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| --- |
|  **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 |