

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. The completed application should be submitted via the “Water Infrastructure Branch Engineering Section” eForm available on the [Energy and Environment Cabinet \(EEC\) eForms website](#) with any enclosures and applicable review fee. Instructions for submitting the application via eForm can be found on the [Drinking Water Distribution and Treatment Plant Construction Approvals](#) webpage of the [EEC website](#). If unable to submit via eForm, mail the application with enclosures 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. Multiple funding sources should be identified, for example a combination of local funds with 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 [Wastewater Municipal Planning](#) webpage of the [EEC website](#).

III. Design Considerations

- Plans and Specs Plans should be submitted electronically at the [EEC eForms](#) webpage. Plans submitted electronically shall meet the requirement of [201 KAR 18:104](#) 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 a PDF 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	The SRF Plans and Specs checklist can be found on the SRF Forms page of the EEC website .

IV. Environmental Benefits

This section describes benefits that may be provided by the proposed project. Check the appropriate boxes that best describe the benefits of the project or check “Other” to describe any additional benefits not already listed.

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 should be paid electronically with the eForm submittal. Applications submitted physically must include a check or money order, made 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 **\$150**

Large Project

Project that involves more than 10,000 ft of waterline or the addition of or modification to pump stations or tanks. **\$325**

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.