

## INSTRUCTIONS FOR APPLICATION FOR APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES

This application form must be completed as part of an application package submitted to Public Water Systems Supervision Program for the approval to construct/modify a public water system or a bottled water system facility. The required items should be checked to ensure a complete administrative package has been submitted. For details about the required items, the applicant is advised to consult the Navajo Nation Primary Drinking Water Regulations. If a complete administrative package is not submitted, the entire package may be returned and the approval may be delayed.

### Item by Item Instructions

- A. Project Name/Number:** Write specific and concise name and project code, if available.
- B. Project Location:** Give latitude and longitude, if available, with a general description of the location where the project is located.
- C. Project Type:** Check the appropriate box and write down the system name and PWSID if it is an existing system. Write the name and PWSID of the existing system to which the proposed system is being interconnected, if applicable.
- D. Initial Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, at the time of application.
- E. Final Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, after construction has been completed and the operating permit granted by the PWSSP, if different from the initial owner.
- F. Entity Responsible for Operation and Maintenance:** If different from the initial owner, specify name, address and telephone number.
- G. Engineering Firm's Information:** Specify the engineering firm responsible for the design of the construction project, their address, business telephone number including area code. Also, write name of the project engineer who was responsible for design of the project.
- H. Project Description:** Check all the applicable boxes and write down other components not covered by boxes.
- I. Project Information:**
  - Item 1:* Specify if this project is part of a larger phased project.
  - Item 2:* If the project has previously been permitted and is now being revised, identify the original project name (if different), the PWSSP construction permit number and the date the permit was issued.
  - Item 3:* Indicate whether or not the project is being submitted in accordance with a Compliance Order issued by NNEPA/PWSSP. List the order number. For projects subject to enforcement procedures, a copy of the application or the cover letter should also be submitted to NNEPA's Enforcement Program.
  - Item 4:* Indicate whether the project is being funded by the Tribal Set Aside Fund.
  - Item 5:* Indicate if the project involves water lines crossing a water body (e.g. wash, creek, river).
- J. Submittal of Documents:**
  - Application fee:* Fill out the Construction Fee Schedule form to determine application fee applicable to your project. Include a copy of the fee schedule with the application.

*Construction Plans and Specifications:* Construction plans are to be suitable for actual construction and must meet drawing standards found in the applicable Navajo Nation Primary Drinking Water Regulations. Must include routing map and access instructions to project site. The construction specifications may be included on plans.

*Engineering Report:* Includes a description of the project, water quality, the basis of the design, calculations for project design flow, system demands, system capacity, water system pressure analysis, capacity phasing and other information needed to gain a clear understanding of the work to be done.

*Wellhead/Watershed Protection Area Inventory:* A wellhead/watershed protection area must be delineated and all the potential sources of contamination within that area identified. The potential sources of contamination of the aquifer being utilized must also be identified.

*A Copy of Right-of-Way Approval:* The documents must show that the right-of-way has been obtained from the appropriate Navajo Nation authorities.

*Other Pertinent Information:* Information not covered by the above-mentioned documents, but important for the project, must also be included in the application package. This will help expedite approval of the project.

- K. Construction Schedule:** Indicate the estimated start and completion dates. If the construction period is longer than 3 years, include a brief justification.
- L. Project Engineer:** The professional engineer must be registered in New Mexico, Arizona, or Utah. Federal government employees are exempt from this requirement.
- M. Owner's Name:** Print owner's name and title and have owner sign and date the application. The owner must be an executive officer having authority to bind the company.

# APPLICATION FOR APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES

(Effective Date: April 2004)



A. **PROJECT NAME/NUMBER:** \_\_\_\_\_

B. **PROJECT LOCATION:** \_\_\_\_\_

C. **PROJECT TYPE:** Please check all that apply

New System     Bottled Water System

Extension/Modification to Existing System    System Name: \_\_\_\_\_    PWSID#: \_\_\_\_\_

Interconnection with Another System    Name of Other System: \_\_\_\_\_    PWSID#: \_\_\_\_\_

D. **INITIAL OWNER:** [Time of Application] Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_    Zip Code: \_\_\_\_\_    Phone #: \_\_\_\_\_

E. **FINAL OWNER:** [After Construction] Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_    Zip Code: \_\_\_\_\_    Phone #: \_\_\_\_\_

F. **ENTITY RESPONSIBLE FOR O&M:** Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_    Zip Code: \_\_\_\_\_    Phone #: \_\_\_\_\_

G. **ENGINEERING FIRM:** Name/Organization: \_\_\_\_\_

Name of Project Engineering: \_\_\_\_\_

Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_    Zip Code: \_\_\_\_\_    Phone #: \_\_\_\_\_

H. **PROJECT DESCRIPTION:** Please check all applicable components of the project

New Drinking Water Well     New Surface Water Source     Water Line and Appurtenances

New Storage Tank     New Booster Station     Water Treatment Plant

Other: \_\_\_\_\_

I. **PROJECT INFORMATION: Is the Proposed Project:**

1) Part of a phased project?     No     Yes    If Yes, Phase \_\_\_\_\_ of \_\_\_\_\_

2) A revision to a previously permitted project?     No     Yes    If Yes, Permit # \_\_\_\_\_

Date Approved: \_\_\_\_\_    Project Name (if different): \_\_\_\_\_

3) Submitted based on a Compliance Order issued by the NNEPA?     No     Yes    If Yes, Order # \_\_\_\_\_

4) Anticipating funding by the Tribal Set Aside Fund?     No     Yes

5) Crossing a body of water (e.g. Wash, Creek, River, etc?)     No     Yes

**J. SUBMITTAL OF DOCUMENTS:** Please submit the following, where applicable, with the application:

- Application fee; \$ \_\_\_\_\_
- Two (2) complete sets of construction plans and specifications
- Engineering report
- Two (2) copies of wellhead/watershed protection area inventory
- A copy of right-of-way approval
- A letter(s) from the entity(ies) supplying water, if different from the project owner, stating their willingness and ability to serve the proposed project
- A letter(s) from the entity(ies) agreeing to be responsible for the Operation and Maintenance of the proposed project, if different from the project owner
- Other pertinent information : \_\_\_\_\_

**K. CONSTRUCTION SCHEDULE:**

Estimated start date: \_\_\_\_\_ Estimated start date: \_\_\_\_\_

**L. PROJECT ENGINEER:**

Construction plans, specification and the engineering report including supporting design data and calculations are herewith submitted and made and part of this application. I have placed my signature and seal on the engineering documents submitted, signifying that I accept responsibility for the design of this system, and that I have submitted a complete administrative package.

Engineer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Registration #: \_\_\_\_\_

**M. OWNERS NAME:**

i hereby make application for the approval to construct the project as described above. I have read this application and agree to comply with requirements and conditions of the Navajo Nation Safe Drinking Water Act and the Navajo Nation Primary Drinking Water Regulations and grant NNEPA permission to enter the site for sampling and inspection.

Owner's Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_