



Ohio Environmental Protection Agency

Division of Drinking and Ground Waters  
Public Drinking Water Group

# SMALL SYSTEM PLAN SUBMITTAL CHECKLIST

Public Water System Name: \_\_\_\_\_

Public Water System Identification No.: \_\_\_\_\_

**For all plans, include the following:**

- \_\_\_ 1. Plan Review Fee (the estimated cost of the project multiplied by 0.0035 plus \$150.00(if it is a new well(s), add \$20 for each well)) check or money order made payable to the Treasurer of the State of Ohio.
- \_\_\_ 2. Ohio EPA Public Drinking Water - Water Supply Data Worksheet (completed).
- \_\_\_ 3. Three sets of plan sheets with title sheet signed by the owner and designer.

**For plans which include new and existing well(s), include the following:**

- \_\_\_ 4. Well Site Approval Letter (generated by Ohio EPA).
- \_\_\_ 5. Required New Well Analysis Results - conducted by an Ohio EPA certified laboratory to perform analysis on public drinking water (contact your District Office for the required analyses).
- \_\_\_ 6. Well Profile and Construction Form (completed).
- \_\_\_ 7. Well pump curve.
- \_\_\_ 8. Step Drawdown and Constant Rate Pumping Test Results.
- \_\_\_ 9. ODNR Well Log and Drilling Report (completed).
- \_\_\_ 10. All wells must be grouted in accordance with Ohio Administrative Code 3745-9-07.
- \_\_\_ 11. Three sets of site plans (to scale) showing:
  - \_\_\_ a. Well Location
  - \_\_\_ b. Property Lines
  - \_\_\_ c. Well Isolation Radius
  - \_\_\_ d. Buildings, Roads, and Paved Areas
  - \_\_\_ e. Proposed/Existing Water Lines
  - \_\_\_ f. Proposed Septic Systems and/or Sewage Lines
  - \_\_\_ g. Proposed and/or Existing Storm Sewers
  - \_\_\_ h. Contour Lines (if available)
  - \_\_\_ i. Other possible sources of contamination such as: ponds, sewage lagoons, fuel tanks, and drainage swales
- \_\_\_ 12. Copy of the Deed or Easement to property within the isolation radius of well.
- \_\_\_ 13. Information regarding any proposed abandonment of wells.
- \_\_\_ 14. Two raw water total coliform results with no chlorine residual taken at least 30 minutes apart.

**For plans involving the installation of water storage or treatment equipment, include the following:**

- \_\_\_ 15. Manufacturer's data sheet for each piece of equipment to be installed.
- \_\_\_ 16. Schematic/Drawing of water treatment schematic (side view) and a treatment room layout (top view).
- \_\_\_ 17. If most recent raw water inorganic chemical analysis is more than 5 years old, include up to date results.
- \_\_\_ 18. Documentation demonstrating that chemicals/equipment have NSF 60/61 certification.

Fill in the blank project summary sheets are available for wells, pump stations, pressure reducing stations and air relief valves, storage tanks and waterline extension at:

<http://epa.ohio.gov/ddagw/engineering.aspx#176079936-project-summary-sheetsforms> If any of these items are part of the proposed project, use of the summary sheets may expedite the plan review.