

## INSTRUCTIONS – Form DW-1

Listed below are explanations of selected portions of form DW-1. If you need further information about any item, contact the **Water Infrastructure Branch, Engineering Section** at (502) 564-3410 or by e-mail at [WIBEngineering@ky.gov](mailto:WIBEngineering@ky.gov). Send the completed application with any enclosures and applicable review fee to the Division of Water, Water Infrastructure Branch, 300 Sower Blvd, Frankfort, KY 40601. The complete requirements for construction permits are in Kentucky’s administrative regulation **401 KAR 8:100** with definitions for terms in **401 KAR 8:010**.

### I. Construction Project Information

Project County	List the county/counties in which the project will be constructed.
Latitude/Longitude	Provide the latitude and longitude (in Degrees, Minutes, Seconds - DMS) which provides the general location of the project and for any major construction item (such as booster pump station or water storage tank).
Funding Source	List agencies providing funds to pay construction costs. For example, Drinking Water State Revolving Fund Loan (DWSRF), EPA Special Appropriations Grant (SPAP), state grants, federal grants, local funds, and private funds.
Waterline Material	Provide pipe material and pressure class/rating.
Project Description	Provide as much description about the project as possible. Possible items include lines sizes with corresponding lengths and pipe materials, pump sizes, and tank sizes. Also, include the purpose of the project. For example, a waterline extension to replace/relocate an existing waterline due to age/highway construction, or a new booster pump station to replace an existing booster pump station that is undersized.
WWTP	Identify the wastewater treatment plant that will treat the additional flow as a result of this project.

### II. Utility Information

Utility Name	Name of the entity that will ultimately own and maintain the items of the construction project.
Address	Location where correspondence should be sent.
Additional Utility	If a utility other than the utility submitting the project will own, operate and maintain any portion of the infrastructure resulting from this project provide the utility name and PWSID number of that utility. Also, an acceptance letter from that utility will be required (See section IIID). An example of this would be a waterline extending into another utility’s service area and that utility will own, operate and maintain that portion of the waterline upon completion of the project.
Purchase Contract	The purchase contract amount refers to the amount of water the purchasing water system is limited to on a daily basis by the contract.
Sanction Exception	The sanction exception request form can be found on the <a href="http://water.ky.gov">http://water.ky.gov</a> website.

### III. Design Considerations

Plans and Specs	Plans may be submitted electronically at the <a href="#">KY One Stop website</a> . Plans submitted electronically shall meet the requirement of <a href="#">201 KAR 18:104</a> regarding the engineer’s digital signature. For physical submittals, submit either 1 set of plans (no larger than 24” x 36”) and a PDF copy of the plans and specifications (preferred) or 2 sets of plans (none larger than 24” x 36”) with one of the 2 sets of plans being no larger than 11” x 17” along with one printed copy of the specifications manual. Plans submitted as PDF files shall be submitted as a single PDF file and shall contain a P.E. seal, signature and date of signature. If the plans and specifications are to be submitted as hard copies only, the DOW requests that the one set of specifications be submitted unbound. All plans shall contain a P.E. seal, signature and date of signature with at least one of the sets of plans submitted having an original seal and signature.
Variances	Any deviation from “Ten States’ Standards,” 2012 edition or the KDOW General Design Criteria for Surface and Ground Water Supplies, must be submitted to the Division of Water in writing with a variance request containing the basis for the deviation, supported by current engineering practice. Other alternative measures may be approved if the applicant submits the basis for the alternatives, and the alternatives provide sufficient treatment. See 401 KAR 8:100 for additional details.
Design Engineer	All plans and specifications must be prepared, stamped, signed, and dated by a professional engineer, licensed to practice in Kentucky with at least one set having an original seal, date, and signature.
New Connection	This refers to a newly constructed home, business, etc that will be served as a result of the project.

Existing Residences	An existing residence refers to a household or business that has relied on a well, water hauler, or cistern as their primary source for drinking water.
Service Area	This refers to the number of customers in the pressure zone of the proposed project. If this project is for the construction of a water storage tank, indicate the number of customers that will be served by this tank.
SRF Checklist	Information on the SRF checklist can be found at the <a href="http://water.ky.gov">http://water.ky.gov</a> website.

**V. Fees**

Plans and Specification Review Fees are listed in **401 KAR 8:050**. The construction permit fee must be submitted with the completed permit application. The fee must be a check or money order, payable to the **Kentucky State Treasurer**, for the applicable amount as indicated below. Fees are not applicable if project is funded by a municipality, water district, or other publicly owned utilities.

**Small Project**

Project that involves the installation of less than 10,000 ft of waterline	<b>\$150</b>
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**Large Project**

Project that involves more than 10,000 ft of waterline or the addition of pump stations or tanks.	<b>\$325</b>
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Enter the category (small or large) and the dollar amount submitted. When determining the fee category, add the total lengths of **all** distribution pipe to be installed.