

Drinking Water & Groundwater Protection Division

Wastewater System & Potable Water Supply Permit Application Instructions



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 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 E Existing Lot(s)

Please list any existing lots/parcels that are involved with this project:

Lot Number

Enter the lot number of the existing property involved in this project. If there was a prior permit, please use consistent lot numbers that match the prior permit. If the project involves multiple lots but the lots are not associated with a designated lot number, please assign each lot a number.

SPAN

Enter the SPAN (School Parcel Account Number) associated with this lot. This number is commonly listed on the tax bill for the lot(s).

Parcel ID

Enter the town assigned parcel ID. This number can be found on the property tax bill.

Acres

Enter the number of acres associated with the lot(s).

Book Number

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

Page Number

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

[Add Another Lot] Button

By clicking this button, additional rows may be created to enter additional lots.

Part F Lot(s) Affected by this Project

Please re-list the existing lots from the previous section and list all new lots being created in this application. Include all proposed lots and provide the proposed lot number requested in (a) and acres requested in (d). This allows the reviewer to understand any proposed changes to the property associated with the project. If the

application includes a subdivision, please, under Lot Number, provide the lot number followed by "(new)". If the new lot(s) were not assigned a SPAN or Parcel ID, those fields shall be left empty and complete only (d) Acres for each new lot. If this is not a subdivision, then "existing lots" and "lots affected by this project" entries need to be identical.)

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/DDMMSS-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/rofeexchange.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. It is requested

components be entered in the order opposite of flow starting with final wastewater disposal and ending with the water supply (if applicable).

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). For municipal connections, there will be no Physical Location.

Municipal WW System

Provide the name of the municipality or owner of the wastewater system.

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 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.

Flow Basis

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

I/A Dispersal Type

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

Variance Requested

Any design of a wastewater system or water supply that 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.

Indirect Discharge

Contact the Indirect Discharge Program to determine the permit number for a project that has or requires an Indirect Discharge Permit.

Design Approach

Select each method used for designing the final disposal system.

Manufacturer

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

Model Name

Enter from the drop down list the model name of the I/A treatment unit.

Model Number

Enter from the drop down list the model number of the I/A treatment unit.

I/A Treatment Type

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

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). 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/DDMMSS-decimal.html>. If the component does not exist or is proposed, these fields are optional.

Change Type

Enter from the drop down list the purpose for requesting the permit for the particular component.

Changes

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

Comments

Provide a narrative if necessary or desired for the component.

[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

Enter the type of water supply that is supplying water to the building, structure or campground.

Construction Approval

Permit to Construct for a water main that will serve the project is issued by the Drinking Water and Groundwater Protection Division.

Variance Requested

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.

Treatment Contaminant

Identify the contaminant that the treatment system is intended to reduce or eliminate.

Treatment Scope

Some contaminants only need to be treated at the plumbing fixture which is "Point of use".

Other contaminants, such as for coliform bacteria, needs to be treated prior to use at any plumbing fixture which is "Entire system".

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.

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 the 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 purpose of this section is to provide supplementary information to system components when there are proposed changes to existing conditions or previous permits. In the case that the application includes site plans, the components names on this worksheet must match those on the site plans. If there is a prior permit, the components names must also be labeled consist with plans from the prior permit(s). It is required that component detail information is provided in the worksheet for the following component types if a change is proposed: final disposal, pre-treatment, building units, water treatment and water source.

There are general rules to follow when completing an application and providing components for a wastewater system or water supply.

- 1) Add components in the order opposite that of the flow.
- 2) The first component will be the final point of disposal whether it's a leachfield or municipal sewer collection system.
- 3) Add wastewater components from the final point of disposal to the building component or pretreatment component.
- 4) From the building component, add water components to the water source.
- 5) Components between the final point of disposal and the building(s) are required when the component(s) are subject to on-going inspection/reporting requirements.
- 6) Components between the water source and building are required when subject to on-going inspection/reporting requirements.

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" the term "Duplicate" to indicate that the same specification for a component exists on multiple lots.
- 3) In the Lot # of Physical Location field, list all the lots in which this component is duplicated (ex. "1,2,3").
- 4) Lots that have different design flows or uses must be entered separately, as the components would not be true duplicates.

*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 1		Remove This Component
Component Group Type	(WW) Final Disposal	Component Type In-ground
--Component 1 Details--		
Component Name	Leach Field (Duplicate)	
Lot # of Physical Location	1,2,3	Change Type New System
WW Design Flow	420	Changes
I/A Dispersal Type		
Variance Requested	<input type="checkbox"/>	Comments (please list all of the lots served by this component) There are 3 separate instances of this component, each serving its respective lot.
Design Approach (select all that apply, press Ctrl and Click to select multiple)	<input type="checkbox"/> Alternative Toilets <input type="checkbox"/> Constructed Wetlands <input type="checkbox"/> Filtrate <input type="checkbox"/> Flow equalization <input type="checkbox"/> No discharge (other than holding tank) <input type="checkbox"/> Performance based <input type="checkbox"/> Prescriptive	

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	<input type="checkbox"/>	
Construction Approval	<input type="checkbox"/>	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	<input type="checkbox"/>	
As-Built Latitude		
As-Built Longitude		