

## APPENDIX C

### SAMPLE "NONDISCHARGE PERMIT" APPLICATION

This Appendix contains sample "Nondischarge Permit" Applications. One original and the specified number of completed copies of the appropriate application form must be submitted with all wastewater system extension plans as required by Section 5.4.2 of the Manual. Additional blank copies of the forms are available from the DENR, Division of Environmental Management, Raleigh, North Carolina.

Please note that Greenville Utilities' requirements for copies of the application form, plans and specifications may differ from the DENR instructions.

Also note that form FTA 12/07 begins on page C-1 and form PSFMGSA 12/07 begins on page C-3.



State of North Carolina  
Department of Environment and Natural Resources  
Division of Water Quality

**FAST-TRACK APPLICATION**

(FTA 12/07\_ver2 )

**for GRAVITY SEWERS, PUMP STATIONS, AND FORCE MAINS**

(Pressure & Vacuum sewer systems are not to be included as part of this application package)

**INSTRUCTIONS:** Indicate that you have included/addressed the following list of required application package items by checking the space provided next to each applicable item. Failure to submit all required items will lead to your application being returned as incomplete. *Forms are available from the web site or by calling the Regional Office serving your county:* <http://h2o.enr.state.nc.us/percs/Collection%20Systems/CollectionSystemApplications.html>

- A. Application Form** - Submit one original and one copy of the completed and appropriately executed application form. The application should include a project narrative describing the final build-out design (i.e. system and/or pump station to ultimately serve 500 homes, but flow for only 100 homes being requested now). For modifications, clearly explain the reason for the modification (i.e. adding another phase, changing line size/length, etc.). Only include the modified information in this permit application - do not duplicate project information that has already been included in the original permit.

Any changes to this form will result in the application being returned. The Division of Water Quality (Division) will only accept application packages that have been fully completed with all applicable items addressed. You do not need to submit detailed plans and specifications unless you respond NO to Item B(13).

Separate applications should be made for non-contiguous sewer systems.

- B. Application Fee** - Submit a check in the amount of \$480 made payable to: North Carolina Department of Environment and Natural Resources (NCDENR). Checks shall be dated within 90 days of application submittal.
- C. Certificates of Public Convenience and Necessity** – If the application is being submitted in the name of a privately-owned public utility, submit two copies of the Certificate of Public Convenience and Necessity (CPCN) which demonstrates that the public utility is authorized to hold the utility franchise for the area to be served by the sewer extension. If a CPCN has not been issued, provide two copies of a letter from the North Carolina Utilities Commission's Public Staff that states that an application for a franchise has been received, that the service area is contiguous to an existing franchised area, and/or that franchise approval is expected. The project name in the CPCN or letter must match that provided in Item A(2)a of this application.
- D. Operational Agreements** – Submit one original and two copies of a properly executed operational agreement, as per 15A NCAC 02T .0115, if the application is submitted by a private applicant and will be serving residential or commercial lots (e.g., houses, condominiums, townhomes, outparcels, etc.) that will be sold to another entity. If the applicant is a home or property owner's association, use Form HOA 02/03. If the applicant is a developer, use Form DEV 02/03. **EVEN IF THE PROJECT MAY BE TURNED OVER TO A MUNICIPALITY UPON COMPLETION, FORM DEV 02/03 IS REQUIRED.**
- E. Downstream Sewer, WWTF Capacity and Flow Tracking/Acceptance** – FORM FTSE 10/07 (Flow Tracking/Acceptance for Sewer Extension Permit Applications) is required with every application. The applicant (and owners of downstream sewers, pump stations and/or treatment facilities submitting FORM FTSE-10/07) certifies that, to the best of their knowledge, the addition of the volume of wastewater to be permitted in this project has been evaluated along the route to the receiving treatment plant, and that the flow from this project will not cause capacity related sanitary sewer overflows or overburden any downstream pump station en route to the receiving wastewater treatment plant. Where the applicant is not the owner of the downstream sewer, submit two copies of FORM FTSE 10/07 from the owner of the downstream sewer **and** owner of the WWTF, if different. The flow acceptance indicated in FORM FTSE-10/07 must not expire prior to permit issuance and must be dated less than one year prior to the application date. **Submittal of this application and FORM FTSE-10/07 indicates that owner has adequate capacity and will not violate G.S. 143-215.67(a).** Intergovernmental agreements or other contracts will not be accepted in lieu of project-specific FTSE 10/07.
- F. Map** – Submit an 8.5-inch by 11-inch **COLOR** copy of a USGS Topographic Map of sufficient scale to identify the entire project area and the closest surface waters. Each map or maps must show the location of the sewer line and pump stations and be of reproducible quality. Include a street level map showing the downstream connection point, and the permit number for the downstream sewer, if known.

