



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

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Northern Groundwater and Purchased Water Systems Water System Review and Permitting Process Checklist

Water System Name: _____ WSID: _____
Project Name: _____
Project Owner: _____ County: _____
Owner Address: _____

To the best of my knowledge, the above named project conforms to all applicable state and local government requirements for the approval of public drinking water supply construction projects.

Signature: _____ Date: _____
Print Name: _____ Title: _____

For governmentally owned water systems (Cities, Counties, and Authorities)

To the best of my knowledge, the water system is in compliance with the Service Delivery Strategy (House Bill 489, 1997) for all counties in which its boundaries lie.

Owner's or Authorized Agent's Signature: _____ Date: _____

PLEASE NOTE: ALL APPLICABLE APPROVALS AND/OR PERMITS RELATING TO THE CONSTRUCTION OF THE PROJECT MUST BE OBTAINED PRIOR TO THE START OF ANY CONSTRUCTION, AS REQUIRED.

Public Water System Permitting Checklist

Each item from the following checklist should be completed. Please note that a completed checklist must be included with all associated submittals.

STEP 1 : PERMISSION TO DRILL – INQUIRY & DISCOVERY

___ Submit a topographical map showing the geographical location of the proposed project. The map should be illustrated with a large scale, include contour lines, and important features such as the proposed wellhead, septic fields/tanks, property lines, roadways and existing buildings. The location of the governmentally owned and operated public water distribution line closest to the project site should also be provided, which may be submitted on a second map with a smaller scale with less detail.

___ Provide written certification from the local government in which the system is located that the local government is in concurrence with the development of the privately owned community public water supply system within its jurisdiction.

___ Provide written concurrence by the nearest governmentally owned water supply system (e.g., water department/authority) to provide water to the proposed project. This letter must indicate that the water supply system has adequate capacity available to provide water to the proposed project. The entity that will own, operate and maintain the water distribution lines must be clearly stated. See Rules and Regulations of the State of Georgia.

___ Submit documentation outlining the reasons why the proposed project cannot connect to an existing local governmentally owned water supply system. A written letter must be attached from the nearest governmentally owned water supply system (e.g., water department/authority) denying the owner's request for water service.

___ Submit a letter, written by the local county government (e.g., county planning and zoning office), certifying that the proposed water system development project and the appurtenances pertaining to the water system are not located on, or in close proximity to an abandoned landfill or any other site used for waste disposal.

___ Submit a detailed description of the proposed development project, including a characterization of populations served and the total number of service connections proposed for development; type, number and projected capacity of water supply source(s); water use estimates; and, the method proposed for the disposal of wastewater generated by the project (e.g., individual septic tank system or central wastewater system).

___ For any new well or spring to be developed as a community public water supply source for a municipality, county, or an authority, a Wellhead Protection: New Well / Spring Application Sheet, as well as a preliminary wellhead protection evaluation must be completed and on file with EPD's Source Water Assessment Unit. Please contact the Division's Source Water Assessment Unit at (404)463-1511 for additional information.

AFTER COMPLETING STEP 1, A PERMISSION TO DRILL LETTER WILL BE PROVIDED TO THE OWNER FROM THE DIVISION. IF ALL OF THE REQUESTED INFORMATION IDENTIFIED UNDER STEP 1 IS NOT RECEIVED WITHIN NINETY (90) DAYS FROM THE DATE OF THIS CORRESPONDENCE, NO FURTHER CONSIDERATION WILL BE GIVEN FOR THIS WATER SYSTEM DEVELOPMENT PROJECT.

STEP 2 : SOURCE APPROVAL REVIEW

___ Submit the 24-hour pump test data for the well, completed and signed by a Georgia-licensed water well contractor, in accordance with the provisions of the Georgia Water Well Standards Act.

___ Submit a Well Completion Data Form for the well, completed and signed by a Georgia-licensed water well contractor, in accordance with the provisions of the Georgia Water Well Standards Act.

___ Physical and chemical “screening” of the raw water must be performed for the following parameters [with the concentrations shown in milligrams per liter (mg/L), where applicable] by a Division-approved* water laboratory and a copy of the results submitted to this office:

Total Dissolved Solids	Fluoride	Zinc	Turbidity (NTUs)
Alkalinity (as CaCO3)	Nitrate (as N)	Iron	Carbon Dioxide
Hardness (as CaCO3)	Nitrite (as N)	Chloride	Color (color Units)
Total Nitrate & Nitrite (as N)	Manganese	pH	Sulfate

This “screened” analysis must be performed as an interim measure to determine usability of the well/spring as a potential source of water supply, until an in-depth testing of the water is completed as required by the US EPA’s Standardized Monitoring Framework. Please include the design engineer’s contact information on the sampling form.

(*New public water systems shall have source approval samples done by an approved outside laboratory. For an existing public water system currently contracted with EPD laboratory services, samples may be submitted to the EPD Lab.)

___ A raw water sample must be collected from the proposed source and submitted to a Division-approved* laboratory for microbiological analysis. A copy of the results must be submitted to this office. Please include the design engineer’s contact information on the sampling form.

