



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

County _____	Township _____	PWS ID No. _____	STU ID No. (Treatment plants only) _____
Name and address of the public water system which will own this project: _____ _____ Phone: _____			
Name of the water system which will bill: _____			
Title of the project: _____			
Specific location of project: _____			
Will the proposed facilities be owned by the public water system upon their completion? Yes _____ No _____ (If "no", contact your district office for instruction). To acknowledge approval of the project by the owner either the plans must be signed or a letter of ownership must be received with the plans.			
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? Yes _____ No _____			
Does the project consist only of waterlines that are exempt under OAC 3745-91-02(D)? Yes _____ No _____ If "yes", do not submit plans. These plans must be listed on an annual project summary due by January 15.			
Does the project include the installation of sewers or an individual treatment system? Yes _____ No _____ If "yes", a Permit To Install may be required from the Division of Surface Water.			
Is the area already served by sewers? Yes _____ No _____			
Were the necessary permits applied for, if a stream or wetland crossing is part of the project? Yes _____ No _____			
Is a Capacity Assurance Plan required? Yes _____ No _____			
Has the project been funded by Ohio EPA Water Supply Revolving Loan Account (WSRLA)/ Drinking Water Assistance Funds? Yes _____ No _____ Does the system intend to apply for Ohio EPA Water Supply Revolving Loan Account (WSRLA)/ Drinking Water Assistance Funds? Yes _____ No _____			
Name and address of person preparing the plans: _____ _____ _____			
Phone: _____ E-mail: _____ Fax: _____			
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): _____ _____ _____			
Does the water plant serving this project have the capacity to supply these improvements? Yes _____ No _____ NA _____			
For detail plan submittal: Estimated cost of the water system improvements \$ _____ Review fee = \$150.00 + (0.0035 x Estimated cost of the water system improvements) \$ _____ (Maximum fee is \$20,000.00 not including well log fees) Well log fee = \$20.00 per well log \$ _____ For general plan submittal: Review fee = \$150.00 (flat rate) Make check payable to: Treasurer, State of Ohio			
<b>For Ohio EPA use only</b>		<b>PAID</b>	
Revenue ID No.: _____		Amount _____ Date _____	
		Check # _____ Date _____	



**INSTRUCTIONS FOR THE SUBMITTAL OF DETAIL PLANS FOR PUBLIC WATER SYSTEMS**

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 sixty 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:

1. Water Supply Data Sheet (1 copy)
2. Review Fee
3. Detail Plans on engineering paper (usually 24"x36") (3 sets)
4. Technical specifications if applicable (1 copy)
5. Appropriate endorsements (Owner, P.E., plan preparer) as applicable

In order to provide assistance with the preparation of detail plans, guidance sheets are available at your District. They describe how to prepare detail plans for groundwater systems including wells and treatment, and outline the minimum information that should be presented with sets of plans for waterline extensions, booster stations and storage tanks. These guidance sheets are available upon request. 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 Capability Assurance Plan must be submitted for approval with the detail plans. If you have any questions call the District Office.

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 43207  
 (614) 728-3778