

**Northern Groundwater and Purchased Water Systems**

Water System Review and Permitting Process Checklist

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| --- | --- | --- | --- |
| **Date:** | Click here to enter a date. | **WSID:** | Click here to enter text. |
| **System Name:** | Click here to enter text. | **County:** | Choose an item. |
| **Owner’s Name:** | Click here to enter text. | **Telephone:** | Click here to enter text. |
| **Owner’s Address:** | Click here to enter text. | **City, State, Zip:** | Click here to enter text. |

***Step 1* – PERMISSION TO DRILL – INQUIRY & DISCOVERY** **(REFER ONLY TO ITEMS MARKED** [x] **)**

[ ]  (1) For any activity listed in the Rules for Safe Drinking Water (Rules), Section 391-3-5-.04, submit to the Division an Engineering Report prepared by a professional engineer and in accordance with Rule Section 391-3-5-.05(2). The Engineering report shall be submitted to the Division prior to the preparation of the final construction plans and specifications.

[ ]  (2) 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.

[ ]  (3) 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.

[ ]  (4) Provide written concurrence from 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 Rule Section 391-3-5-.04.

[ ]  (5) 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.

[ ]  (6) 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.

[ ]  (7) 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 (e.g. residential, mobile home park, school, etc.), 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).

[ ]  (8) 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. For reconsideration, a separate inquiry must be made.**



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***Step 2* – SOURCE APPROVAL REVIEW** **(REFER ONLY TO ITEMS MARKED** [x] **)**

[ ]  (1) 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.

[ ]  (2) 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.

[ ]  (3) 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 Nitrate (as N) pH Zinc Fluoride Turbidity (NTU)

 Alkalinity (as CaCO3) Nitrite (as N) Iron Manganese Carbon Dioxide

 Hardness (as CaCO3) Total Nitrate & Nitrite (as N) Chloride Sulfate Color (color units)

 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.

[ ]  (4) 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.

[ ]  (5) 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.

[ ]  (6) 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.

*\*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.*

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



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***Step 3* – PLAN AND SPECIFICATION TECHNICAL REVIEW** **(REFER ONLY TO ITEMS MARKED** [x] **)**

[ ]  (1) Submit detailed engineering plans and specifications for the construction of a **proposed** water system, an engineering evaluation of an **existing** constructed facility, or a combination of both. 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 the 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.

[ ]  (2) Submit a hydraulic analysis of the proposed distribution system, including fire flow calculations if applicable.

[ ]  (3) 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).

[ ]  (4) 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.

[ ]  (5) The new water source for all new or expanded water systems shall be equipped with a means of measuring water flow (e.g., water meter).

[ ]  (6) All new services connected to community and non-transient, non-community water systems shall be metered.

[ ]  (7) A Business Plan (a technical, financial, and managerial plan) is required for all proposed community and non-transient, non-community water systems 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.

[ ]  (8) 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.**



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***Step 4* – PLAN AND SPECIFICATION TECHNICAL REVIEW** **(REFER ONLY TO ITEMS MARKED** [x] **)**

[ ]  (1) 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.**



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***Step 5* – PERMITTING AND CONTRACT SERVICES** **(REFER ONLY TO ITEMS MARKED** [x] **)**

[ ]  (1) 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.

[ ]  (2) 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.

[ ]  (3) 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 Section 391-3-5-.39.

[ ]  (4) Submit to the Division a Stage 2 Disinfection By-Products (DBP) Monitoring Plan developed in accordance with Rule Section 391-3-5-.24.

[ ]  (5) Submit to the Division a Revised Total Coliform Rule site sample plan developed in accordance with Rule Section 391-3-5-.55.

[ ]  (6) 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.

[ ]  (7) When utilizing the EPD’s laboratory for microbiological sampling, submit to the EPD lab a “Water Sample Shipping Case Request” form along with a check or money order in the amount of $35.00, made payable to the Georgia Department of Natural Resources.

**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.