**Please use the following instructions as a checklist in order to ensure all required items are submitted. Adherence to these instructions and checking the provided boxes will help produce a quicker review time and reduce the amount of additional information requested. Failure to submit all of the required items will lead to additional processing and review time for the permit application. Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation**

##### For more information, visit the Water Quality Permitting Section’s [Non-Discharge Permitting Unit website](http://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/non-discharge-permitting)

#### 

#### General – This application is for construction and operation of residuals disposal in a surface disposal unit (landfill) in accordance with [15A NCAC 02T .1100](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1110.pdf).

Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation listed below.

1. **Application Form** (All Application Packages)

Submit the completed and appropriately executed Surface Disposal of Residuals (FORM: SDR 06-16) form. Please do not make any unauthorized content changes to this form. If necessary for clarity or due to space restrictions, attachments to the application may be made, as long as the attachments are numbered to correspond to the section and item to which they refer.

The project name should be consistent on the plans, specifications, etc.

The Applicant’s Certification on Page 3 of this form shall be signed in accordance with [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf). An alternate person may be designated as the signing official if a delegation letter is provided from a person who meets the criteria in [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf).

If this project is for a modification of an existing permit, submit one copy of the existing permit.

Please submit this application form at least 180 days prior to the expiration date on the existing permit, or 90 days prior to operation of proposed facility(ies) for application packages involving new or changes to treatment and storage units.

1. **Application Fee** (Not required for permit renewal without modification)

Submit a check, money order or electronic funds transfer made payable to: North Carolina Department of Environmental Quality (NCDEQ).

| **Facility Classification** | **New Permit** | **Major Modification 1** |
| --- | --- | --- |
| Major (residuals permitted for disposal ≥ 3,000 dry tons/year) | $1,310 | $395 |
| Minor (residuals permitted for disposal < 3,000 dry tons/year) | $810 | $245 |

1 - A major modification shall be defined as any permit modification that: increases the disposed residuals dry tonnage; adds additional residuals sources; adds new disposal areas, or includes the addition of new treatment or storage units/processes not previously permitted. There is no fee for minor permit modifications.

1. **Cover Letter** (All Application Packages)

List all items included in the application package, as well as a brief description of the requested permitting action.

1. **Detailed** **Plans and Specifications** (Not required for permit renewal without modification)

Submit detailed plans and specifications that have been signed, sealed, and dated by a NC Professional Engineer per [15A NCAC 02T .1104(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf). Specifications for standard equipment may only be omitted for municipalities with approved standard specifications, but use of the standard specifications must be noted on each sheet of the plans.

Plans must include the following minimum items: a general location map, a topographic map, plan and profile view of the residuals treatment and surface disposal units as well as the proximity of the residuals treatment and surface disposal units to other utilities and natural features within 500 feet of all treatment and surface disposal units, and detail drawings of all items pertinent to the residuals treatment and surface disposal units. Depict minimum separations required in [15A NCAC 02T .1108(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1108.pdf) on the plans.

Specifications must include, at a minimum, the following for all items pertinent to residuals treatment and surface disposal units: description of materials to be used, methods of construction, quality of construction testing procedures to ensure the integrity of the final product in accordance with [15A NCAC 02T .1104(a)(2)(B)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf), including leakage and pressure testing as appropriate.

Plans and specifications must not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate that they are anything other than final plans and specifications. However, the plans and specifications may be labeled with the phrase: FINAL DESIGN – NOT RELEASED FOR CONSTRUCTION.

1. **Site Map** (All New or Renewal Packages)

Submit a site map that must include the following minimum items: plan views of the residuals treatment and surface disposal units as well as the proximity of the residuals treatment and surface disposal units to other utilities and natural features, and detail drawings of all items pertinent to the residuals treatment and surface disposal units. Depict minimum setbacks required in [15A NCAC 02T .1108(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1108.pdf) on the plans.

1. **Engineering Calculations** (Not required for permit renewal without modification)

Submit all design calculations that have been signed, sealed, and dated by a NC Professional Engineer per [15A NCAC 02T .1104(e)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf).

