

Electronic Submittals of Construction Applications for Water and Wastewater Projects to the Division of Water

As of December 9, 2017, construction applications for water and wastewater construction projects may be submitted to the Division of Water for review and approval without requiring the submittal of paper copies. All electronic submittals must be submitted via the KY One Stop Business Portal website at <https://onestop.ky.gov/Pages/default.aspx>. Submittals via email will no longer be accepted. To submit an application, follow the steps below.

Creating a One Stop Account

1. Navigate to the Kentucky One Stop Business Portal Website at <https://onestop.ky.gov/Pages/default.aspx>. Click [here](#) for instructions to set up an account with One Stop.

Open and Submit an Engineering Section eForm

1. Navigate to and open the “Water Infrastructure Branch Engineering Section Electronic Submittal” form. Do NOT use the certified Sewerline Extension form. This form is specifically for MSD and SD1 certified review projects. For instructions on general use of and navigation of the DEP eForms site please click [here](#).

The screenshot shows the DEP eForms website interface. On the left is a blue sidebar with navigation links: Home, Dashboard, Forms, Contact Us, and Help Center. The main content area has a search bar at the top for entering a Transaction ID. Below it is a section titled 'List of available eForms' with a table. The table has columns for 'Add Form', 'Form Name', 'Division', and 'Form Id'. A 'Filter tool' is visible above the table. The row for 'Water Infrastructure Branch Engineering Section Electronic Submittal' is highlighted in blue. An arrow points from the text 'Engineering Section eForm. Click "+" to open the form.' to the '+' icon in the 'Add Form' column of this row. At the bottom of the page, there is a footer with browser requirements and a note about a 45-minute timeout.

Add Form	Form Name	Division	Form Id
+	Superfund Electronic Submittal	Division of Waste Management	29
+	Underground Storage Tank Branch Claims and Payments Electronic Submittal	Division of Waste Management	28
+	Underground Storage Tank Branch Notice of Intents (NOI) Submittal	Division of Waste Management	53
+	Underground Storage Tank Branch Registration Electronic Submittal	Division of Waste Management	35
+	Underground Storage Tank Branch Site Assessment and Remediation Electronic Submittal	Division of Waste Management	21
+	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	Division of Waste Management	23
+	Uniform Kentucky Well Construction Record	Division of Water	14
+	Water Infrastructure Branch Engineering Section Electronic Submittal	Division of Water	56
+	Wastewater Municipal Planning Section	Division of Water	55

2. Completely fill out the newly opened eForm. Instructions are provided by clicking the “Click here for instructions” link at the top of the form. Any field with an asterisk is a required field.

Division of Water
Water Infrastructure Branch
Engineering Section
Electronic Submittal

Use this form for application submittals to the Engineering Section

(*) indicates a required field. (**) indicates a field may be required based on user input. (o) optionally required field
[Click here for instructions.](#)

Agency/Site Information		
Agency Interest ID: <input type="text" value="Agency Interest ID"/>	County: (*) <input type="text" value=""/>	
Name of Project: (*) <input type="text" value="Name of Project"/>	Project Address: (*) <input type="text" value="Project Location"/>	
Project City: (*) <input type="text" value="Project City"/>	Project State: (*) <input type="text" value="Kentucky"/>	Zip Code: (*) <input type="text" value="Zip"/>
Type of Project: (*) <input type="text" value="Cleanwater - Collection"/>	Submittal Type: (*) <input type="text" value="New Application"/>	
Applicant/Entity Paying for Construction		
Contact First Name: (*) <input type="text" value="First Name"/>	Last Name: (*) <input type="text" value="Contact Last Name"/>	
Company/Affiliation: (*) <input type="text" value="Company/Affiliation"/>	Address: (*) <input type="text" value="Number and Street"/>	
City: (*) <input type="text" value="City"/>	State: (*) <input type="text" value="Kentucky"/>	Zip Code: (*) <input type="text" value="zip"/>
eMail Address: (*) <input type="text" value="e-Mail"/>	Phone Number: (*) <input type="text" value="### ### ##"/>	
Utility Information		
Contact First Name: (*) <input type="text" value="First Name"/>	Last Name: (*) <input type="text" value="Contact Last Name"/>	

3. Fees – In the fees drop down box select the appropriate fee for the project being submitted. For projects that do not require a fee, no fee required is an option.
4. To attach documents such as the application, plans, hydraulics, etc select “Upload file” next to the relevant field. Only one application may be submitted however other fields can have up to 3 documents uploaded with the exception of “Other File(s)” which allows up to 10. Name the file appropriately to correspond to the type of file being submitted. Once the form is complete and files attached select “Continue to Pre-Payment” if a fee is required or “Continue” for projects that do not require a fee.

