offices, campground, etc.

Line 4

Part of a Subdivision

Answer Yes or No to specify if you are requesting approval to subdivide this lot.

Line 5

Special Fees

If you are requesting approval to subdivide the lot and you want to request the special fee for a lot that is for someone related by blood, marriage or civil union, please answer Yes. **This special fee only applies for the subdivision of the lot.**

Line 6

Lot is Exempt

Indicate the specific exemption for which this lot qualifies.

1-304(a)(2) – deferral language

1-304(a)(11) – boundary line adjustments.

1-304(a)(13) – state/municipal condemnation

1-304(a)(17) – accepted agricultural practices.

Line 7 Building Information

Line 7 Column (a)

Building ID

Identify the proposed building.

Line 7 Column (b)

Building Exemption

Select the exemption (if applicable).

1-304(a)(1) – existing before 1/1/07

1-304(a)(3) – municipal permit issued before 11/1/04

1-304(a)(4) – primitive camp

1-304(a)(5) – primitive camp and

single family residence on lot

1-304(a)(6) – family day care

1-304(a)(7) – residential/commercial, no employees/public visits

1-304(a)(8) – residential commercial with employees/public visits

1-304(a)(9) – residential with

separate commercial building, no

employees/public visits

1-304(a)(10) residential with separate commercial building, with

employees/public visits

1-304(a)(12) – minor repair

1-304(a)(14) – FED connection

1-304(a)(15) – single family residence without piping

1-304(a)(16) – milking wash water

1-304(a)(18) – primitive campground

1-304(a)(19) – elimination of campsite

1-304(a)(20) – storage of mobile homes

1-304(a)(21) - reconstruction

1-304(a)(22) – replacement water supply for single family residence

Line 7 Column (c)

Construction proposed or increased flows?

If yes, to either, check the box. This is used to determine which fee category to apply when calculating the fees.

Line 7 Column (d)

Proposed Use

Specify the proposed use of the building in specific terms. For example, you might describe the building as a new three-bedroom single family residence, or changing from a three bedroom single family residence to a 4 bedroom single family residence, or changing from commercial retail use to a restaurant with 30 seats serving 2 meals per day, or changing from one single family residence to three duplexes with 2 bedrooms per unit.

Additional Lots/Buildings ...

Enter the next lot and building, if applicable.

Part V - Water Supply System Information

Section A - Water Supply System Screening Questions

Line 1

New Water Supply

Specify Yes or No to indicate if there is a new water supply or water service proposed as part of this project. Permitted water supplies that are not built and now are proposing changes to the permitted design prior to construction are considered a new water supply.

Line 2

Changes to Existing Supply or Service

Specify Yes or No to indicate if there are any proposed changes to an existing water supply or service as a part of this project (changes including location of the water supply or service line, increase in the design flows, modifications to plumbing that may increase peak demand of the water system, or other operational change to the water supply).

Line 3

Connection to existing Water Supply

Specify Yes or No to indicate if there is an existing connection to an existing water supply system for this project.

Complete Part V if you answered Yes to any of the above questions. A project with no existing or proposed water supply may skip to Part VI. If you are applying for a permit to replace a failed wastewater system, you will answer Yes to one of the questions and complete the information about the water supply.

Section B – General Water Supply System(s) Questions

Line 1

Failed Water Supply

Specify Yes or No to indicate if this project involves a failed water supply system.

Line 2**Public Water Supply**

Indicate whether any of the proposed water sources will serve 25 or more people, or have 15 or more service connections. If **Yes**, the Applicant should contact the Drinking Water & Groundwater Protection Division at (802) 241-3400 or website at <http://drinkingwater.vt.gov> for a Source and Construction Permit.

Line 3**Special Flood Hazard Area**

Indicate whether any of the existing or proposed water sources are located in a special flood hazard area. If **Yes**, the plans need to include the boundaries of the flood hazard area, and floodway if applicable.

Line 4**Floodway**

Indicate whether any of the existing or proposed water sources are located within a floodway.

