

GUIDE:
**DEP Form 62-604.300(8)(a), Notification/Application for Constructing
A Domestic Wastewater Collection/Transmission System**

This guide is designed to assist the permittee in avoiding common form errors and does ***not*** relieve the preparer of responsibility to provide complete and accurate information. Staff may offer comments on items not addressed below. This guide does ***not*** need to be submitted with the form.

Part II - Project Documentation

- (2): Include separate descriptions for public and private improvements. All facilities to be conveyed to County are public; all facilities to be owned by Permittee (or successor) are private. Also, describe development to be served (i.e. purpose). Pump stations must be clearly indicated as master, community, or grinder.
- (3) Table: Enter applicable information.
 - As applicable, table values shall account for existing and proposed flows, including anticipated future development.
 - Peaking factor should be calculated based on population served, in accordance with RSWF 11.243.
- (3) *Description: To be completed only if commercial, institutional and/or industrial facilities are proposed.
 - As applicable, include current as well as any planned future development.
 - If not applicable, enter "NA" in the box.
- (4) Table: Enter applicable information.
 - Use factors of 1.35 and 0.5 for maximum and minimum flows to the station(s).
 - If not applicable, enter "NA" in the box.

Part III - Certifications

- (1): Enter applicable information. Permittee must sign and date prior to PUEPMD approval.
- (2): Template is pre-entered for signature by PUEPMD, assuming County ownership. Revise contact information and obtain signature of Permittee if system is to be entirely privately owned. If only part of system will be conveyed to County, add contact information and obtain signature of Permittee on Page 13 as well and indicate portion of system ownership to be certified by each entity.
- (3): Template is pre-entered with the plant name, permit information, and maximum monthly and three-month average daily flows.
- (4): Preparer must initial, sign, seal, and date prior to PUEPMD approval.