Company/Affiliation <input type="text" value=""/>	Number and Street <input type="text" value=""/>	
City: (*) <input type="text" value="City"/>	State: (*) <input type="text" value="Kentucky"/>	Zip Code: (*) <input type="text" value="zip"/>
eMail Address: (*) <input type="text" value="e-Mail"/>	Phone Number: (*) <input type="text" value="### ### ##"/>	
Submittal of Application By		
Contact First Name: (*) <input type="text" value="First Name"/>	Last Name: (*) <input type="text" value="Contact Last Name"/>	
Company/Affiliation: (*) <input type="text" value="Company/Affiliation"/>	Phone Number: (*) <input type="text" value="### ### ##"/>	eMail Address: (*) <input type="text" value="e-Mail"/>
Fees		
Fee Type: (*) Complete Treatment – \$900 Select appropriate fee with this drop-down box.		
Attachments		
Application: (*)	<input type="button" value="Upload file"/>	Upload attachments here. File names should not exceed 65 characters in length.
Utility/Owner Letter:	<input type="button" value="Upload file"/>	
Location Map:	<input type="button" value="Upload file"/>	
Plans:	<input type="button" value="Upload file"/>	
Specifications:	<input type="button" value="Upload file"/>	
Hydraulics:	<input type="button" value="Upload file"/>	
Plans and Specs Checklist (SRF Projects):	<input type="button" value="Upload file"/>	
Other File(s):	<input type="button" value="Upload file"/>	
<input type="button" value="Click to Save Values for Future Retrieval"/> <input type="button" value="Continue to Pre-Payment"/> Click "Continue..." to proceed with the eForm. To save the eForm to continue later without the attachments, click the Save button.		

- Payment – If a fee is required with the submittal, clicking continue will bring up a pre-payment screen identifying the amount due. Click “Continue to Payment” to bring up payment options and follow the instructions from there.



Kentucky Department for Environmental Protection

Cart Item(s):

Item Name	Item Description	Status	Type/Model	Amount
DOW WIB Eng. Fee	DOW WIB Eng. Fee	N/A		\$200.00

The Submittal ID for this transaction is 113171 and was submitted on March 13, 2018 02:17 PM Eastern Time. A copy of the eForm is located in the list of documents below. If you need to contact DEP, please reference your submittal ID.

PLEASE NOTE: Your eForm is NOT COMPLETE WITHOUT PAYMENT! Payment is required before the Department for Environmental Protection will process your submittal. If you close the browser prior to a successful payment, you may return to the eForms page and use the eForms Transaction ID (ba6a31a5-587f-48dd-be9e-7e04eda60131) to complete payment.

[Continue to Payment](#)



Click here to continue.

- Once the fee has been paid, or “Continue” was selected for projects without a fee being applicable, the project has been submitted to DOW for processing. Below is an example of the resulting page with a project submitted that did not require a fee.

This is an example of a system wide info message that may be added when needed.

Forms - Form Details

Form Details:

Form Name: Water Infrastructure Branch Engineering Section Electronic Submittal
 Form Id: 56
 eForm Submittal ID: 113128
 eForm Transaction ID: d2bd7113-6fcc-4342-b169-518c91438cac
 Status: Submitted to DEP [Help](#)
 Date: 03/13/2018
 Submitted to DEP?: Yes [Help](#)

[Create a new eForm with values from this previously saved/submitted eForm.](#)

Document(s):

Document Name	Description/Type	Click Image to Download File
113128.html	eForm Submittal	

Assign Submittal:

Add person to submittal:

Drag a column header and drop it here to group by that column

Notices of Deficiency (NODs)

- When a notice of deficiency is issued through the eForm an email will be sent to the contacts on the eForm with instructions to continue. To respond, navigate to the Dashboard and select “My incomplete eForms”
- An incomplete eForm will be listed with the Status of “Under Review by Submitter”. Select the Submittal ID to open this eForm. Do NOT attempt to respond to an NOD by creating a new eForm. This would cause the NOD response to be submitted as a new project and create delays in processing the application.

EEC eForms

Home

Dashboard

Forms

Contact Us

Help Center

This is an example of a system wide info message that may be added when needed.

Dashboard

219 Unread Messages

23 My incomplete eForms

6 eForms Pending EEC Review

224 Completed eForms

My incomplete eForms - Details

Drag a column header and drop it here to group by that column

Submittal Id	Form Name	Date	Status
113171	Water Infrastructure Branch Engineering Section Electronic Submittal	3-13-2018	Waiting on Payment
113207	Water Infrastructure Branch Engineering Section Electronic Submittal	2-13-2018	Under Review by Submitter
112968	Water Infrastructure Branch Engineering Section Electronic Submittal	11-14-2017	Waiting on Payment
112804	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	10-18-2017	eForm created but never saved by user
112086	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	10-03-2017	User Saved
111961	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	9-29-2017	User Saved
105681	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-29-2017	eForm created but never saved by user
105671	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-28-2017	eForm created but never saved by user
105509	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-26-2017	eForm created but never saved by user
105357	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-22-2017	User Saved

Page size: 10

23 items in 3 pages

eForm with an outstanding Notice of Deficiency

- In the Form Details Box select "Continue with this eForm"

Form Details:

Form Name: Water Infrastructure Branch Engineering Section Electronic Submittal

Form Id: 56

eForm Submittal ID: 113171

eForm Transaction ID: ba6a31a5-587f-48dd-be9e-7e04eda60131

Status: Waiting on Payment [Help](#)

Date: 03/13/2018

Submitted to DEP?: No [Help](#)

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#)

- In the eForm, comments will be provided in the EEC Reviewer Comment section. Any changes made to the form by the DEP Reviewer will be outlined in blue. Written responses can be added to the "Applicant Comment" portion of the eForm.