- G. Stream Classifications – Watershed Classification Attachment (Form WACAS-12/07)** If any portion of the project boundary is within 100 feet of any surface water or wetlands, the Watershed Classification Attachment must be completed.
- H Environmental Assessments – If this project is subject to an Environmental Assessment (EA) [15A NCAC 01C], this application cannot be used.** Send the project application on the most current version of Form PSFMGSA to the Design Management Unit, 1633 Mail Service Center, Raleigh, NC 27699-1633. Applications cannot be accepted until a Finding of No Significant Impact (FONSI) or Environmental Impact Statement (EIS) has been issued. A copy is to be submitted with that permit application.
- I. Flow Direction –** Many wastewater treatment systems are entering into agreements for regionalization efforts and emergency treatment capacity. Parts of the system are installed so that the wastewater flow can be directed to more than one treatment facility. If this is the case with this project, please indicate in B(12) and give the permit number of the second treatment facility.
- J. Certifications – Section C**  
The application must be certified by both the applicant and the design engineer who is a North Carolina Registered Professional Engineer (PE). The applicant signature must match the signing official listed in Item A(1b). The PE should **NOT** certify the application if he/she is unfamiliar with 15A NCAC Chapter 2T, the Gravity Sewer Minimum Design Criteria (most recent version) and the Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains (most recent version), as applicable to the project.

**THE COMPLETED FTA 12/07 APPLICATION PACKAGE, INCLUDING ALL SUPPORTING DOCUMENTS AND \$480 FEE, SHOULD BE SENT TO THE APPROPRIATE REGIONAL OFFICE:**

REGIONAL OFFICE	ADDRESS	COUNTIES SERVED
<b>Asheville Regional Office</b>	2090 US Highway 70 Swannanoa, North Carolina 28778 (828) 296-4500 (828) 299-7043 Fax	Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey
<b>Fayetteville Regional Office</b>	225 Green Street Suite 714 Fayetteville, North Carolina 28301-5094 (910) 433-3300 (910) 486-0707 Fax	Anson, Bladen, Cumberland, Harnett, Hoke, Montgomery, Moore, Robeson, Richmond, Sampson, Scotland
<b>Mooreville Regional Office</b>	610 E. Center Avenue Mooreville, North Carolina 28115 (704) 663-1699 (704) 663-6040 Fax	Alexander, Cabarrus, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, Union
<b>Raleigh Regional Office</b>	1628 Mail Service Center Raleigh, North Carolina 27699-1628 (919) 791-4200 (919) 788-7159 Fax	Chatham, Durham, Edgecombe, Franklin, Granville, Halifax, Johnston, Lee, Nash, Northampton, Orange, Person, Vance, Wake, Warren, Wilson
<b>Washington Regional Office</b>	943 Washington Square Mall Washington, North Carolina 27889 (252) 946-6481 (252) 975-3716 Fax	Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Greene, Hertford, Hyde, Jones, Lenoir, Martin, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne
<b>Wilmington Regional Office</b>	127 Cardinal Drive Extension Wilmington, North Carolina 28405 (910) 796-7215 (910) 350-2004 Fax	Brunswick, Carteret, Columbus, Duplin, New Hanover, Onslow, Pender
<b>Winston-Salem Regional Office</b>	585 Waughtown Street Winston-Salem, North Carolina 27107 (336) 771-5000 (336) 771-4630 Fax	Alamance, Alleghany, Ashe, Caswell, Davidson, Davie, Forsyth, Guilford, Rockingham, Randolph, Stokes, Surry, Watauga, Wilkes, Yadkin

*For more information, please visit our web site at: <http://h2o.enr.state.nc.us/percs/> or contact the Regional Office serving your county.*

USE THE TAB KEY TO MOVE FROM FIELD TO FIELD!

