

# New Public Drinking Water System Application

## Utah Division of Drinking Water

An applicant for a new public drinking water system must submit two forms: (1) New Public Drinking Water System Application and (2) Project Notification Form (PNF). This application identifies information required to establish a new public water system (PWS). Note that some of the information requested may not apply to your system. The PNF accompanies plans and specifications for drinking water facilities requiring plan approval. Visit the Division of Drinking Water (DDW) website ([drinkingwater.utah.gov](http://drinkingwater.utah.gov)) for additional information.

**Public Drinking Water System Name** \_\_\_\_\_

### Applicant Information

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Administrative Contact      Owner      PWS Manager      PWS Operator

Other: \_\_\_\_\_ *(check all that apply)*

Has the applicant read, and is the applicant familiar with, new PWS obligations pursuant to State of Utah Administrative Rules for Public Water Systems, specifically, Rule R309-105, *Administration: General Responsibility of Public Water Systems*?

Yes      No

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

### PWS Information

#### 2. Service Connection Type

Projected number of service connections at full build-out: \_\_\_\_\_

Current number of service connections served by the proposed PWS: *(Please list number next to the type of service connection. If needed, add detailed description below.)*

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Agricultural \_\_\_\_\_ Combined (specify) \_\_\_\_\_

Description: \_\_\_\_\_

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**Population Served by the Proposed PWS**

Projected population served by the proposed PWS at full build-out: \_\_\_\_\_

Current population served by the proposed PWS: *(Please list the number of people served next to the appropriate use.)*

Residential (year-round): \_\_\_\_\_

Residential (between 6 months to 12 months each year): \_\_\_\_\_

Residential (less than 6 months per year): \_\_\_\_\_

Non-residential use (year-round): \_\_\_\_\_

Non-residential use (between 6 months to 12 months each year): \_\_\_\_\_

Non-residential use (less than 6 months per year): \_\_\_\_\_

**PWS Location**

County in Utah: \_\_\_\_\_ City/Town: \_\_\_\_\_

Address or description: \_\_\_\_\_

**Operation Period**

Is the proposed water service year-round? Yes No

If the water service is not year-round, identify the period of the proposed seasonal water service: from \_\_\_\_\_ to \_\_\_\_\_

**Category of the proposed PWS (check only one):**

Community water system (CWS)

Non-transient non-community (NTNC) water system

Transient non-community (TNC) water system

*[Guidance: See Division of Drinking Water Rule R309-100-4(4).]*

**3. PWS Description**

*(Describe here the water system's purpose, intended water users, system components, configurations, etc. Affix an attachment if needed.)*

## Drinking Water Source

4. Does the proposed PWS have its own existing water source? Yes No

If yes, identify the existing source name, location (latitude and longitude, NAD83 preferred), and describe the source: \_\_\_\_\_

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Have any water quality analyses been made of the source water? Yes No N/A

If yes, please attach a copy of the water quality analyses with this form.

*[Guidance: The existing water source of a proposed PWS is required to undergo DDW's plan review process to determine whether it meets the current public drinking water standards. Such standards include construction standards, drinking water quality standards, source protection plan, certified well grout to a depth of 100 feet, etc. If an existing water source does not meet the public drinking water standards, the proposed PWS is required to either develop or acquire a public drinking water source that meets public drinking water standards, or modify the source to meet the standards.]*

5. Will the proposed PWS receive drinking water from an existing PWS? Yes No

If yes, identify the existing PWS name and water system number: \_\_\_\_\_

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If the proposed PWS will receive drinking water from an existing PWS, will the proposed PWS also develop its own source of water to supplement water delivered from another PWS?

