|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant (Project Owner)** | | | | | | | | | | |
| Name: *First Middle Last* | | | | | Affiliation:  *business/organization name* | | | | | |
| Address:  *street* | | | | | | | | | | |
| City: *City* | | | | | State:  *State* | | | | Zip:  *zip code* | |
| Phone Number:  *(xxx)xxx-xxxx* | | | | | Email:  *email address* | | | | | |
| I hereby authorize the Virginia Department of Health, Office of Drinking Water to inspect all proposed facilities. | | | | | | | | | | |
| Signature:  Date: | | | | | | | | | | |
| **Agent (Design Engineer)** | | | | | | | | | | |
| Name: *First Middle Last* | | | | | Affiliation:  *business/organization name* | | | | | |
| Address:  *street* | | | | | | | | | | |
| City: *City* | | | | | State:  *State* | | | | Zip: *Zip Code* | |
| Phone Number:  *(xxx)xxx-xxxx* | | | | | Email:  *email address* | | | | | |
| **Permit Type** | | | | | | | | | | |
| Construct  and Operate  New  Waterworks | Construct  Waterworks  Additions or  Modifications | | Waterworks owner contacted (if applicant is not the owner)  Waterworks Name:  *Name*  PWSID:  *XXXXXXX*  Person contacted:  *First Last* | | | | | | | |
| **Project Description:** | | | | | | | | | | |
| Location:  *Describe the location of the project* | | | | | | | | | | |
| Description:  *Provide a brief description of the proposed construction* | | | | | | | | | | |
| Type (generally): Residential  Commercial  Industrial  Other-specify:  *Describe* | | | | | | | | | | |
| Proposed number of connections:  *enter number* | | | | | | Contacted the State Corporation Commission  (new community waterworks serving 50+ connections) | | | | |
| **Submittal Requirements** | | | | | | | | | | |
| Preliminary Engineering Conference | | | | Held-date:  *enter date* | | | | Waived-date:  *enter date* | | |
| Waterworks Business Operations Plan | | | | Submitted-date:  *enter date* | | | | Waived-date:  *enter date* | | |
| Preliminary Engineering Report | | | | Approved-date:  *enter date* | | | | Waived-date:  *enter date* | | |
| DEQ Groundwater Withdrawal Permit obtained? | | | | | | | Yes, documentation included | | | N/A |
| “Joint Permit” for surface water withdrawal obtained? | | | | | | | Yes, documentation included | | | N/A |
| Waste Disposal Permit (VPDES, other) Application submitted? | | | | | | | Yes, documentation included | | | N/A |
| Plans: | Cover Page:  Owner & Engineer name & address  **Original** PE seal with signature & date | | | | | | Plan Pages:  Legible & adequate size  Facsimile PE seal with signature & date | | | |
| Specifications: | | Provided, with **Original** PE seal with  signature & date | | | | | References approved  standard specifications | | | N/A |
| Design Notes: | | Hydraulic Model with Hydraulic Model  Summary and Hydraulic Model Certification | | | | | Other Calculations | | | N/A |
| Requirements for a proposed well:  Recorded plat,  Recorded Dedication Document,  Well Completion Report,  Yield and Drawdown Report,  Chemical Quality Results,  Bacteriological Quality Results,  Radiological Quality Results | | | | | | | | | | |