Application Number:  
(to be completed by DWQ)

A. APPLICATION INFORMATION

1. **Owner/Permittee:**

1a. Greenville Utilities Commission

Full Legal Name (company, municipality, HOA, utility, etc.)

1b. Clifton H. Cahoon, PE, Construction/Contracts Engineer

Signing Official Name and Title (Please review 15A NCAC 2T .0106 (b) for authorized signing officials!)

1c. The legal entity who will own this system is:

Individual  Federal  Municipality  State/County  Private Partnership  Corporation  Other (specify):

1d. PO Box 1847

Mailing Address

1e. Greenville

City

1f. North Carolina

State

1g. 27835

Zip Code

1h. 252-551-3386

Telephone

1i. 252-551-1598

Facsimile

1j. cahoonch@guc.com

E-mail

2. **Project (Facility) Information:**

2a.

Brief Project Name (permit will refer to this name)

2b. Pitt

County Where Project is Located

3. **Contact Person:**

3a.

Name and Affiliation of Someone Who Can Answer Questions About this Application

3b.

Phone Number

3c.

E-mail

B. PERMIT INFORMATION

1. Project is  New  Modification (of an existing permit) If Modification, Permit No.:

2. Owner is  Public (skip to Item B(3))

Private (go to Item 2(a))

2a. If private, applicant will be:

2b. If sold, facilities owned by a (must choose one)

Retaining Ownership (i.e. store, church, single office, etc.) or

Public Utility (Instruction C)

Leasing units (lots, townhomes, etc. - skip to Item B(3))

Homeowner Assoc./Developer (Instruction D)

Selling units (lots, townhomes, etc. - go to Item B(2b))

3. Greenville Utilities Commission

Owner of Wastewater Treatment Facility (WWTF) Treating Wastewater From This Project

4a. Greenville Utilities Commission

Name of WWTF

4b. NC0023931

WWTF Permit No.

5a. Greenville Utilities Com.

Owner of Downstream Sewer

5b. \_\_\_\_\_

Receiving Sewer Size

Gravity

Force Main

5c. \_\_\_\_\_

Permit # of Downstream Sewer (Instruction E)

6. The origin of this wastewater is (check all that apply):

- Residential Subdivision
- Apartments/Condominiums
- Mobile Home Park
- School
- Restaurant
- Office

- Retail (Stores, shopping centers)
- Institution
- Hospital
- Church
- Nursing Home
- Other (specify): \_\_\_\_\_

\_\_\_\_\_ % Domestic/Commercial  
 \_\_\_\_\_ % Industrial (attach description.)  
 (RO: contact your Regional Office Pretreatment staff)  
 \_\_\_\_\_ % Other (specify):

7. Volume of wastewater to be allocated or permitted for this particular project: \_\_\_\_\_ gallons per day

\*Do not include future flows or previously permitted allocations

8. If the permitted flow is zero, indicate why:

- Pump Station, Outfall or Interceptor Line where flow will be permitted in subsequent permits that connect to this line
- Flow has already been allocated in Permit No. \_\_\_\_\_
- Rehabilitation or replacement of existing sewer with no new flow expected (see 15A NCAC 02T .0303 to determine if a permit is required)

9. Provide the wastewater flow calculations used in determining the permitted flow in accordance with 15A NCAC 2T .0114 for the value in Item B(7) **AND/OR** the design flow for line or pump station sizing if a reduced or zero flow is being requested in Item B(7). Values other than that in 15A NCAC 2T .0114 (b) and (c) must be supported with actual water or wastewater use data in accordance with 15A NCAC 2T .0114 (f).

