



Division of Drinking and Ground Waters  
**Water Supply Data Sheet**

PWS Name:		County:			
PWS ID:		City/Township:			
<b>Public water system which will own this project:</b>					
Name:					
Address:					
City:		State:		Zip:	-
Name of the water system which will bill:					
Title of project:					
Specific location of project:					
Will the proposed facilities be owned by the public water system upon their completion?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project include the drilling, boring, digging, deepening, altering and/or logging of a well for the purpose of extracting potable water as part of a public water system required to be licensed under Chapter 6109 of the Revised Code?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project consist only of waterlines that are exempt under OAC 3745-91-02(D)?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project include the installation of sewers or an individual treatment system?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the area already served by sewers?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the necessary permits applied for, if a stream or wetland crossing is part of the project?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the water plant serving this project have the capacity to supply these improvements?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or do you intend to apply for project funding by Ohio EPA Water Supply Revolving Loan Account (WSRLA)/ Drinking Water Assistance Funds for a construction loan?					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Person preparing the plans:</b>					
Name:					
Address:					
City:		State:		Zip:	-
Phone:	( ) -	Email:			
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):					
<b>Detail Plan Submittal Fee:</b> Make check payable to: Treasurer, State of Ohio					
Estimated cost of the water system improvements:		\$	\$	<b>General plan flat fee \$150.00</b>	
0.0035 x Estimated cost of the water system improvements:		\$	\$	<b>Self-Certification flat fee</b>	
Review fee:		+ \$150.00		Maximum fee is \$20,000.00 (not including well log fees)	
Well log fee (\$20.00 per well log):		+ \$			
<b>Total Plan Submittal Fee:</b>		<b>\$</b>			
<b>For Ohio EPA use only</b>		Check ID:		Plan Application and Support Classification:	
Check #:	Date: / /	Revenue ID:		Drinking Water Program Package ID:	
Amount:	Date: / /	Org ID:			

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 60 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.

If the project includes the drilling, boring, digging, deepening, altering and/or logging of a well for the purpose of extracting potable water as part of a public water system required to be licensed under Chapter 6109 of the Revised Code, include a \$20.00 well log filing fee per well log in the review fee calculation. Ohio EPA is required to collect this fee for ODNR.

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**ALL DETAIL PLAN SUBMITTALS ARE TO CONTAIN THE FOLLOWING IN AN ELECTRONIC FORMAT:**

- 1) Water Supply Data Sheet (1 copy)
- 2) Review Fee
- 3) Detail Plans (usually 24"x36") (3 sets)
- 4) Technical specifications if applicable (1 copy)
- 5) Appropriate endorsements (Owner, P.E., plan preparer) as applicable
- 6) Project summary sheets for applicable modifications

In order to provide assistance with the preparation of detail plans, project summary sheets are available at Ohio EPA's website. They describe how to prepare detail plans for including wells and treatment, and outline the minimum information that must be presented with sets of plans for waterline extensions, booster stations and storage tanks. 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 written description of the system's asset management program must be submitted for approval with the plans. If you have any questions call the District Office.

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**ALL WSRLA ELIGIBILITY REVIEW SUBMITTALS ARE TO CONTAIN THE FOLLOWING:**

- 1) General plan or project planning documentation approval; all WSRLA projects must submit a general plan or project planning documentation prior to submitting detailed plans for review. For the elements of a general plan or project planning documentation, please see [epa.ohio.gov/Portals/28/documents/dwaf/4\\_WSRLA\\_PPD\\_GP.pdf](http://epa.ohio.gov/Portals/28/documents/dwaf/4_WSRLA_PPD_GP.pdf)
- 2) Electronic versions of the following: approved general plan/ project planning documentation, full set of detailed plans, design specifications, and construction contract documents. Electronic versions can be sent via DVD, email or Ohio EPA FTP site.

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 5<sup>th</sup> 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 43216-1049  
 (614) 728-3778