

FREQUENTLY ASKED QUESTIONS

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INSIDE THIS ISSUE:

Submittal Process:	1
<i>Where to submit</i>	1
<i>Number of copies</i>	1
<i>Project Status and Reviewer</i>	1
<i>Review timeframes</i>	1
<i>Approval documentation</i>	2
<i>Verbal approvals</i>	2
Site Location Approval:	2
<i>SA Required?</i>	2
<i>SA Regulatory Basis</i>	2
<i>Reg 22 Guidance Doc</i>	2
<i>PELs</i>	2
<i>208 Agency</i>	2
<i>Fees</i>	2
<i>Waived Fees?</i>	3
<i>Professional Engineer</i>	3
Design Review Process	2
<i>Policy 96-1</i>	3
<i>One Step vs. Two Step</i>	3
<i>Streamline</i>	3
<i>Final Approval Letter</i>	3
<i>Construction Complete</i>	3

FAQS FOR DOMESTIC WASTEWATER PROJECTS

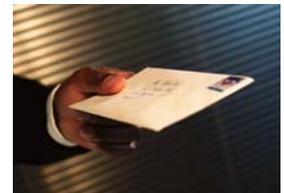
This document summarizes some of the most frequent questions that Engineering Section staff members receive related to Domestic Wastewater Facility design reviews.



SUBMITTAL PROCESS

WHERE SHOULD THE SUBMITTAL PACKAGE BE SUBMITTED?

Mailing address:
CDPHE WQCD B2
Attn: Engineering Section
4300 Cherry Creek Drive
Denver CO 80246
Electronic submittal:
CDPHEWQEngReview@state.co.us



HOW MANY COPIES SHOULD BE SUBMITTED?

The Division prefers one (1) hard copy sent to the address above and one (1) electronic copy of the submittal.

HOW WILL I KNOW THAT THE DIVISION RECEIVED THE DESIGN SUBMITTAL, THE DIVISION REVIEWER, OR THE CURRENT PROJECT STATUS?

The Division lists the design submittal case status on our website. Alternatively you can email the Engineering Section at: CDPHEWQEngReview@state.co.us or call at 303-692-6298.

I'M CURRENTLY WORKING ON A DESIGN SUBMITTAL – MAY I FIND OUT WHO MY DIVISION REVIEWER WILL BE PRIOR TO SUBMITTAL?

Unfortunately, no. The Division assigns reviewers based on the work load. If you have a question about a future design review please contact the Engineering Review Unit Manager for the County where the project is located. You may request a certain reviewer but the Division cannot guarantee that reviewer request will be granted.



HOW LONG DOES THE DESIGN APPROVAL PROCESS TAKE?

The Division aims to approve or disapprove site applications within 60 days, process design reports (PDR) within 45 days, and final design documents within 30 days. However, the Engineering Section is backlogged and projects are typically taking longer than the review goal period. Please call the Engineering Section Manager to discuss the current backlog period. Please note that the review goal period does not include any time awaiting responses to requests for information from applicants or their representatives.



SUBMITTAL PROCESS (CONTINUED)



WHAT DOCUMENTATION WILL I GET ONCE MY SITE LOCATION APPLICATION OR PROJECT DESIGN IS APPROVED ?

The system will receive a letter approving the project (aka approval letter) which will be sent on State of Colorado letterhead to the administrative contact. The Division does not give verbal or email approvals. Please note that the site location approval is valid for 365 days from the letter date.



DOES THE DIVISION PROVIDE VERBAL DESIGN REVIEW APPROVALS?

No. All correspondence goes out on State of Colorado letterhead. The project or project phase is not approved until a formal approval letter is issued.

The Colorado Division of Water Resources is responsible for regulating quantity of water (e.g., well permits, water rights) and the Division is responsible for regulating public water system quality.

SITE LOCATION APPROVAL

WHEN IS SITE LOCATION APPROVAL REQUIRED?

Site location approval is required for domestic wastewater treatment works (e.g., wastewater treatment plants, individual sewage disposal system, lift stations, and certain interceptor sewers) with a design capacity equal to or greater than 2,000 gallons per day.



WHAT IS THE REGULATORY BASIS OF SITE LOCATION APPLICATIONS?

Site location approval is required by *Regulation 22: Site Location and Design Approval Regulation for Domestic Wastewater Treatment Works (Regulation 22)*.