10. Summary of **Sewer Lines** to be Permitted (attach additional sheets if necessary)

Size (inches)	Length (feet)	New Gravity or Additional Force Main
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11. Summary of **Pump Stations w/ associated Force Mains** to be Permitted (attach additional sheets as necessary)

Pump Station Location ID \_\_\_\_\_ (self chosen - as shown on plans/map for reference)

Design Flow (MGD)	Operational Point GPM @TDH	Power Reliability Option 1 - permanent generator w/ATS; 2 - portable generator w/MTS	Force Main Size	Force Main Length
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Pump Station Location ID \_\_\_\_\_ (self chosen - as shown on plans/map for reference)

Design Flow (MGD)	Operational Point GPM @TDH	Power Reliability Option 1 - permanent generator w/ATS; 2 - portable generator w/MTS	Force Main Size	Force Main Length
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Pump Station Location ID \_\_\_\_\_ (self chosen - as shown on plans/map for reference)

Design Flow (MGD)	Operational Point GPM @TDH	Power Reliability Option 1 - permanent generator w/ATS; 2 - portable generator w/MTS	Force Main Size	Force Main Length
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12. Will the wastewater flow in the proposed sewer lines or pump stations be able to be directed to another treatment facility?

Yes  No If Yes, permit number of 2<sup>nd</sup> treatment facility \_\_\_\_\_

(RO – if “yes” to B,12 please contact the Central Office PERCS Unit)

13. Does the sewer system comply with the Minimum Design Criteria for the Fast Track Permitting of Pump Stations and Force Mains (latest version), the Gravity Sewer Minimum Design Criteria (latest version) and 15A NCAC Chapter 2T as applicable?

Yes  No **If No, please reference the pertinent minimum design criteria or regulation and indicate why a variance is requested. SUBMIT TWO COPIES OF PLANS, SPECIFICATIONS OR CALCULATIONS PERTINENT TO THE VARIANCE WITH YOUR APPLICATION**

**B. PERMIT INFORMATION (CONTINUED)**

14. Have the following permits/certifications been submitted for approval for the system or project to be served?

Wetland/Stream Crossings - General Permit or 401 Certification?  Yes  No  N/A

Sedimentation and Erosion Control Plan?  Yes  No  N/A

Stormwater?  Yes  No  N/A

15. Does this project include any high priority lines, [see 15A NCAC 02T .0402 (2)] involve aerial lines, siphons, or interference manholes)? **These lines will be considered high priority and must be checked once every six months**

Check if Yes:  and provide details

1. Owner/Permittee's Certification: (Signature of Signing Official and Project Name)

*I, Clifton H. Cahoon, attest that this application for \_\_\_\_\_ has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting documentation and attachments are not included, this application package is subject to being returned as incomplete. Note: In accordance with North Carolina General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.*

1a. \_\_\_\_\_  
Signing Official Signature Date

ENGINEERING DESIGN DOCUMENTS MUST BE COMPLETED PRIOR TO SUBMITTAL OF THIS APPLICATION. THESE DOCUMENTS MUST INCLUDE PLAN AND PROFILE OF SEWERS, THEIR PROXIMITY TO OTHER UTILITIES, DESIGN CALCULATIONS. ETC. REFER TO 15A NCAC 02T .0305

C. CERTIFICATIONS

2. Professional Engineer's Certification: (Signature of Design Engineer and Project Name)

*I, \_\_\_\_\_, attest that this application for \_\_\_\_\_ has been reviewed by me and is accurate, complete and consistent with the information in the engineering plans, calculations, and all other supporting documentation to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with the applicable regulations, Gravity Sewer Minimum Design Criteria for Gravity Sewers adopted February 12, 1996, and the Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 and the watershed classification in accordance with Division guidance. Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design. Note: In accordance with NC General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.*

2a. \_\_\_\_\_  
Professional Engineer Name

2b. \_\_\_\_\_  
Engineering Firm

2c. \_\_\_\_\_  
Mailing Address

2d. \_\_\_\_\_ 2e. \_\_\_\_\_ 2f. \_\_\_\_\_  
City State Zip

2g. \_\_\_\_\_ 2h. \_\_\_\_\_ 2i. \_\_\_\_\_  
Telephone Facsimile E-mail

NC PE Seal, Signature & Date