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(*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field
[Click here for instructions.](#)

Agency/Site Information		
Agency Interest ID: <input type="text" value="1390"/>	County: (*) <input type="text" value="Franklin"/>	
Name of Project: (*) <input type="text" value="Engineering Test Form 5"/>	Project Address: (*) <input type="text" value="Kentucky"/>	
Project City: (*) <input type="text" value="Frankfort"/>	Project State: (*) <input type="text" value="Kentucky"/>	Zip Code: (*) <input type="text" value="40601"/>
Type of Project: (*) <input type="text" value="Drinking Water - Distribution"/>	Submittal Type: (*) <input type="text" value="New Application"/>	
Agency/Site Comments:		
Applicant Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">← Respond to comments in this section or make corrections to the form as necessary.</div>		
EEC Reviewer Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">← DEP Comments</div>		
Applicant/Entity Paying for Construction		
Contact First Name: (*) <input type="text" value="Applicant_First"/>	Last Name: (*) <input type="text" value="Applicant_Last"/>	
Company/Affiliation: (*) <input type="text" value="Frankfort Plant Board"/>	Address: (*) <input type="text" value="100 Test St"/>	
City: (*) <input type="text" value="Frankfort"/>	State: (*) <input type="text" value="Kentucky"/>	Zip Code: (*) <input type="text" value="40601"/>
eMail Address: (*) <input type="text" value="email@email.com"/>	Phone Number: (*) <input type="text" value="555-555-5555"/>	
Applicant/Entity Pay for Construction Comments:		
Applicant Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>		

- Additional attachments can be added as necessary to respond to the NOD (e.g. for revised plans). When the NOD response is complete, select “Submit to EEC” and the NOD response will be sent directly back to the appropriate DEP staff to continue the review.

Contact Information	
Contact First Name: (*) <input type="text" value="Consultant_First"/>	Last Name: (*) <input type="text" value="Consultant_Last"/>
Company/Affiliation: (*) <input type="text" value="Frankfort"/>	eMail Address: (*) <input type="text" value="terry.humphries@ky.gov"/>
Phone Number: (*) <input type="text" value="555-555-5556"/>	
Submittal of Application By Comments:	
Applicant Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>	
EEC Reviewer Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>	
Fees	
Fee Type: (*) <input type="text" value="No Fee Required"/>	
Attachments	
Application: (*)	<input type="button" value="Upload file"/>
Utility/Owner Letter:	<input type="button" value="Upload file"/>
Location Map:	<input type="button" value="Upload file"/>
Plans:	<input type="button" value="Upload file"/>
Specifications:	<input type="button" value="Upload file"/>
Hydraulics:	<input type="button" value="Upload file"/>
Plans and Specs Checklist (SRF Projects):	<input type="button" value="Upload file"/>
Other File(s):	<input type="button" value="Upload file"/>
Add new attachments if necessary.	
Comments:	
Applicant Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>	
EEC Reviewer Comment: <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>	
<input type="button" value="Click to Save Values for Future Retrieval"/> <input type="button" value="Click to Submit to EEC"/> ← Click here to submit the NOD response.	

Plans and specifications requirements

Plans shall be submitted as a single PDF document. Multiple PDFs for plans may be submitted where multiple contracts are proposed. Specifications shall be submitted as a searchable PDF.

Plans and specifications submitted electronically must be signed, stamped and dated by a professional engineer licensed in Kentucky. Engineering signatures shall meet the requirements of [201 KAR 18:104 Section 3](#). This section states:

A digital signature shall be permitted in place of an original seal, signature, and date if:

- (1) The digital signature is a unique identification of the licensee;
- (2) The digital signature is verifiable;
- (3) The digital signature is under the licensee's direct and exclusive control;
- (4) The digital signature is linked to the electronic document in a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the digital signature having been affixed to the electronic document;
- (5) An attempt to change the electronic document after the digital signature is affixed shall cause the digital signature to be removed or altered significantly enough to invalidate the digital signature; and
- (6) In the case of an electronic document to be electronically transmitted, the electronic document is converted to a read-only format.

A scanned image of a stamp with signature does not meet the above requirements.

Setting up a Digital Signature

A digital signature meeting the requirements of 201 KAR 18:104 may be obtained via the engineers own choice. One option available is by setting up a Certificate based signature through Adobe, which can be done through the Reader version. To set up a Certificate based Signature through Adobe, follow the instruction provided [here](#).