(*New public water systems shall have source approval samples done by an approved outside laboratory. For existing public water system currently contracted with EPD laboratory services, samples may be submitted to the EPD Lab.)

___ A raw water sample must be collected from the proposed source and submitted to a Division-approved laboratory for radiological analysis. A copy of the results must be submitted to this office.

___ Submit an application to obtain a permit to use groundwater as a source of public water supply, or to modify an existing permit to reflect the addition of the new water source(s) and/or change the water withdrawal amount (permits are required for withdrawals exceeding 100,000 gallons per day). Please contact the Groundwater Withdrawal Permitting Unit at (404) 463-1511 concerning requirements for a groundwater withdrawal permit.

AFTER COMPLETING STEP 2, A SOURCE APPROVAL LETTER WILL BE PROVIDED TO THE OWNER FROM THE DIVISION.

STEP 3: PLAN AND SPECIFICATION TECHNICAL REVIEW

___ Submit detailed engineering plans and specifications for the construction of a newly constructed water system, or an engineering evaluation of an **existing** constructed facility. All engineering documents must be prepared by a professional engineer licensed to practice in the State of Georgia. The documents must conform with Section 391-3-5-.05 of the Rules and applicable sections of *Minimum Standards for Public Water Systems*, and include material and construction methods for the water source installation, pump house, pumping equipment, electrical controls, storage tanks, paint coating system, water treatment equipment, distribution lines, service connections, valves, disinfection and other pertinent information. The Drinking Water Project Submittal Form and 24-hour pressure and flow test (when applicable) must be included with each submittal of plans and specifications. The engineer's certification, along with the "as-built" plans and specifications must be submitted to the EPD for review and comment.

___ Submit calculations demonstrating that the treatment equipment for the proposed new source well is capable of providing 4-log virus inactivation prior to the first customer as required by Rule Section 391-3-5-.06(1).

___ A back-up water source, such as an additional well, capable of providing adequate water service (if the primary source becomes nonfunctional) shall be provided for all new community public water systems serving more than 25 service connections.

___ The new water source for all new or expanded community and transient or non-transient, non-community public water systems shall be equipped with a means of measuring water flow (e.g., water meter).

___ All new services connected to community and non-transient, non-community water systems shall be metered.

___ A Business Plan (a technical, financial, and managerial plan) is required to assure the managerial and technical capacity, and which adequately accounts for all the costs of the development, maintenance, and operation of the water system in compliance with the National and State Drinking Water Regulations for a minimum of five (5) years.

___ Prior to construction, a permit must be obtained to conduct land-disturbing activities. If applicable to your site, you must submit a Notice of Intent (NOI), with the Environmental Protection Division, to be covered under the General Permit for Stormwater Discharge Associated with Construction Activities.

AFTER COMPLETING STEP 3, A PLAN & SPECIFICATION APPROVAL LETTER WILL BE PROVIDED TO THE OWNER FROM THE DIVISION.

STEP 4: PLAN AND SPECIFICATION TECHNICAL REVIEW

___ Submit certification from a professional engineer licensed to practice in the State of Georgia, and if necessary include "as-built" plans and specifications, to the EPD for review and comment.

AFTER COMPLETING STEP 4, PROCEED TO STEP 5.

STEP 5: PERMITTING & CONTRACT SERVICES

___ The “Application for a Permit to Operate a Public Water System” must be completed, signed and submitted. The system’s operator information needs to be included on the submittal.

___ Provide a copy of the proof of ownership (e.g., a copy of warranty deed, bill of sale, or use of easement agreement). The copy must be recorded, and include a clerk of court stamp.

___ Provide proof that the water system has retained the services of a certified operator. The certification classification must be consistent with the public water system classification as specified in Rule 391-3-5-.39.

___ Submit to the Division a Stage 2 Disinfection By-Products (DBP) Monitoring Plan developed in accordance with Section 391-3-5-.24 of the Rules for Safe Drinking Water.

___ Submit to the Division a Revised Total Coliform Rule site sample plan developed in accordance with Section 391-3-5-.55 of the Rules for Safe Drinking Water.

___ Review the EPD’s “Drinking Water Laboratory Services Terms and Conditions” and the corresponding fee schedule. Then, determine which testing services, if any, will be used. Alternatively, a water system may contract with an EPD certified lab. If EPD’s laboratory services will be used, complete Question No. 7 on page 2 of the “Application for a Permit to Operate a Public Water System”. The Georgia EPD can provide the laboratory and related services consistent with the National Primary and Secondary drinking water standards and related regulations in the Georgia Rules for Safe Drinking Water, Chapter 391-3-5. For questions related to laboratory services billing, please contact the Division’s Finance Department at epdfinance@dnr.ga.gov or (404) 463-1989.

AFTER COMPLETING STEP 5, A PERMIT TO OPERATE A PUBLIC WATER SYSTEM WILL BE PROVIDED TO THE OWNER FROM THE DIVISION. Upon receiving the signed permit, review the information in the Georgia Drinking Water Watch database (gadrinkingwater.net), and follow the compliance sampling schedule. If updates or changes to the information in the Drinking Water Watch database are needed, please complete the “Request to Change Water System Inventory or Laboratory Services” form and submit it to the appropriate District Office.