

Division of Drinking Water Policy/Procedure

Title:	Water System Plan Review and Approval	Number: B.04
References:		
Contact:	Stacy Patterson	
Effective Date:	10/07/96	
Supersedes:	B.04 dated 5/16/94	
Approved:	(signed copy)	<i>Director, Division of Drinking Water</i>

POLICY:

The Division of Drinking Water (DDW) is committed to completing its review of draft water system plans (WSP) within ninety (90) days of receiving a completed submittal and then approving the WSP within an additional ninety (90) day period after receiving the final draft. The division is also committed to the provision of this service on a fee basis.

PURPOSE STATEMENT/BACKGROUND:

This Policy/Procedure is intended to improve timeliness of WSP review and approval process and expedite the collection of WSP review fees.

PROCEDURE:

1. When a WSP is received, the Department will review the WSP for completeness using the WSP Submittal Checklist (Attachment 1). If the WSP is not complete, the WSP will be returned to the utility with a list of topics that have not been completed.
2. When a completed WSP has been submitted the purveyor shall be notified. The Department shall make every effort to review the draft WSP within ninety (90) days of receiving the completed WSP. If this time frame cannot be met, the utility shall be notified when the review will be completed.
3. When the initial review of a WSP is complete, the WSP will be approved or a review letter will be sent to the purveyor, allowing ninety (90) days to respond to the Department's comments. The approval or review letter will contain an invoice billing for the appropriate WSP, Wellhead Protection Plan, and/or Conservation Plan review fees.
4. If there is no response to the review letter within the ninety (90) day time-frame, and no extension has been granted, the Department will send the purveyor a letter (see attached letter 1) explaining that if no response is made within sixty (60) days the WSP will be sent back and the consequences described

below will apply. If the purveyor has not responded to letter 1 within sixty (60) days, and no extension has been granted, the Department will return the draft WSP with a letter (see attached letter 2) stating that all projects, including distribution lines, must be submitted to the Department for review and approval prior to construction.

5. In addition, the Department may pursue enforcement action through a Departmental Order issued for completion of a WSP, which could result in the following:
 - Jeopardizing the issuance of building permits and subdivision approval pursuant to the Growth Management Act;
 - Department determination that the utility is in substantial non-compliance (operating permit red category);
 - Department notification to inquiring lending institutions regarding the system's status, which may jeopardize mortgage approval; and
 - Penalties and/or other legal action.

FORM LETTER #1

Date

Name
Company
Address
City, State Zip

Dear Purveyor _____:

Our files show that this office received the _____ draft water system plan (WSP) for review and approval on _____.

This office sent a WSP review letter on _____, with a request for a response within ninety (90) days. That date has now passed, and the issues contained in that letter have not been addressed.

Please address the issues expressed in the WSP review letter and submit a response to our office by _____, within sixty (60) days from the date of this letter. If a response is not received by that date, and there is no communication or request for an extension, the draft water system plan will be returned. An invoice for review time, provided that an invoice has not already been received, will be included with the returned WSP. Further WSP submittals beyond the sixty (60) day time period will be considered a new WSP submittal and will be billed accordingly.

If the deadline is not met, or a Department of Health (DOH) approved extension is not obtained, the Department will require submittal of all projects (including distribution lines) to DOH for review and approval prior to their construction.

In addition, please be advised that in not fulfilling the WSP requirement, you may be subject to:

- Jeopardizing the issuance of building permits and subdivision approval pursuant to the Growth Management Act;
- Department determination that the utility is in substantial non-compliance (operating permit red category);
- Department notification to inquiring lending institutions regarding the system's status, which may jeopardize mortgage approval; and
- Penalties and/or other legal action.

We believe it is in the utility's best interest, and that of its customers, to develop a WSP that accurately reflects both the day-to-day operations of the system and the long-term goals. We hope that this will be viewed as a top priority, and our office will receive a response within sixty (60) days.

If you have any questions, please call me at _____.

cc: Consultant

Sincerely,

FORM LETTER #2

Date

Name
Company
Address
City, State Zip

Dear Purveyor _____:

Our files show that the _____ was sent a letter on _____, stating that the utility had an additional sixty (60) days to respond to our original review letter of _____ regarding the system’s draft water system plan (WSP) which is required under authority of WAC 246-290-100. A response was initially due on _____, which was ninety (90) days from the time this office sent comments and recommendations. On _____, the above-referenced second letter was sent and to this date we have not received a response.

At that time, we indicated that if there was no response to our comments within sixty (60) days, and if there was no communication with us to request an extension, we would return the draft WSP without approval along with an invoice for the DOH review time, unless previously billed (see enclosed).

At this time all projects, including distribution lines, must be submitted to the Department for review and approval prior to construction.

In addition, please be advised that in not fulfilling the WSP requirement, you may be subject to:

- Jeopardizing the issuance of building permits and subdivision approval pursuant to the Growth Management Act;
- Department determination that the utility is in substantial non-compliance (operating permit red category);
- Department notification to inquiring lending institutions regarding the system's status, which may jeopardize mortgage approval; and
- Penalties and/or other legal action.

If you have any questions, please call me at _____.

Sincerely,

Enclosure

cc: Consultant