Line 5**Hazardous Waste Site**

Indicate whether any of the proposed water sources are located within 1 mile of a hazardous waste site as designated by the Waste Management Division. If **Yes**, please provide additional information on the specific hazardous site. Your designer will need to contact the Waste Management Division at (802) 241-3888 or website at www.anr.state.vt.us/dec/wmd.htm and obtain additional information as to the specifics of the site, potential contaminants, water quality tests and results. Your designer will need to provide documentation to show that the water source will not be impacted by the hazardous waste site and may need to provide additional design information for the construction of the water source.

Line 6**Drinking Water & Groundwater Protection Division Approval**

Indicate whether your project requires an approval letter from the Drinking Water & Groundwater Protection Division for the construction of a public water system, municipal water line extension over 500 feet, or hydrants or sprinkler systems. If **Yes**, the applicant will need to submit a copy of the permit from the Public

Drinking Water Program of the Drinking Water & Groundwater Protection Division. When a Source and Construction Permit is needed for any of the situations listed above, the Regional Office Program of the Drinking Water & Groundwater Protection Division will need a copy of the permit prior to issuing the Wastewater System and Potable Water Supply Permit. The applications to both Programs may be submitted concurrently.

Line 7**Water Treatment Device**

Indicate whether the proposed or existing water system(s) use a water treatment device to obtain compliance with the quality requirements of the Water Supply Rules. If **Yes**, please provide additional information regarding the constituent(s) that exceeds the standards, as well as additional plans, details and specifications of the treatment device. The designer will need to provide a narrative of the treatment device, results of water quality tests, and device details. The Rules require a professional engineer design the water treatment system.

Line 8**Water Source Protection Area**

Indicate whether any portion of the proposed water supply is located in or near a Water Source Protection Area as designated by the Drinking Water & Groundwater Protection Division. If the project is located in areas of known interference issues, contact Drinking Water & Groundwater Protection Division at (802) 241-3400.

Section C - Individual Water Supply System Details

Please provide the following information for each water supply system(s). This includes both existing water supplies and proposed water supplies. Many projects have only one water supply system, such as a municipal water service connection or one drilled well. However, if the project in this application has more than one water supply system, please provide the following information for each water supply system. For example, if the project has two drilled wells, you would need to complete a separate Section C for each well.

Line 1**Water Supply System Name/Identifier**

Enter the Water Supply System Name or Identifier, i.e., Lot 1 Well, Store Well, or Municipal Connection.

Line 2**Water Supply System Owner (if not Applicant)**

If the Applicant is not the owner of the water system, enter the owner of the system. For example, the system owner for a municipal connection usually would be the town, municipality, or fire district. A community well may be owned by the homeowner's association. The applicant will need to include an allocation letter from the system owner stating the project is approved for connection and is allocated the required design flow figure(s).

Line 3**Water Source Type**

Enter the water source type from the following list:

- **Bottled Water** – water is provided to the site in bottles from an approved bottling plant.
- **Municipal/Fire District Connection** – the source of water is from the connection to an existing municipality's or fire district's water main from a service line.
- **Non-Public Drilled Bedrock Well** – the source of water is from a well drilled into bedrock and serves less than 25 people per day.
- **Non-Public Non-Bedrock Well** – the source of water is from a well drilled into an unconfined aquifer, such as gravel or sand, and not bedrock and serves less than 25 people per day.
- **Non Public Shallow Well/Spring** – the source of water is from a structure that collects shallow groundwater and is generally less than 20 feet deep and serves less than 25 people per day.
- **Non-Public Surface Water** – the source of water is from a lake, pond, stream or reservoir and serves less than 25 people per day.
- **Public Community** – a water system that serves at least fifteen

(15) service connections used by year-round residents or regularly services at least 25 year- round residents.

- **Public Non-Transient Non-Community** – water system that regularly serves the same 25 or more people daily for more than six months a year. Examples include: schools, day care facilities, office buildings, or manufacturing plants.
- **Public Transient Non-Community** – water system that serves 25 or more people more than 60 days a year. Examples include: campgrounds, motels, restaurant commercial buildings like a convenience store or Laundromat with public restrooms.

