

APPENDIX D

SAMPLE DIVISION OF HEALTH SERVICES APPLICATION

This Appendix contains sample forms of the NCDEH "Application for Approval of Plans and Specifications for Water Supply Systems". Three (3) completed copies of this application form must be submitted with all water system extension plans as required by Section 5.3.4.1 of the Manual. Additional blank copies of the forms are available from the NCDEH, Public Water Supply Section, Raleigh, North Carolina.

**North Carolina Department of Environment
And Natural Resources
Division of Environmental Health
Public Water Supply Section**

**Application for Approval
of Engineering Plans and Specifications
For Water Supply Systems**

Instructions & Checklist: To apply for approval for plans and specifications, submit the following materials & information:

Project Name: _____

(This is the name to appear on Public Water Supply records and tracking system)

Attached are three copies of each of the following items:

- This completed "Application for Approval...;"
- The plan drawings;
- The Engineering Report (ER) addressing each of the items listed in 15A NCAC 18C .0307(b), including the design basis of the project.[15A NCAC 18C .0307(b)(12)]

One of the following:

- The project will use the following system's previously approved standard specifications:

Name of System: Greenville Utilities Commission

PWS Approval Number & Date: 89-6971-R November 29, 2000

OR

- Attached are three copies of the specifications.

One of the following:

- The applicant is the Public Water System;

OR

- Attached is a letter from the Owner of the Public Water System agreeing to serve the project and stating that the system has adequate supply.

Note the following:

- Beginning January 1, 2007, attached is a check for the proper plan review fee amount, in accordance with NCGS 130A-328. See note 4 on page 4.

Date _____
(for DENR use only)

Serial No. _____
(for DENR use only)

To: Division of Environmental Health,
Department of Environment and Natural Resources

The Board of Commissioners
(name of board, or council, authorized official and title, or owner)

of Greenville Utilities Commission
(name of city, town, corporation, sanitary district, water company or other)

in the County of Pitt, State of North Carolina authorized by law to act for the said

Greenville Utilities Commission
(name of city, town, corporation, sanitary district, water company or other)

and to expend its funds for the water project described below, herewith submit for the counsel and advice of the Division of Environmental Health plans and specifications prepared by _____

(engineer or firm)

(Phone Number of Engineer – optional for faster contact)

(Email Address of Engineer – optional for faster contact)

of _____ for the installation or construction of _____
(address of engineer)

(description of project)

(location of project)

in _____ County, and make application to the Division of Environmental Health for the approval of said plans and specifications as related to public health and protection of public water supplies and public water systems.

These plans have been approved and accepted by the applicant.

This application is made under and in full accord with the provision of NCGS 130A-317, and such other statutes as related to public water systems. The applicant agrees that no change or deviation from the engineering plans and specifications approved by the Division of Environmental Health will be made except as allowed by 15A NCAC 18C .0306 or with the written consent and approval of the Division of Environmental Health or its authorized representative. The applicant agrees that a professional engineer licensed to practice in the State of North Carolina shall submit a statement reflecting that adequate observations during and upon completion of construction, by the engineer or by a representative of the engineer's office who is under the engineer's supervision, indicates that construction was completed in accordance with approved plans and specifications.

Remarks: _____

(Signature of Owner, Manager, Mayor or Chairman)

Clifton H. Cahoon, Const/Cont. Eng.

(Type Name Signed Above)

252-551-3386

(Phone Number – optional for faster contact)

PO Box 1847

(Street or Box Number)

Greenville, NC 27835-1847

(City, State, Zip Code)

cahoonch@guc.com

(Email Address – optional for faster contact)

Status of Water System Management Plan (WSMP)

Check one of the following, and if applicable, provide the required information:

- The WSMP for the project, as defined in the attached engineering plans and specifications, is submitted with this application.
- The WSMP that includes this project, as defined in the attached engineering plans and specifications, was previously submitted.

Provide the following:

Water System Name: Greenville Utilities Commission
 Owner Name: Greenville Utilities Commission
 PWS I.D. No.: 04-74-010
 WSMP No.: 00-01453
 WSMP Submittal Date: 6/2/2000
 County: Pitt

By my signature below, I certify that the previously submitted WSMP contains the information required by 15A NCAC 18C .0307(c) for the project defined in the attached engineering plans and specifications.

NAME: Clifton H. Cahoon
(Type or Print Name)

SIGNATURE: _____ DATE: _____
(Owner, Manager, Mayor or Chairman)

- The WSMP for the project, as defined in the attached engineering plans and specifications, has not been submitted.