1. **Soils Reports** (Not required for permit renewal without modification)

Submit all required soils information that are prepared, signed, and sealed by a NC Licensed Soil Scientist and in accordance with [15A NCAC 02T .1104(e)(3).](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf)

1. **Hydrogeologic Investigations** (Not required for permit renewal without modification)

Submit a detailed hydrogeologic evaluation in accordance with [15A NCAC 02T .1104(d)(4)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf) and current Division Policy available at: <http://www.ncwater.org/Rules_Policies_and_Regulations/>. The document shall be signed, sealed and dated by a qualified professional.

1. **Environmental Assessments** (May be Required – See [15A NCAC 1C .0300](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2001%20-%20departmental%20rules/subchapter%20c/subchapter%20c%20rules.pdf))

Submit a copy of the Findings of No Significant Impact (FONSI) or Environmental Impact Statement (EIS). Also, include information on any mitigating factor(s) from the Environmental Assessment (EA) that impact the construction of the residuals treatment and storage facilities. An EA may also be required for private systems if any public funds and/or lands are used for the construction of the subject facilities.

1. **Property Ownership Documentation** (All New or Modification Application Packages involving new surface disposal site)

Property ownership documentation shall consist of one of the following:

Legal documentation of ownership (i.e., [GIS](http://www.lib.ncsu.edu/gis/counties.html), deed or article of incorporation), or

Written notarized intent to purchase agreement signed by both parties with a plat or survey map, or

An easement running with the land specifically indicating the intended use of the property and meeting the requirements of [15A NCAC 02L .0107(f)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20l/15a%20ncac%2002l%20.0107.pdf), or

A written notarized lease agreement signed by both parties, indicating the intended use of the property, as well as a plat or survey map.

1. **Operation and Maintenance Plan** (New and Renewal Application Packages)

For Modification Application, if there are any changes to the existing plan, submit an updated O&M plan.

Submit the O&M Plan in accordance with [15A NCAC 02T .1110](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1110.pdf) and include at a minimum:

Operational functions; describe the operation of the program to show what operations are necessary for the program to function and by whom the functions are to be conducted.

Maintenance schedules; may include equipment calibration, maintenance of signs, etc.

Safety measures; may include safety training program, manuals, signs, etc.

Spill response plan; including control, containment, remediation, emergency contact information, etc.

Inspection plan including the following information;

Names and titles of personnel responsible for conducting the inspections.

Frequency and location of inspections, including those to be conducted by the ORC, and procedures to assure that the selected location(s) and inspection frequency are representative of the residuals management program.

Detailed description of inspection procedures including record keeping and actions to be taken by the inspector in the event that noncompliance is observed.

Sampling and monitoring plan including the following information;

Names and titles of personnel responsible for conducting the sampling and monitoring.

Detailed description of monitoring procedures including parameters to be monitored.

Sampling frequency and procedures to assure that representative samples are being collected. Fluctuation in temperature, flow, and other operating conditions can affect the quality of the residuals gathered during a particular sampling event. The sampling plan shall account for any foreseen fluctuations in residuals quality and indicate the most limiting times for residuals to meet pathogen and vector attraction reduction requirements (e.g. facilities that land apply multiple times per year but have an annual sampling frequency, may need to sample during winter months when pathogen reduction is most likely to be negatively affected by cold temperatures.

**ONE ORIGINAL AND TWO COPIES OF THE COMPLETED APPLICATION PACKAGE, INCLUDING ALL SUPPORTING INFORMATION AND MATERIALS, SHALL BE SENT TO THE FOLLOWING ADDRESS:**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

###### DIVISION OF WATER RESOURCES

**WATER QUALITY PERMITTING SECTION**

**NON-DISCHARGE PERMITTING UNIT**

|  |  |
| --- | --- |
| By U.S. Postal Service: | By Courier/Special Delivery: |
| 1617 Mail Service Center | 512 N. Salisbury street |
| RALEIGH, NORTH CAROLINA 27699-1617 | RALEIGH, NORTH CAROLINA 27604 |
|  |  |
| TELEPHONE NUMBER: (919) 807-6464 | FAX NUMBER: (919) 807-6496 |