Line 4

Type of Change to Supply

Enter the type of change to the supply from the following list:

- **Decreased Flow**
- **New Connection or Increased Flows**
- **New System**
- **No Change**
- **Rebuilt/Updated System**
- **Replacement of Failed System**
- **Replacement Supply Designation**

Line 5

Lots/buildings served by the Water Supply System

Enter each lot and building served or will be served by this water supply.

Line 5 Column (a)

Lot

Enter the first lot served by this individual water supply system. For example, Lot 1.

Line 5 Column (b)

Building ID

Enter the first building served by this individual water supply system. For example, House 1

Line 5 Column (c)

Type of Change to Building's Supply

Enter the type of change to the Building's water supply from the following list:

- **Connection to Existing System**
- **Connection to New System**
- **Decreased Flow**

- **Increased Flow (no construction)**
- **No Change**
- **Rebuilt System/Updated System**
- **Replacement of Failed System**

Design Flows (Gallons Per Day)

The Water Supply System Design flows (also referred to as Average Day Demand) for Public water supply systems are based on Chapter 21, Appendix A, Table A2-1 – Unitized Average Day Flows of the Water Supply Rules.

Non-public/small scale water supply system design flows are based on Chapter 1 Section §1-808 of the Wastewater System and Potable Water Supply Rules. If a project has more than one water supply system, such as when you have a multi-lot subdivision with individual wells, you will need to complete this section for each one.

Line 5 Column (d)

Existing Design Flows

Enter the existing water supply flows for that building.

Line 5 Column (e)

Change in Design Flows

Enter the increase in water supply flows for that building. If there is a new building, there will be an increase in design flows.

Line 5 Column (f)

Total Design Flows

Enter the total of the existing flow and increased flow for that building. Add the values in Columns (d) and (e).

Line 5 Column (g)

Rule or Metered Flows

Indicate whether the design flows shown in the table are based on the flows provided in the Rules (Water Supply Rules or the Wastewater System and Potable Water Supply Rules) or if they are based on actual metered flows.

Lines 6, 7, and 8

Water Supply System Design Flow Totals

Enter the sums of the Existing, Change, and Total flows for Columns (d), (e) and (f).

Line 9

Water Supply located Off-Lot

Answer Yes or No to indicate whether

the water supply system is located off the lot or on land owned by someone other than the Applicant. If you answered Yes, an easement will be needed.

Line 10

Shared Water Supply

Answer Yes or No to indicate whether the water supply system is shared. If you answered Yes, an easement will be needed.

If either Line 9 or 10 is Yes, please submit either a letter signed by the landowner stating they will grant the easement, or a copy of the existing signed easement agreement(s).

Line 11

Variance Request

Answer Yes or No to indicate whether a variance is being requested for this water supply system. If **Yes**, please submit additional information, such as a list of the variances needed and justification for granting the variances. A water design that cannot fully comply with the technical standards will require variances. Please refer to Section 1-806 of the Rules for details on variances.

Section D - Water Supply Design Flow Summary Table

Line 1

If the project includes more than one water supply system, please total up the systems on this page of the form and provide the grand total water supply design flows for the project.

Line 1 Column (a)

Water Supply Name/Identifier

Enter the Water Supply System Name or identifier i.e., Lot 1 Well or Store Well, or Municipal Connection used in each individual system. The Water Supply System ID entered should be the same as that used to identify the system on **Part V Section C Line 1**.

Important: Please do not include systems that were identified in this Part in Section C Line 4 as a "Replacement Supply Designation" in the summary table.

Line 1 Column (b)**Existing Design Flows**

Enter the Existing flows total from **Section C Line 6** for each of the systems.

Line 1 Column (c)**Change in Design Flows**

Enter the Change in flow total from **Section C Line 7** for each of the systems.

Line 1 Column (d)**Total Design Flows**

Enter the flow Total from **Section C Line 8** for each of the systems.

Lines 2, 3, and 4**Grand Total Design Flows**

Enter the sums of the Existing, Change, and Total flows for Columns (b), (c) and (d).

Part VI - Wastewater Disposal System Information

Section A - Wastewater Disposal System Screening Questions

Line 1**New Wastewater System**

Answer Yes or No to indicate if there is a new wastewater system or replacement area for the project. Permitted wastewater systems that are not built and now are proposing changes to the permitted design prior to construction are considered a new wastewater system.

Line 2**Changes to Existing System or Service**

Answer Yes or No to indicate if there are any proposed changes to an existing wastewater system or wastewater service line for the project (changes include location of the wastewater system or service line, increase in the design flows, or other operational change to the system).

Line 3**Connection to Existing Wastewater System**

Answer Yes or No to indicate if there is an existing connection to an

existing wastewater system for this project.

Complete Part VI if you answered Yes to any of the above questions. A project with no existing or proposed wastewater system may skip to Part VII. If you are applying for a permit to replace a failed wastewater system, you will answer Yes to one of the questions and complete the information about the wastewater system.

Section B – General Wastewater Disposal System(s) Questions

Line 1**Failed System**

Answer Yes or No to indicate if this project involves a failed wastewater disposal system.

Line 2**Subsurface Drain**

Answer Yes or No to indicate if any of the wastewater disposal systems require the use of a curtain or dewatering drain as part of the design.

Line 3**Hydrogeologic study**

Answer Yes or No to indicate if a hydrogeologic study is required for the project. For example, performance based systems, mound systems receiving 1,000 gpd or more, at-grade systems closer than 25 feet to each other, at-grade systems receiving 2,000 gpd or more, systems located within a two-year time of travel management zone, require a hydrogeologic study.

Line 4**Class A Watershed**

Answer Yes to indicate a project that has a soil-based wastewater disposal system with design flows that exceed 1,000 gallons per day (gpd) and is located in a Class A Watershed. The Vermont Water Quality Standards includes the listing of Class A watersheds. Soil-based wastewater disposal systems that exceed 1,000 gpd are not allowed within Class A Watersheds.

Answer No to indicate a project that has a soil-based wastewater disposal system with design flows that exceed 1,000 gpd, and is not located in a Class A Watershed.

Answer NA to indicate a project that either is served by municipal wastewater services, or is soil based and less than 1,000 gpd.

Line 4 (a)**Class A Watershed Name**

If you answered **Yes** to **Line 4**, enter the name of the Class A Watershed as listed in the Vermont Water Quality Standards. Contact Watershed Management Division at (802) 241-3700 or <http://www.vtwaterquality.org>.

Line 5**Floor Drains**

Answer Yes or No to indicate if there are any existing or proposed floor drains as part of this project.

Line 5 (a)**Floor Drain Discharge Point**

If you answered Yes to the question on Line 5, indicate which of the following the floor drain will discharge to:

- Holding Tank
- Outside Ground Surface
- Treatment Plant

If the floor drain will discharge to a treatment plant, please provide documentation from the municipality that they will accept the wastewater. If the floor drain will discharge to a holding tank, please include details on the plans. Please include information as to what likely contaminants might be in the wastewater and the concentration levels of each one.

Line 6**Innovative/Alternative System Approval Letter Received by Applicant**

If the project utilizes an Innovative/Alternative System or Product, indicate whether the Applicant has received a copy of the Drinking Water & Groundwater Protection Division's approval letter. Any Applicant using an Innovative/Alternative System or Product must be given a copy of the Drinking Water & Groundwater Protection Division's approval letter as there are special requirements for these types of systems or products. A

list of approved innovative/alternative systems and products is available on our web site or you can call (802) 241-3822.

Line 7

Water Source Protection Area

Answer Yes or No to indicate if any portion of the proposed wastewater disposal system is located in or near a Water Source Protection Area as designated by the Drinking Water & Groundwater Protection Division. If **Yes**, the designer will need to contact the Drinking Water & Groundwater Protection Division at (802) 241-3400 and provide additional information to show that the proposed wastewater disposal system is not hydrogeologically connected to the Water Source Protection Area.

Section C - Individual Wastewater Disposal System Details

Please provide the following information for the wastewater disposal system(s). Some projects have only one wastewater disposal system, such as a municipal sewer service connection or one soil based wastewater disposal system. However, if the project in this application has more than one wastewater disposal system, please provide the following information for each wastewater disposal system. For example, if the project has a primary wastewater disposal system and a replacement area, you would need to complete a separate wastewater disposal system detail sheet with the appropriate information for each.

Line 1

Wastewater Disposal System Name/Identifier

Enter the Wastewater Disposal System Name or Identifier, i.e., Lot 1 Primary or System A Primary or Lot 1 Replacement Area.

Line 2

Wastewater Disposal System Owner (if not Applicant)

If the wastewater system owner is not the Applicant, enter the owner of the system. For example, if the project will be connecting to a municipal wastewater, please provide the name of the municipality and facility.

Line 3

Wastewater Disposal System Type

- **Alternative Toilet**
- **At-grade**
- **Holding Tank**
- **In-ground**
- **Indirect Discharge**
- **Mound**
- **Municipal Connection**
- **Private Sewerage Collection System**
- **Spray Disposal**

Alternative Toilet – Wastewater system design using composting toilets, incinerator toilets, or any other non-conventional toilet.

At-grade – Wastewater system design that requires a pressurized distribution system placed within crushed stone placed on top of the plowed native soil surface.

Holding Tank – Wastewater system design using watertight sewage holding and pump-out tank(s).

In-ground – Wastewater system design that uses conventional soil based system with distribution pipes in the native soil along with the crushed stone in trench(s) or bed(s) systems.

Indirect Discharge System – Soil based wastewater disposal systems with a design flow of 6,500 gpd or more.

Mound – Wastewater system design that requires a pressurized distribution system, in crushed stone trenches or beds formed within the sand fill the placed on top of the plowed native soil surface.

Municipal Connection – Wastewater piping from the building connects to municipal or fire district sewer services, and may include gravity sewer, or collection system, or pump station and force main.

Private Sewerage Collection System

– Wastewater piping from the building connects to a privately owned sewerage collection system and may include gravity sewer, or collection system, or pump station and force main.

Spray Disposal – Wastewater system design disposing of treated wastewater into the native soil by surface application to the land using aerial dispersion (sprinklers) to distribute the sewage evenly, and a design flow of 6499 GPD or less.

Line 4

Type of Change to the System

Enter the type of change from the following list:

- **Decreased Flow**
- **New Connection or Increased Flows**
- **New System**
- **No Change**
- **Rebuilt/Updated System**
- **Replacement Area Designation**
- **Replacement of Failed System**

Line 5

Lots/ Buildings served by the Wastewater Disposal System

Enter each lot and building served or will be served by the individual wastewater disposal system.

Line 5 Column (a)

Lot

Enter the first lot served by this individual wastewater disposal system.

Line 5 Column (b)

Building ID

Enter the first building served by this individual wastewater disposal system.

Line 5 Column (c)

Type of Change to Building's System

Enter the type of change to the Building's System from the following list:

- **Connection to Existing System**
- **Connection to New System**
- **Decreased Flow**
- **Increased Flow (no construction)**
- **No Change**
- **Rebuilt/Updated System**
- **Replacement Area Designation**
- **Replacement of Failed System**

Design Flows (Gallons Per Day)

Please provide the existing design flow in gallons per day (gpd) for the wastewater system based on Chapter 1-808 Design Flows of the Wastewater System and Potable Water Supply Rules.

Line 5 Column (d)

Existing Design Flows

Enter the existing wastewater disposal flows for that building.

Line 5 Column (e)**Change in Design Flows**

Enter the increase in wastewater disposal flows for that building. New buildings will be an increase in design flows.

Line 5 Column (f)**Infiltration**

When collection and building sewers exceed 500 feet in length, please include an allowance for infiltration in the design flows. Infiltration design flow should be calculated for the entire system and entered once on the table, not on a lot by lot basis. Please provide the calculations for infiltration on a separate sheet.

Line 5 Column (g)**Total Design Flows**

Enter the total of the existing flows and increased flows for that building. Add the values in Columns (d) and (e).

Line 5 Column (h)**Rule or Metered Flows**

Indicate whether the design flows shown in the table are based on the flows provided in the Rules (Water Supply Rules or the Wastewater System and Potable Water Supply Rules) or if they are based on actual metered flows.

Lines 6, 7, 8 and 9**Wastewater Systems Design Flow Totals**

Enter the sums of the Existing, Change, and Total flows for Columns (d), (e) (f) and (g).

Line 10**System Located Off-Lot**

Answer Yes or No to indicate if the wastewater disposal system is located off the lot or on land owned by someone other than the Applicant. If the system is located off lot or on land owned by someone other than the Applicant, please submit a letter from that landowner stating that they will grant an easement for access to the system.

Line 11**Shared System**

Answer Yes or No to indicate if the wastewater disposal system is shared by more than one lot, building, campsite or unit. If the system is shared, please submit a copy of a

document or an easement agreement.

Line 12**Variance Request**

Answer Yes or No to indicate if a variance is being requested for this wastewater disposal system. If **Yes**, please submit additional information, such as a list of variances needed and justification for granting the variances. A wastewater design that cannot fully comply with the technical standards will require a variance. Please refer to Section 1-806 the Rules for additional information regarding variances.

Line 13**Connection to Indirect Discharge System**

If the wastewater disposal system type is a connection to an Indirect Discharge System, please provide the Indirect Discharge System ID number.

Line 14**Connection to Municipal System**

If the wastewater disposal system type is Municipal Connection (or Fire District), enter the name of the town. The Applicant will need to contact the town and obtain a municipal approval letter. The application materials will need to include the letter from the municipality approving the allocation of wastewater and connection to the municipal services.

Line 15**Soil-Based System Design Approach**

For a soil-based system, indicate the design approach used such as Enhanced Prescriptive, Performance Based, or Prescriptive.

Enhanced Prescriptive – A wastewater system design for site with at least 18" of naturally occurring permeable soil above bedrock and at least 12" or the thickness of the "A" soil horizon plus 4", whichever is greater of naturally occurring soil above the seasonal high water table, using a maximum linear loading rate of 2.0 gal/day/ft. and that can be designed using generally accepted assumptions about the hydraulic capacity of soils on a specific site.

Performance Based – A wastewater system design for site with at least 18" of naturally occurring soil above bedrock, based on site specific hydrogeologic testing that demonstrates the site's ability to function in all portions of the year while maintaining at least 6" of naturally occurring unsaturated soil above the calculated level of the effluent plume. The analysis may be based on site-specific hydraulic conductivity testing or on a desktop hydrogeologic analysis based on soil texture and ground slope.

Prescriptive – A wastewater system design based on at least 24" of naturally occurring, well-drained, permeable soil above bedrock and seasonal high water table, such as traditional septic tank and wastewater system design. Other types of prescriptive designs are a conventional soil-based in-ground system with at least 36 inches from the bottom of the system to seasonal high water table (SHWT) and 48 inches to bedrock, an at-grade system with at least 36 inches from the bottom of the system to SHWT and 48 inches to bedrock, or mound system with at least 24 inches of native soil to SHWT and 36 inches to bedrock.

Line 16**Soil-based System - Storage and Dose, Filtrate and/or Constructed Wetlands**

If the system is a soil-based system, indicate whether the design includes Storage and Dose, Filtrate and/or Constructed Wetlands. Check all that apply.

Storage and Dose - a wastewater system design that is designed under Section 1-921 of the Rules and provides for the storage of the effluent during periods when the groundwater level is near the surface and then doses the wastewater into a soil based system when the ground water is low, incorporating the two-year time of travel management zone, and a design flow of 700 gpd or less.

Filtrate – an advanced wastewater system design that includes a treatment system positioned after the septic tank and then the filtrate is discharges to a soil based system.

Constructed Wetlands – is an alternative wastewater treatment system designed under Section 1-917 of the Rules that discharges to a filtrate wastewater system.

Line 17

Innovative/Alternative System Use Type **Experimental** **General** **Pilot**

If the system is an Innovative/Alternative system, indicate the system use type such as Experimental, General or Pilot.

Line 18

Innovative/Alternative System or Product

If the system is an Innovative/Alternative system, indicate the type of Innovative/Alternative system or product. Please see our web site for the list of approved Innovative/Alternative systems and products.

Section D - Wastewater Disposal Systems Design Flow Summary Table

Line 1

If more than one system, please total up the systems on this form and provide a grand total wastewater disposal system design flows for the project.

