

February 28, 2011

Dear Licensed Designer:

We are looking at ways to make our application process more efficient by reducing the number of unacceptable applications. To reduce the number of incomplete applications we have identified those areas of the application process that seem to cause the most problems. The following guidance applies to both paper and eDEC Wastewater System & Potable Water Supply applications. Please take a few minutes to read through all items listed as some are new, revised or just intended as reminders.

1. Signature Authority:

- a. Any application requiring a certifying official must submit a document stating that the person listed has the authority to sign the application for the landowner(s).
- b. Please remember the applicant is considered the landowner for all Wastewater System and Potable Water Supply Permit applications.
- c. All persons listed on the current deed for the property of the project are required to be listed on the application and each must sign the landowner signature page (one person cannot sign for another).
- d. If there are multiple landowners, the first landowner listed on the application will be mailed the original permit for recording unless a signed statement by the landowner/certifying official is included with or on the application indicating the name and address of where they would like the original permit to be sent.
- e. There may be co-applicants who are not listed as landowner and may have an interest in the application.
- f. When an attorney or legal representative is signing the Wastewater System and Potable Water Supply Permit Application for the landowner(s), Power of Attorney documentation must be submitted with the application. You must use Section B of the Application Details when Power of Attorney is required.
- g. If the landowner is a business/legal entity/trust/estate, the application signature must be provided by a certifying official. Examples of a certifying official:
 - i. the person listed as the registered agent with the Secretary of State;
 - ii. an executive figure (such as the president, chairperson or superintendent); or
 - iii. an individual who has legal authority to sign on behalf of a business or legal entity. We reserve the right to request that the person signing the application is verified in writing by the registered agent or executive figure when it's unclear as to the individual's legal authority.

2. eDEC Application Submissions:

- a. The Division is anticipating in the next 6 to 12 months you may be asked to submit applications electronically. Although we further anticipate a waiver may be granted for some designers from submitting applications electronically, we ask that you become familiar with the electronic application procedure.
- b. Please inform applicants of projects you submit through eDEC that copies of the permit and plans may be found at www.septic.vt.gov once the permit has been issued.
- c. Please be sure to follow the strict requirements for uploading documents and plans to eDEC. Specifically, when naming the files, the only characters you may use in a file name are a hyphen (-) and/or the underscore (_). Characters that CANNOT be used include the &, @, #, among others.
- d. Any designer using the electronic process should make sure their email address is current and that each regional office has your current email address.



- e. When submitting an eDEC application, be sure to check emails frequently as information/clarification requests will be done via email (aside from an occasional phone call).
 - f. Also, when submitting revised plans in response to a review letter, it helps to email the administrative and engineering staff reviewing the project. Please do not submit revised plans via e-mail.
- 3. Fee Calculations and Checks for Fees/Electronic Payments for eDEC:**
- a. We all know how complicated our fee schedule is. We encourage you to verify the fee before submission if the project appears to be complex. This is particularly important regarding eDEC projects when the fee is paid electronically.
 - b. Municipal fees may only be used if both the water and wastewater are municipal regardless if the project involves only one system.
 - c. Our business office does not like to accept checks dated later than 3 months so please keep this in mind when submitting applications. Also, the business office can do refunds to credit cards but cannot do refunds on debit cards nor can refunds be credited for future eDEC projects.
 - d. If your project requires a construction permit from the Water Supply Division, our fee will be calculated based on the wastewater flows as if you are constructing only a wastewater system (municipal projects at \$0.15/gallon or on-site projects at \$0.30/gallon of wastewater).
 - e. Lots with existing structures that have plumbing or lots to be developed are subject to fees. There is no fee for lots remaining undeveloped as part of a subdivision.
- 4. Plans submitted for Approval:**
- a. Our scanning is in black and white so please do not submit plans that use a dark background with dark font as these are relatively illegible after scanning.
 - b. If you submit plans with colors used to depict lines, please use line weight to distinguish between features and use as dark a font as possible for text as it will be more readable as a scanned document.
 - c. All plans/sketches submitted with an application that will be referenced in our permit need to be signed by a licensed designer.
 - d. Please be sure the dates on the plan are the same as entered on your application form and the dates on the application form use mm/dd/yyyy, as this is the format our data base uses.
 - e. We would be very appreciative if one set of the plans were not stapled together since one set needs to be scanned.
- 5. Application Completeness:**
- a. Please remember to proof read your application before submission as this can cut down on those “little errors” or questions unintentionally left blank. This will allow your application to be more quickly processed.
 - b. Parts V and VI, Section A, Questions 1-3 ask for proposed or existing water & wastewater systems/connections. Question 3 of each Part is being modified to correspond to the Instructions. The question for Part V, Question 3 will read “Are you proposing a new connection to an existing water supply for this project?” and Part VI Question 3 will read “Are you proposing a new connection to an existing wastewater disposal system for this project?” Please be certain all sections are completed to correspond to the proposed wording in Parts V & VI.
 - c. Please remember that municipal water and sewer flows are calculated differently than private water supplies and soil based wastewater systems. Municipal water flows should be calculated using the most current Water Supply Rules. We encourage you to contact the appropriate regional office if you have any questions on calculating municipal flows or when reductions may be used.
 - d. Any requests to send the original permit to someone other than the landowner(s) listed on the application will require a signed authorization statement from the landowner/certifying official (can be via landowner email, fax or as a statement included on the landowner signature page of the application).

6. Document Search/Research:

- a. Please use our Document Search feature at our website www.septic.vt.gov to look up prior permits and identify any outstanding permit conditions.
- b. Although most files are available on-line, there are files that are not.
- c. Please contact your Regional Office for files you may not be able to access.

7. Landowner Certification:

- a. Act 145 requires a Certification Statement be submitted with **ALL** Wastewater System and Potable Water Supply applications, regardless of the project.
- b. Guidelines and the certification statement forms are available on our web page.
- c. The first statement on the form shall be filled-out if notification per the guidelines is required and a list of affected landowners included.
- d. The second statement on the form shall be completed when no notification is required.
- e. The form shall be signed by either the landowner or certifying official for the landowner.
- f. Please make sure you are using the "First Revision Issued June 16, 2010" form or, if you have created your own form, include the exact language as this revised form.

We very much appreciate your cooperation and please feel free to contact your local regional office if you have questions or comments.

Sincerely,

Wastewater Management Administrative Staff