

# **West Virginia Department of Environmental Protection**

## **Personal Information Policy Statement**

*We will process your personal information (email address, mailing address and/or telephone number) in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at [deprivacyofficer@wv.gov](mailto:deprivacyofficer@wv.gov).*



VII. EXISTING PERMITS AND APPLCIATIONS

Issuing Agency & Address	Type of Permit or Application	Permit Number or Application	Effective Date yr/ mo/ day	Expiration Date yr/ mo/ day

VIII. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 A. Name and official title (type or print)                      B. Signature                      C. Date Signed

IX. DESCRIPTION OF DISCHARGE

A. \_\_\_\_\_  
 Discharge outlet number

B. \_\_\_\_\_  
 Discharge point name (if any)

C. Discharge Point  
 Latitude \_\_\_\_ E \_\_\_\_ ‘ \_\_\_\_ “                      Longitude \_\_\_\_ E \_\_\_\_ ‘ \_\_\_\_ “

D. \_\_\_\_\_  
 Name of Receiving Stream

\_\_\_\_\_                      \_\_\_\_\_  
 Tributary of                      Which is a tributary of

E. \_\_\_\_\_  
 Miles to the mouth of the immediate receiving stream (to the nearest tenth mile)

F. Does your discharge contain or is it possible for your discharge to contain one or more of the following substances added as a result of your operations, activities, or processes: ammonia, cyanide, aluminum, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, zinc, phenols, oil and grease, and chlorine (residual).  
 ( ) Yes                      ( ) No

**X. FACILITY DESCRIPTION**

**A. Service (mark X)**

- |                         |     |                   |     |
|-------------------------|-----|-------------------|-----|
| Municipality            | ( ) | Shopping Center   | ( ) |
| Trailer Court           | ( ) | Apartment Complex | ( ) |
| School                  | ( ) | Subdivision       | ( ) |
| Park                    | ( ) | Other (specify)   | ( ) |
| Public Service District | ( ) | _____             |     |

B. Number of Persons \_\_\_\_\_

C. Number of home sites, mobile home sites, etc. \_\_\_\_\_

D. Total area of site in acres. \_\_\_\_\_

**XI. DESCRIPTION OF SEWAGE DISPOSAL SYSTEM**

**A. Collection System**

1. Size of sewer lines	
2. Type of sewer lines	
3. Length of sewer lines of each size	
4. Minimum ground cover on sewer lines	
5. Type of sewer joints	
6. Number of manholes	
7. Number of cleanouts	
8. Number of lift stations	
9. Size of force mains	
10. Length of force mains	

**B. Treatment Plant**

1. Type of treatment (mark X)	
(a) Extended Aeration ( )	
(c) Other (specify) ( )	(b) Stabilization Pond ( )
2. Design flow (gallons per day, GPD)	
3. Type of Pretreatment	
4. Aeration chamber size	
5. Blower size	
6. Clarifier size and surface area	Polishing pond dimensions
7. Polishing pond dimensions length x width x depth ( at water surface ) length x width ( at bottom )	

8. a. Type of Disinfection b. Chlorine contact chamber size (if applicable)	
9. Stabilization pond dimensions length x width x depth ( at water surface ) length x width ( at bottom )	
10. Post aeration unit size	
11. Other units and size of units	

**XII. DESCRIPTION OF OPERATION AND MAINTENANCE**

A. Certified Operation Classification	
B. Frequency of inspection by operator	
C. List various sewage treatment plant operating and wastewater testing equipment	
D. Method of excess sludge disposal	
E. Provisions for operations reliability for the plant during period of power failure	



#### XIV. REQUIRED INFORMATION TO ACCOMPANY APPLICATION

A. U.S. Geological Survey Topographic Map showing property lines, point of discharge and downstream water intake or impoundment, if any ( )

B. Site plan of the facility showing:

1. Layout with dimensions and property lines. ( )
2. Home sites, mobile home sites, camping trailer sites, schools or other buildings. ( )
3. Location of and distances to known water intakes or wells. ( )
4. Location of existing or proposed water lines. ( )
5. Sewage treatment unit(s). ( )
6. Layout and size of sewer lines, manholes, and/or cleanouts and location of lift stations. ( )
7. Distance(s) of sewage treatment plant, stabilization pond, and polishing pond from surrounding residences or other buildings. ( )
8. Point of discharge of effluent in stream. List mile point. ( )
9. Effluent routing details. ( )
10. Fence, wall, or buildings around sewage treatment facilities. ( )
11. Access road to treatment facilities. ( )
12. Landscaping for the prevention of surface water entering plant, and prevention of erosion from site. ( )

C. Profile of sewer lines showing:

1. Existing and finished ground level. ( )
2. Manhole locations with invert and top elevations. ( )
3. Grade of proposed sewer lines. ( )
4. Size, length, and type of proposed sewer lines. ( )
5. Any other items in collection system including lift stations, siphons, force mains with air relief valves, grease traps, etc. with proper detailing and elevations. ( )

D. Report and Specifications setting forth:

1. General description of project and location. ( )
2. Number of units served and possible expansion of facility. ( )
3. Type of pipe and joints. ( )
4. Specifications for lift stations, if any. ( )
5. Specifications for sewage treatment plant. ( )
6. Hydraulic calculations. ( )
7. Soil characteristics of site for a stabilization pond or polishing pond. ( )
- Report from U.S. Department of Agriculture Soil Conservation Service required.
8. Manhole details. ( )
9. Filter details, if any, including type of origin of filter material or sand uniformity coefficient, effective size, and percent passing number 200 sieve. ( )
10. Sewer riser details (mobile home park). ( )
11. Discharge Load Allocation (from WRD-MUN 1-81). ( )
12. Test Equipment. ( )
13. Aerated sludge holding tank (if required). ( )
14. 10, 25, and 100 year flood elevations. ( )
15. Post aeration. ( )
16. Size of sewage treatment plant, lift station, stabilization pond. ( )
17. Non-potable water for cleaning (if applicable). ( )
18. Provision for outlet marker. ( )
19. Surge equalization tank (if required). ( )
20. Method of flow measurement (weir, flow meter, etc.) ( )
21. Cathodic protection (if any steel units). ( )
22. Provision for level installation of plant (pad or base). ( )

23. Provision for protection from freezing (other than buried plant) ( )

E. Plans of sewage treatment plant, lift station(s), stabilization pond, filter, or polishing pond to be installed ( )

F. Documentation consisting of:

1. Legal document stating who shall have responsibility for maintenance of sewage treatment facility

a. Owner and/or developer ( )

b. Private utility approved by Public Service Commission ( )

c. Property owners association ( )

d. Existing public or private utility: i.e. municipality, public service district, etc. ( )

2. Legal document(s) granting permission to cross lands of adjacent property owners with sewage transmission lines or effluent discharge lines (if applicable) ( )