**I**. **APPLICANT INFORMATION**:

1. Applicant's name:

Applicant type:  Individual  Corporation  General Partnership  Privately-Owned Public Utility

Federal  State  Municipal  County

Signature authority’s name per [15A NCAC 02T .0106](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf):       Title:

Applicant’s mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Consultant’s name:       License Number (for P.E.):

Affiliation:  On Staff  Retained (Firm:      )

Consultant’s mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Soil Scientist’s name:       License Number:

Affiliation:  N/A  On Staff  Retained (Firm:      )

Soil Scientist’s mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Fee submitted:       (**See Instruction B**)

**II. PERMIT INFORMATION**:

1. Application is for (check all that apply):  new,  modified,  renewed permit
2. If this application is being submitted to renew or modify an existing permit, provide the following:

Permit number:

Date of most-recently issued permit:

Date of most-recently certified Attachment A (if different than the permit):

Date of most-recently certified Attachment B (if different than the permit):

**III. FACILITY INFORMATION**:

1. Name of residuals disposal facility:

City:       State:       Zip:      -

Coordinates: Latitude:   ○   ′   ″ Longitude:   ○   ′   ″

Datum:       Level of accuracy:

Method of measurement:

County where facility is located:

1. Facility contact (person familiar with residuals preparation/disposal):

Name:       Title:

Mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     E-mail address:

**IV. PROJECT INFORMATION** (This section is not required for permit renewal without modification):

1. If project disturbs more than one acre, provide date when an erosion and sedimentation control plan was submitted to the Division of Land Resources for approval:
2. If project includes any stream or wetland crossings, provide date when Nationwide 12 or 404 permit was submitted for approval:
3. Provide buffers used to maintain compliance with any applicable river basin rules in [15A NCAC 2B .0200](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20b/subchapter%20b%20rules.pdf) (e.g., Neuse River basin buffer rules):
4. Estimated volume of residuals to be disposed at the facility:       (dry tons/year).
5. 100-year flood elevation       feet mean sea level. Source:
6. Specify whether the surface disposal unit(s) located:

a. within the 100-year floodplain?  yes or  no

b. in a seismic impact zone?  yes or  no

c. less than 60 meters from a fault that has displacement in Holocene time?  yes or  no

d. within an unstable area?  yes or  no

1. Does the surface disposal unit(s) restrict base flood (100-year flood) flow?  yes or  no
2. Please provide a description of the surface disposal unit(s) (e.g. lagoons, monofil, etc.):
3. Depth of the seasonal high water table:       feet.
4. Vertical distance between bottom of the disposal unit to the seasonal high water table:       feet. The Division requires a minimum of three (3) foot separation.
5. Explain how access to the treatment and disposal units, by both human and animals, will be controlled:
6. Describe how runoff will be collected and disposed (The runoff collection system must have the capacity to handle runoff from a 24-hour, 25-year storm event):
7. Describe the liner for the proposed or existing disposal unit (Attach all construction and design specifications):
8. Describe the leachate collection or decanting system for the disposal unit (Attach all construction and design specifications):
   * 1. **RESIDUALS SOURCE INFORMATION:** (Required for all new, renewed, or modified residuals source)

Complete and submit the attached *Residuals Source Certification* and all associated documentation



**Professional Engineer's Certification:** (Application Involving New or Changes to Treatment or Surface Disposal Units)

I, , attest that this application for

has been reviewed by me and is accurate and complete to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with the applicable regulations. Although certain portions of this submittal package may have been developed by other professionals, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design.

North Carolina Professional Engineer's Seal, Signature, and Date:

**Applicant's Certification:**

The applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees under Rule [15A NCAC 02T .0105](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0105.pdf).

Yes  No, Explain;

I,

(Signature Authority’s Name – PLEASE PRINT) (Title)

attest that this application for

(Facility Name)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that the Division of Water Resources may not conduct a technical review of this program and approval does not constitute a variance to any rules or statutes unless specifically granted in the permit. Further, any discharge of residuals to surface waters or the land will result in an immediate enforcement action, which may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also understand that if all required parts of this application are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete.

**Note**: In accordance with North Carolina General Statutes §143-215.6A and §143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

Signature: Date: