

MEMORANDUM

To: Whom it may concern

From: Tim Huffman, PE
City of Columbus
Division of Water

Date: May 13, 2021

Subject: Ohio Environmental Protection Agency Plan Review Submittal

The City of Columbus Division of Water is currently requesting all OEPA documents be submitted digitally. All OEPA submittals still must be sent to the City of Columbus Division of Water for approval **prior** to submitting to OEPA. **Please do not submit the forms directly to the OEPA, without the Division of Water approval and submittal letter.** Also, the construction of a project shall not begin until the OEPA approval has been received.

The following items are required to be submitted to the City of Columbus Division of Water for all plans, as required by Section 6109.07 of the Ohio Revised Code:

1. Water Supply Data Sheet.
2. Applicable Project Summary Sheet(s) for Self-Certified Plan Review.
3. DOW OEPA Self-Certification Annual Report Summary.
4. One digital copy of the fully signed plan set.
5. Technical Specifications, if applicable.
6. Appropriate endorsements (Owner, P.E., plan preparer); as applicable.
7. OEPA Submittal letter.
8. Separation Exception Report, if required. See information on next sheet.

These forms can be submitted by email to Adam Marque at AMMarque@columbus.gov or Jen Martens at JRMartens@columbus.gov.

Once the Submittal Letter has been signed by DOW Administration, a Division of Water representative will submit the signed approval letter and any of the applicable forms directly to the OEPA on the applicant's behalf. The applicant will be copied on the submittal email to the OEPA.

Once the files have been submitted, the OEPA will send out an invoice for the review fee. It will be the applicant's responsibility to pay the review fee. The fee for the OEPA Self-Certification plan review will remain one hundred eighty-five dollars (\$185.00) until December 31, 2021. The fee shall be payable to the Treasurer, State of Ohio.

The following clarifications and updates shall be incorporated into all Ohio Environmental Protection Agency plan review submittals:

1. Project Summary Sheets
 - Sheet 1 of 3: The Water System Name shall be shown as "City of Columbus Community Water System".
 - All Sheets: "N/A" or "Not Applicable" will not be acceptable answers to any of the questions. Please answer "Yes" or "No". As stated in the form, please provide justification for any of the questions that were answered as "No".
 - Sheet 3 of 3: **The registered professional engineer preparing the design is responsible for signing, stamping or sealing and dating sheet 3 of 3 of the Project Summary Sheet.**

2. Water Supply Data Sheet

- **Please note that this form has been updated recently.**
- For projects within the City of Columbus: The “Name” of the public water system which will own the project shall be shown as “City of Columbus Community Water System”.
- For projects within municipalities that have water service agreements with the City of Columbus, please indicate the respective municipality as the “Owner” of the system, but also note that the system is operated and maintained by the City of Columbus Division of Water.
- For all applications: Please indicate “City of Columbus Community Water System” as the name of the water system which will bill.
- The estimated cost and review fee are not required to be indicated on the Water Supply Data Sheet. The review fee of \$185 is part of the Self-Certification Agreement between the OEPA and the City of Columbus. Please have the Submittal Fee Section match the following:

Detail Plan Submittal Fee: Make check payable to: Treasurer, State of Ohio			
Estimated cost of the water system improvements:	\$	\$	General plan flat fee \$150.00
0.0035 x Estimated cost of the water system improvements:	\$	\$ 185.00	Self-Certification flat fee
Review fee:	+ \$150.00		
Well log fee (\$20.00 per well log):	+ \$		Maximum fee is \$20,000.00 (not including well log fees)
Total Plan Submittal Fee:	\$		

3. Separation Exception Report

- For projects that do not comply with the Ten State Standards (10 feet horizontal and/or 18-inch vertical separation between the proposed water main and sewer), a Separation Exception Report shall be provided to the DOW reviewing engineer. The report shall contain detailed engineering calculations, stamped and sealed by a PE licensed in Ohio, including capital costs, social costs, and environmental costs as to why the 10 feet horizontal and/or 18-inch vertical separation cannot/should not be maintained.
- This report will be attached to the OEPA application for submittal to the OEPA.

Current forms are available on the City of Columbus, Department of Public Utilities website at <http://columbus.gov/Templates/Detail.aspx?id=66404>. All requirements for the OEPA plan submittal can be found at <http://www.epa.state.oh.us/ddagw/DrinkingandGroundWaters.aspx>.

Again, the OEPA forms, plans, and submittal letter must be sent to COC-DOW for approval. Do not submit directly to the OEPA. Also of note; Construction of a project shall not begin until the OEPA approval has been received.

If you have any questions, please contact Jen Martens, PE, Adam Marque, or me at the Division of Water, Distribution Engineering Section at (614) 645-7677.