

Division of Drinking and Ground Waters
Water Supply Data Sheet

County	Township	PWS ID No.	STU ID No. (Treatment plants only)
Name and Address of the public water system which will own this project: _____ _____ Phone: _____			
Name of the water system which will bill:			
Title of the project:			
Specific location of project:			
Will the proposed facilities be owned by the public water system upon their completion? Yes _____ No _____ (If "no" contact your district office for instruction). To acknowledge approval of the project by the owner either the plans must be signed or a letter of ownership must be received with the plans.			
Does the project consist only of waterlines that are exempt under OAC 3745-91-02(D)? Yes _____ No _____ If yes, do not submit plans. These plans must be listed on an annual project summary due by January 15.			
Does the project include the installation of sewers or an individual treatment system? Yes _____ No _____ If yes, a Permit To Install may be required from the Division of Surface Water.			
Is the area already served by sewers? Yes _____ No _____			
Were the necessary permits applied for, if a stream or wetland crossing is part of the project? Yes _____ No _____			
Is a Capacity Assurance Plan required? Yes _____ No _____			
Name and address of person preparing the plans: _____ _____ _____			
Phone: _____ E-mail: _____ Fax: _____			
Provide a brief description of proposed project (e.g., wells, softening, storage, chlorination, high service pumping, water line extension: pipe type, diameter, length, number of service connections to be served by the project): _____ _____ _____			
Does the water plant serving this project have the capacity to supply these improvements? Yes _____ No _____ NA _____			
For detail plan submittal: Estimated cost of the water system improvements \$ _____ Review fee = \$150.00 + (0.0035 x Estimated cost of the water system improvements) Maximum fee is \$20,000.00 For general plan submittal: Review fee = \$150.00 (flat rate) Make check payable to: Treasurer, State of Ohio			
For Ohio EPA use only		PAID	
Revenue ID No.: _____		Amount _____ Date _____	
EPA 5300 (5/09)		Check # _____ Date _____	

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**INSTRUCTIONS FOR THE SUBMITTAL OF DETAILED PLANS
FOR PUBLIC WATER SYSTEMS**

As stated by section 6109.07 of the Ohio Revised Code and section 3745-91-02 of the Ohio Administrative Code, "No person shall begin construction or installation of a public water system, or make a substantial change in a public water system, until plans therefor have been approved by the director of environmental protection."

A public water system is defined as a system that has either 15 service connections or serves at least 25 individuals sixty days out of the year.

A person applying for plan review of a public water supply system pursuant to section 6109.07 of the Ohio Revised Code shall pay a fee of \$150 plus 0.35% of the estimated project cost; however, the total fee shall not exceed \$20,000. The fee shall be paid at the time the application is submitted. The fee shall be made payable to: Treasurer, State of Ohio.

ALL DETAIL PLAN SUBMITTALS ARE TO CONTAIN THE FOLLOWING:

1. Water Supply Data Sheet (1 copy)
2. Review Fee
3. Detailed Plans on engineering paper (usually 24"x36") (3 sets)
4. Technical specifications if applicable (1 copy)
5. Appropriate endorsements (Owner, P.E., plan preparer) as applicable

In order to provide assistance with the preparation of detail plans, guidance sheets are available at your District. They describe how to prepare detail plans for groundwater systems including wells and treatment, and outline the minimum information that should be presented with sets of plans for waterline extensions, booster stations and storage tanks. These guidance sheets are available upon request. In addition, if the proposed improvements are for a new community or non-transient, non-community public water system, or if the proposed improvements are being funded by the Ohio EPA Water Supply Revolving Loan Account, a Capability Assurance Plan must be submitted for approval with the detail plans. If you have any questions call the District Office.

Submit plans to:

Ohio Environmental Protection Agency
Northeast District Office
2110 E. Aurora Road
Twinsburg, OH 44087
(330) 963-1200

Ohio Environmental Protection Agency
Northwest District Office
347 N. Dunbridge Road
Bowling Green, OH 43402
(419) 352-8461

Ohio Environmental Protection Agency
Southeast District Office
2195 Front Street
Logan, OH 43138
(740) 385-8501

Ohio Environmental Protection Agency
Southwest District Office
401 East 5th Street
Dayton, OH 45402
(937) 285-6357

Ohio Environmental Protection Agency
Central District Office
P.O. Box 1049
50 West Town Street, Suite 700
Columbus, OH 43207
(614) 728-3778