I'VE NEVER APPLIED FOR SITE LOCATION APPROVAL BEFORE — WHERE IS A GOOD PLACE TO START?

The Division produced a guidance document to supplement Regulation 22 and outline Division expectations. The document is titled *Guidance Document Site Location and Design Approval Regulation for Domestic Wastewater Treatment Works 5 CCR 1002-22*. The guidance document goes through specific requirements for each type of site location application (e.g., a new wastewater treatment facility, interceptors). Each type of site application has slightly different requirements so this is a good resource for anyone working through the site location application process.



WHERE DO I GET PRELIMINARY EFFLUENT LIMITS (PELs)?

Preliminary Effluent Limits (PELs) are issued by the Division's Permit Section. For information and the application process please contact the Permits Unit at: 303-692-3517 or visit the Permits homepage.

HOW DO I FIND THE 208 AGENCY?

Appendix III of the *Guidance Document Site Location and Design Approval Regulation for Domestic Wastewater Treatment Works 5 CCR 1002-22* is a County and 208 Agency List.

ARE THERE FEES ASSOCIATED WITH THE SITE LOCATION AND DESIGN REVIEWS PROCESS?

Yes. Under the Water Quality Control Act, the Division is authorized to assess fees for site location applications and design reviews. The fees are set in statute and depend on project type and proposed hydraulic capacity. The fees must be paid in advance of any work performed by the Division.



SITE LOCATION APPROVAL (CONTINUED)

IS IT POSSIBLE TO GET THE REVIEW FEES WAIVED FOR MY SMALL SYSTEM?

No. The fees are set by statute and therefore the Division has to collect fees from all applicants.

DO I NEED TO HIRE AN ENGINEER?

Most likely. Site location applications under Regulation 22 require engineering reports. Item 5.1.2.d of the Department of Regulatory Agencies Division of Registrations' *Bylaws, Rules and Policies of the State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors* require that the title or signature page of engineering report are sealed by a Colorado licensed professional engineer. Possible exceptions include in-kind replacements projects under Section 22.10. Please contact the Engineering Section Manager or an Engineering Review Unit Manager for further discussion.

Please note that State of Colorado statute requires that any person practicing engineering work must be a registered professional engineer in Colorado. To verify a professional engineer's status in Colorado contact the Colorado Division of Regulatory Agencies at: <http://www.dora.state.co.us/registrations/contact.htm> or 303-894-7800.



DESIGN REVIEW PROCESS

WHAT DOES THE DIVISION USE TO EVALUATE DESIGNS?

The Division reviews designs based on *Policy 96-1: Design Criteria Considered in the Review of Wastewater Treatment Facilities (Policy 96-1)*.

WHAT IS THE DIFFERENCE BETWEEN THE ONE STEP VS. TWO STEP SUBMITTAL, REVIEW AND APPROVAL PROCESS?

The Two Step submittal process is for complicated wastewater work projects such as new wastewater treatment plants, significant modifications to existing wastewater treatment plants. The two step process includes a process design report (PDR) step to confirm the proposed design is in conformance with Policy 96-1 before the design proceeds to the final plans and specifications phase. During the final design step, final plans and specifications are submitted.

The One Step submittal process is for less complicated wastewater works projects such as interceptors and lift stations. The basis of design report and final plans and specifications are submitted at the same time.

WHAT IS THE STREAMLINE DESIGN REVIEW PROCESS?

For the Two Step submittal process, the streamline design review process allows entities to bypass the final plans and specification review step and self-certify that the final plans and specifications design is consistent with the approved site location application, PDR, and the most recent published version of Policy 96-1 including any approved variances. The applicant needs to declare the intention to use the streamline design review process in the PDR submittal.

I GOT MY FINAL DESIGN APPROVAL LETTER – DOES THIS MEAN I CAN CONSTRUCT?

Yes, the final design approval is approval for commencement of construction. Please note that many approval letters have conditions of approval that the applicant needs to comply with for the approval to be valid.

THE PROJECT COMING TO THE END OF CONSTRUCTION – HOW DO I NOTIFY THE DIVISION?

The Division has a "Construction as Approved Certification" form which needs to be filled out by the engineer certifying that the design was constructed consistent with the design documents as approved by the Division.