Yes No N/A

*[Guidance: DDW encourages new water service areas to obtain drinking water through existing public water systems (PWS). Due to extensive regulatory requirements, creation of a new PWS is less preferable than annexing to an existing PWS. Identify any PWS or wholesale connection that could provide drinking water to the proposed area in lieu of creating a new PWS.]*

6. Will the proposed water system develop its own water source(s)? Yes No

If yes: Proposed new well source? Yes No

Proposed new spring source? Yes No

Proposed new surface water source? Yes No

Proposed new water treatment plant? Yes No

Describe the possible new source(s): \_\_\_\_\_

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*[Guidance: No new public water system can be approved by DDW without a drinking water source. The common options for a new water source are wholesale connection, wells, springs, and surface*

*water treated in accordance with Federal and State Rules. Identify the well, spring, or surface water body, which may serve as the proposed new water system's water source.]*

## **Engineering Review**

7. A new water system will be required to provide detailed information for review, i.e., engineering plans and specifications prepared by a professional engineer licensed to practice in Utah, of existing and proposed drinking water facilities, including source, storage, pump, distribution system, etc. This review is to ensure compliance with the current design and construction standards for public drinking water systems and to determine whether a Plan Approval to construct and an Operating Permit to allow the new water system be placed in service can be issued. A new water system's rating becomes "approved" after it obtains an Operating Permit from DDW.

Do you have a licensed engineer who will prepare the plans and specifications for the new

PWS? Yes      No

If yes, identify the name and contact information of the licensed engineer:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

*[Guidance: Contact the engineering staff at (801)536-4200 for information related to drinking water facility construction standards and plan review requirements. See Division of Drinking Water Rules R309-500 through 550.]*

## **Capacity Development Business Plan**

8. Regarding the capacity development business plan requirement for the proposed PWS outlined in Division of Drinking Water Rule R309-800, Capacity Development Program, identify the proposed water system's category below (*check only one*).

Community water system (CWS): Capacity Development Business Plan is required.

Non-transient non-community (NTNC) water system: Capacity Development Business Plan is required.

Transient non-community (TNC) water system: Capacity Development Business Plan is not required.

*[Guidance: Contact the DDW Permitting Section Manager at (801)536-4200 for information related to the capacity development plan. See Division of Drinking Water Rule R309-800.]*

## **Source Protection**

9. A Preliminary Evaluation Report (PER) is required for a new drinking water source, or for a source that has not previously been reviewed and approved by the Division. A licensed geologist (PG) or engineer (PE) must prepare the Delineation Report section of the PER *for a groundwater source*.

If you plan to use a well or spring, do you have a PG or PE who will prepare the Delineation Report for the source(s)?    Yes        No

If yes, identify the name and contact information of the licensed geologist or engineer:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

*[Guidance: Contact the source protection staff at (801)536-4200 for information related to source protection requirements. See Division of Drinking Water Rules R309-600 and R309-605.]*

### **Certified Water Operator**

10. All Community and Non-transient non-community (CWS and NTNC) drinking water systems must obtain a certified operator that has Distribution certification to the level of the water system's population. Any water system that treats surface water or water under the direct influence of surface water must have a Treatment operator certified at the grade of the water system depending on the population served by the water system.

Will this new PWS be required to have a certified water operator?    Yes        No

If you have made an arrangement with a certified water operator, identify the name and contact information of the water operator:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Cert. No.: \_\_\_\_\_

*[Guidance: Contact the DDW Technical Assistance Section Manager at (801)536-0042 for information related to water operator certification. See Division of Drinking Water Rule R309-300.]*

### **Drinking Water Monitoring and Reporting**

11. All drinking water systems are required to comply with the water quality monitoring and reporting requirements of drinking water system sources and distribution system. The samples required depend upon the type of water system, the type of source water, the type of treatment provided, the population served, etc. Upon Division review of the information provided, a system-specific monitoring schedule will be established and provided to the water system management.

