

## INSTRUCTIONS – Form DW-2

Listed below are explanations of selected portions of form DW-2. 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). 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

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 raw water intake or treatment plant).
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.
EID	Indicate if an Environmental Information Document has been issued and if so, what type (Categorical Exclusion (CE), Finding of No Significant Impact (FONSI), or Environmental Impact Statement (EIS)).
Project Description	Provide as much description about the project as possible. Possible projects include new treatment plant, treatment plant upgrade, filter media replacement, raw water or high service pump upgrades, etc. Also, include the purpose of the project.

### II. Utility Information

Utility Name	Name of the entity that will ultimately own and maintain the items of the construction project.
PWSID	Provide the PWSID number of the existing public water system. If the project includes a new water system, indicate “new”.
Address	Location where correspondence should be sent.

### III. Design Considerations

Plans and Specs	Plans should be submitted electronically at the <a href="#">EEC eForms</a> webpage. 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 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 <a href="#">“Ten States’ Standards,” 2012 edition</a> or the <a href="#">KDOW General Design Criteria for Surface and Ground Water Supplies</a> , 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 <a href="#">401 KAR 8:100</a> 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.
Communities Served	Provide the names off all communities served by the water treatment plant, including wholesale customers.
USGS Topo Map	USGS 7 ½ minute topographic maps are available from the Economic Development Cabinet, Map Sales Office, 133 Holmes Street, Frankfort, KY 40601, phone (502) 564-4715.
CT Calculations	Guidance for determining contact time can be found at <a href="#">here</a> .
SRF Checklist	The SRF Plans and Specs checklist can be found on the <a href="#">SRF Forms</a> page of the <a href="#">EEC website</a> .
Chemical Analysis	All water systems are required to submit the chemical and microbiological monitoring results at the time of application submittal to the Water Infrastructure Branch. In addition, see the table

below to determine sampling requirements depending on your system classification. Contact the Division of Water for additional information on sampling requirements.

<b>Water System Classification</b>	<b>Inorganic</b>	<b>SOC</b>	<b>VOC</b>	<b>*Secondary</b>	<b>Radionuclide</b>	<b>E.Coli</b>	<b>TOC</b>
Public-Community	Required to submit	Required to Submit	Required to submit	Required to submit	Required to submit	Required to submit	Required to submit
Public Non-Community Non-transient	Required to submit	Required to submit	Required to submit	Required to submit	NA	Required to submit	Required to submit
Public Non-Community Transient	Submit only nitrate and nitrite	NA	NA	Required to submit	NA	Required to submit	Required to submit
Semipublic	Submit only nitrate and nitrite	NA	NA	Required to submit	NA	Required to submit	Required to Submit

#### IV. 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.

#### Community Water Systems

<b>Category</b>	<b>Description</b>	<b>Fee</b>
<b>Complete Treatment</b>	A water treatment plant utilizing coagulation, disinfection, filtration, and sedimentation (all treatment components, complete treatment)	<b>\$800</b>
<b>Partial Treatment</b>	A water treatment plant utilizing at least disinfection and other treatment component(s), but less than complete treatment	<b>\$525</b>
<b>Disinfection Only</b>	A water treatment plant utilizing only disinfection	<b>\$250</b>
<b>Complete Treatment Upgrade</b>	A change in design capacity of a water treatment plant involving coagulation, disinfection, filtration, and sedimentation (all treatment components, complete treatment)	<b>\$800</b>
<b>Partial Treatment Upgrade</b>	A change in design capacity of a water treatment plant involving disinfection and other treatment component(s), but less than complete treatment	<b>\$525</b>

#### Non-Community Water Systems

<b>Category</b>	<b>Description</b>	<b>Fee</b>
<b>Complete Treatment</b>	A water treatment plant utilizing coagulation, disinfection, filtration, and sedimentation (all treatment components, complete treatment)	<b>\$800</b>
<b>Partial Treatment</b>	A water supply system serving more than 100 people but not providing complete treatment	<b>\$200</b>
<b>Treatment Upgrade</b>	A change to a water supply system serving more than 100	<b>\$100</b>
<b>Small Partial Treatment</b>	A water supply system serving 100 people or less, but not providing complete treatment	<b>\$100</b>
<b>Small Partial Treatment Upgrade</b>	A change to a water supply system serving 100 people or less	<b>\$50</b>

Community and non-community water system is as defined by [40 C.F.R. 141.2](#). Indicate if the system is community or non-community, the category and the dollar amount submitted.