Note: When the WSMP is submitted, the applicant must clearly identify the previously submitted project engineering plans and specifications for which the WSMP was prepared.

Status of Engineer's Report

Check one of the following, and if applicable, provide the required information.

- The Engineer's Report for the project, as defined in the attached engineering plans and specifications, is submitted with this application.
- The Engineer's Report that includes this project, as defined in the attached engineering plans and specifications, was previously submitted.

Provide the following:

Water System Name: _____
 Owner Name: _____
 PWS I.D. No.: _____
 Engineer's Report No.: _____
 Engineer's Report Title: _____
 Engineer's Report Submittal Date: _____
 County: _____

Note: If the previously submitted Engineer's Report covered multiple projects, then attach to this Application, a letter from the engineer stating that the previously submitted Engineer's Report contains the information required by 15A NCAC 18C .0307(b) for the project defined in the attached engineering plans and specifications.

In accordance with NCGS 130A-328, there will be a fee charged for plan review by the NC DENR Public Water Supply Section. **Any documents submitted for review on or after January 1, 2007 must be accompanied by a check payable to DENR-Public Water Supply Section before the review will begin.**

**** There is a \$25 fee for returned checks ****

The charges for review of plans are shown below. Check one of the following.

Distribution System fees

- Construction of water lines, less than 5000 linear feet **\$150**
- Construction of water lines, 5000 linear feet or more **\$200**
- Other construction or alteration to a distribution system **\$ 75**

Ground Water System fees

- Construction of a new ground water system or adding a new well **\$200**
- Alteration to an existing ground water system **\$100**

Surface water system fees

- Construction of a new surface water treatment facility **\$250**
- Alteration to existing surface water treatment facility **\$150**

Other fees

- Water System Management Plan review **\$ 75**
- Miscellaneous changes or maintenance not covered above **\$ 50**

Notes:

1. The fee is not refundable if the plans are not approved
2. Revisions to plans to address PWS or other state agency's comments do not incur an additional fee.
3. If one set of plans has multiple related sheets, such as a new well with construction of water lines, only one fee must be submitted for highest price item (the amounts are not cumulative, except fees for Water System Management Plans).
4. Water System Management Plan review fees stand alone and must be included in addition to those for the review of the plans themselves.
5. **Ten days after the receipt of plans and specifications for approval, if the appropriate plan review fee is not received, then all plan documents will be recycled. A new set of documents must then be submitted with the appropriate fee for approval.**

These plans and specifications cited in the foregoing application, including any provisos in the approval letter, are approved insofar as the protection of public health is concerned as provided in the rules, standards and criteria adopted under the authority of NCGS 130A-315 and 130A-317. This approval does not address all applicable laws, rules, standards and criteria, and other approvals and licenses that may be required by the local, state or federal government.

This approval is given with the understanding that upon installation of such works, its operation shall be placed under the care of a competent person, and the operation shall be carried out according to best accepted practice and in accordance with the recommendations of the Division of Environmental Health.

The official copies of plans and specifications accompanying this application have been sealed and stamped with the serial number of this application _____. Any erasures, additions or alterations of the proposed improvements except those permitted in 15A NCAC 18C .0306 will make this approval null and void.

This approval does not constitute a warranty of the design, construction or future operation of the water system.

Signed: _____
Public Water Supply Section
Division of Environmental Health

**North Carolina Department of Environment
And Natural Resources
Division of Environmental Health
Public Water Supply Section**

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(This is the name to appear on Public Water Supply records and tracking system)

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Name of System: Greenville Utilities Commission

PWS Approval Number & Date: 89-6971-R Dated November 29, 2000

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in the County of Pitt, State of North Carolina authorized by law to act for the said

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of _____ for the installation or construction of
(address of engineer)

(description of project)

(location of project)

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Remarks: _____

(Signature of Owner, Manager, Mayor or Chairman)

Clifton H. Cahoon
(Type Name Signed Above)

252-551-1551
(Phone Number – optional for faster contact)

PO Box 1847
(Street or Box Number)

Greenville, NC 27835-1847
(City, State, Zip Code)

cahoonch@guc.com
(Email Address – optional for faster contact)

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- Alteration to an existing ground water system \$100

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Other fees

- Water System Management Plan review \$ 75
- Miscellaneous changes or maintenance not covered above \$ 50

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This approval is given with the understanding that upon installation of such works, its operation shall be placed under the care of a competent person, and the operation shall be carried out according to best accepted practice and in accordance with the recommendations of the Division of Environmental Health.

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This approval does not constitute a warranty of the design, construction or future operation of the water system.

Signed: _____
Public Water Supply Section
Division of Environmental Health