Important – Please do not include systems that were identified in this Part in Section C Line 4 as a “Replacement Area Designation” in the summary table below.

Line 1 Column (a)

Wastewater Disposal System Name/Identifier

Enter the Wastewater Disposal System Name/Identifier, i.e., Lot 1 Primary or System A Primary. The Wastewater Disposal System ID entered should be the same as that used to identify the system on **Part VI Section C Line 1**.

Line 1 Column (b)

Existing Design Flows

Enter the Existing Design Flows total from **Section C Line 6** for each of the systems.

Line 1 Column (c)

Change in Design Flows

Enter the Change in Design Flows total from **Section C Line 7** for each of the systems.

Line 1 Column (d)

Infiltration

Enter the total infiltration flows from **Section C Line 8** for the project

Line 1 Column (e)

Total Design Flows

Enter the Total Design Flows from **Section C Line 8** for each of the systems.

Line 1 Column (e)

Total Design Flows

Enter the Total Design Flows from **Section C Line 9** for each of the systems.

Lines 2, 3, 4, and 5

Grand Total Design Flows Enter the sums of the Existing, Change, Infiltration, and Total Design Flows for Columns (b), (c), (d) and (e).

Example 2

For a project to construct a 9,000 sf commercial building with a 3 chair hair salon, 4 operators, a 50 seat fast food restaurant, and 2 office spaces with 2 employees, all served by a connection to municipal water and sewer services.

3 x 150 gpd/chair = 450 gpd
4 x 10 gpd/operator = 40 gpd
50 x 50 gpd/seat = 2,500 gpd
2 x 15 gpd/employee = 30 gpd
2 x 15 gpd/employee = 30 gpd

Total Flow = 3,050 gpd

Design Flow is 3,050 gpd = \$2,000.00 fee

Part VIII - Designer Certification & Copyright License

Section A – Certifying Designer 1 Certification & Copyright License

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

Line 1

Check the designs you are certifying **Water Supply Designer** **Wastewater System Designer**

This should be the same as the Designer Role(s) you selected in Part II, Section A, Line 13.

Line 2

Print Designer Name

Enter the full name of the Certifying Designer.

Line 3

Designer Signature

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

Line 4

Signature Date

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

Part VII - Application Fees

Please refer to the documents “New Fees Effective 7-1-12”; “Definition of Terms Used in Determination of Fee Amounts for WW Permit Applications” and “Wastewater System and Potable Water Supply Permit Application Fee Guidance” that are listed on our web page to calculate an application fee.

Line 1

Fee Amount

Enter the fee amount being submitted with this application.

Line 2

Fee Calculation Details

Please provide the calculations used to determine the fee. Some examples follow.

Example 1

For a project to subdivide 5 residential lots and construct 4-bedroom homes each served by individual drilled wells and soil based wastewater disposal system

5 x 490 gpd = 2,450 gpd
Design Flow is 2,450 gpd = \$2,000.00 fee

Section B – Certifying Designer 2 Certification & Copyright License

Line 1

**Check the designs you are
certifying**

**Water Supply Designer
Wastewater System Designer**

This should be the same as the
Designer Role(s) you selected in Part
II, Section B, Line 13.

Line 2

Print Designer Name

Enter the full name of the Certifying
Designer.

Line 3

Designer Signature

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

Line 4

Signature Date

Enter the date the application was
signed by the Certifying Designer.
When any information is provided in
the water supply section of the form,
the designer must sign this
certification section.

Line 1

Special Instructions

If you would like to be notified prior to
staff visiting your property, or if you
want them to use a certain entry
point, please specify here.

Line 2

Print Applicant Name

Enter the full name of the Applicant

Line 3

Applicant Signature

The Applicant must sign here.

Line 4

Signature Date

Enter the signature date.

Each landowner, certifying official
must provide name, signature and
date.

Part IX - Applicant(s) Signature & Acknowledgements

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
in Part 1 and each one must print
their name, sign and date the form. A
separate sheet may be attached to
the application form.

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. A copy of the document
or letter of assignment must be
included with application materials.