

Domestic Wastewater Facility Division Submittal Requirements

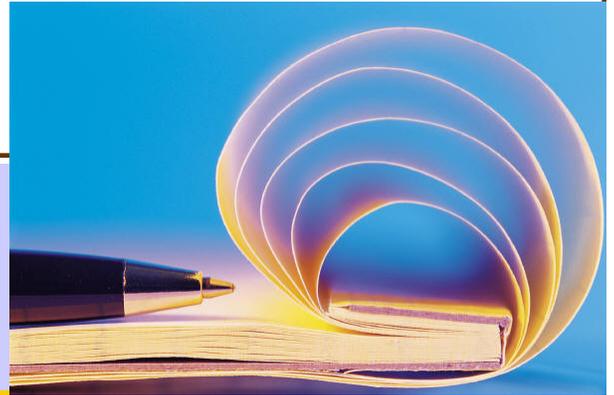
Water Pollution Control: Colorado Department of Public Health and Environment
Water Quality Control Division - Engineering Section November 2013

References: *Regulation 22: Site Location & Design Approval Regulations for Domestic Wastewater Treatment Works*
Design Criteria for Domestic Wastewater Treatment Works (Policy WPC-DR-1)

Submittal location:

Division prefers one (1) hard copy and one (1) electronic copy for all submittals.

CDPHE-WQCD ES B2
4300 Cherry Creek Drive South
Denver, CO 80246
Electronic mail: CDPHE.WQEngReview@state.co.us



Step 1: Site Location Applications Fee

1. Fill out and submit "Site Application Fee Request Form"
2. Division sends invoice. Return fee with invoice.
3. Site application processing may proceed.

Step 2: Site Location Applications

Regulation 22.4: New Wastewater Treatment Facility (WWTF) / Move outfall sewer to another site

1. Apply for Preliminary Effluent Limits from Division's Permits Section.
2. Fill out the appropriate application form and completeness checklist.
3. Produce an engineering report that meets the requirements of Section 22.4(1)(b).
4. Submit to local authorities and 208 planning agency for review and comments.
5. Post site to notify public 15 days prior to site application submittal.
6. Submit to the Division for Site Application processing.

Regulation 22.5: Existing WWTF—Increase or Decrease in Design Capacity

1. Apply for Preliminary Effluent Limits from Division's Permits Section (if required, see Section 22.5(2)(b)).
2. Fill out the appropriate application form and completeness checklist.
3. Produce an engineering report that meets the requirements of Section 22.5(2)&(3).
4. Submit to local authorities and 208 planning agency for review and comments.
5. Submit to the Division for Site Application processing.

Regulation 22.6: Certification Process for Eligible Interceptor Sewers

1. Fill out the appropriate application form and completeness checklist.
2. Have applicant and receiving wastewater entity fill out the wastewater receiving entity certification form.
3. Submit to 208 planning agency or the Division if a 208 planning agency doesn't exist for certification processing at least 90 days prior to commencement of construction.
4. If interceptor is not certified then the responsible party must obtain site location approval under 22.7.

**Professional Engineer
Required**
All engineering report,
plans and specifications,
and deviations requests
must signed and stamped
by a professional engineer
licensed in the State of
Colorado.

Regulation 22.7: Lift Stations and Not Eligible Interceptor Sewers

1. Fill out the appropriate application form and completeness checklist.
2. Have applicant and receiving wastewater entity fill out the wastewater receiving entity certification form.
3. Produce an engineering report that meets the requirements of Section 22.7(1).
4. Submit to local authorities and 208 planning agency for review and comments.
5. For all new lift stations, post site to notify public 15 days prior to site application submittal.
6. Submit to the Division for Site Application processing.

Regulation 22.8: Site Location Approval Amendment

1. Fill out the appropriate application form. Please note that disinfection changes only (22.8(2)(b)(ii) has a separate application form.
2. Submit to local authorities and 208 planning agency for review and comments. Provide copies of transmittal letter to the Division.
3. Produce an engineering report. Engineering report requirements for different amendment types are outlined in the Regulation 22 Guidance Document.
4. Submit to the Division for Site Application processing.

Step 3: Process Design Report (PDR) - Section 22.4, Section 22.5, and Section 22.8 (if applicable)

1. Fill out the PDR checklist including the variance declarations.
2. Produce an engineering report that meets the requirement of Section 1.3.0 of Policy WPC-DR-1 including the general elements, design calculations, technical elements (e.g., schematic flow diagram), and preliminary operating plan.
3. If utilizing alternative technology, then please submit documentation as outlined in Section 1.8.0 of Policy WPC-DR-1.
4. If utilizing streamline design review process then the applicant must include a letter of intent.
5. Submit to the Division for process design report processing.

Step 4: Final Plans and Specifications & Basis of Design Report (if applicable)

1. Prepare final plans and specifications to meet the requirements of Section 1.4.0 of Policy WPC-DR-1.
- 2a. For One Stage submittals: Section 22.6, Section 22.7, and Section 22.8 (if applicable)
 - a. Basis of Design (BDR) Report (Section 1.3.0 of Policy WPC-DR-1)
 - b. If utilizing alternative technology, then please submit documentation as outlined in Section 1.8.0 of Policy WPC-DR-1.
 - c. If requesting any site-specific deviations, then please submit documentation as outlined in Section 1.7.0 of Policy WPC-DR-1.
- 2b. For Two Stage submittals: Section 22.4, Section 22.5, and Section 22.8 (if applicable)
 - a. Revised Process Design Report, if modifications since PDR approval (Section 1.3.0 of Policy WPC-DR-1)
 - b. If utilizing streamline design review process then the engineer must fill out the Streamline Design Review Certification Form to certify that the design is consistent with the approved site location application, PDR, and the most recent published version of WPC-DR-1 including any approved site-specific deviations.
 - c. 3. Submit to the Division for final plans and specifications processing.

Step 5: Construction Completion Certification

1. After completion of construction the engineering firm must certify that the works were constructed according to the plans, specification, and significant amendments. Fill out the construction completion form.
2. Submit to the Division for final project processing.

Special Situation Circumstance**In-Kind Replacements (Regulation 22, Section 22.10)**

1. The Division recommends submittal prior to installation. The applicant must notify the Division no later than 15 days after replacement work has been put into service by submitting the In-Kind Replacement form.
2. Submit to the Division for processing in kind replacement requests. The Division may require processing under Regulation 22.8 if the replacement work does not meet the definition of "in-kind replacement."