*[Guidance: Contact the Rules Section Manager at (801)536-0042 for information related to monitoring, reporting, and compliance requirements. See Division of Drinking Water Rules R309-200 through 225.]*

**Water Rights**

12. In which Division of Water Rights Region is the proposed PWS located (*see Attachment 1*)?

Northern Regional Office (Logan)

Weber River/Western Regional Office (SLC)

Utah Lake/Jordan River Regional Office (SLC)

Eastern Regional Office (Vernal)

Southeastern Regional Office (Price)

Sevier River/Southern Regional Office (Richfield)

Southwestern Regional Office (Cedar City)

*[Guidance: DDW may wish to consult with the State Engineer about water rights issues for the proposed public water system. Identify in #12 and #13 the Division of Water Rights Region in which the proposed PWS is located, and any Division of Water Rights personnel with whom representatives of the proposed PWS has communicated. Contact Division of Water Rights at (801)538-7240 for questions related to water rights.]*

13. Identify the State Engineer's Office representative you have contacted (*see Attachment 1*):

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

14. With respect to water rights "already in hand" for the proposed PWS:

- a. Water rights number(s): \_\_\_\_\_
- b. Nature of use (e.g., municipal, domestic, irrigation, etc.): \_\_\_\_\_
- c. Acre-feet, cubic feet per second (CFS), other: \_\_\_\_\_
- d. Do the Division of Water Rights' records show the ownership of water rights in the name of the PWS? Yes No (Explain) \_\_\_\_\_
- e. Change application filed? Yes No N/A *[Note that change applications may take up to 6 months for the associated advertising and protest processes.]*

f. Point of diversion (POD) change filed? Yes No N/A

g. Nature of use change filed? Yes No N/A

*[Guidance: DDW Rules require that a public drinking water system must have a valid right to use the water for its water sources, i.e., the water rights must be classified by the State Engineer as domestic or municipal drinking water rights. The State Engineer may not necessarily change irrigation, mining, stock-watering or agricultural water rights to domestic or municipal drinking water rights. Identify the water right number, types, and quantities that the proposed new public water system currently owns or controls.]*

15. With respect to water rights intended to be acquired for the proposed PWS:

a. Have you identified prospective water rights sellers (e.g., private party, etc.)?

Yes No N/A

If yes, describe the prospective seller: \_\_\_\_\_

*[Guidance: If the proposed PWS will purchase as-yet un-acquired water rights, identify the prospective seller of these water rights.]*

b. Is any water rights acquisition contract appropriately contingent upon the State Engineer's change application approval? Yes No N/A

*[Guidance: The State Engineer will not pre-judge change applications. Acquisition contracts should always allow for cancellation by the buyer in the event of change application denial by the State Engineer.]*

16. With respect to water rights that would be provided by another entity for the proposed PWS:

a. Have you contacted or entered into an agreement with an entity to provide drinking water under its water rights? Yes No N/A

If yes, identify the prospective water rights provider here (e.g., water conservancy district, etc.): \_\_\_\_\_

*[Guidance: If the proposed public water system will receive the water supply from an entity that holds the corresponding water rights, identify the prospective providers of these water rights.]*

### **Division of Public Utilities**

17. Have you contacted the Division of Public Utilities (DPU) to register the proposed drinking water system? Yes No N/A (Explain) \_\_\_\_\_

If yes, identify the utility analyst at DPU who has been contacted:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

*[Guidance: All public drinking water systems that sell water or charge water users must apply and be approved for either a “Certificate of Public Convenience and Necessity (CPCN)” or an Exemption. The CPCN form can be found on the website of the Division of Public Utilities (DPU): <http://publicutilities.utah.gov/forms.html>. Identify in #17 and #18 any DPU staff consulted and their preliminary assessment of whether the proposed new water system will be exempt or regulated by DPU. If needed, contact DPU at (801)530-7622.]*

18. Preliminary indication from DPU of the new PWS's regulatory status:

Letter of Exemption — Nonprofit/mutual PWS serving members only;

Certificate of Convenience & Necessity — For-profit PWS serving public;

Not Applicable or other (Explain) \_\_\_\_\_

### **Fire Authority**

19. Will the distribution system be equipped with fire hydrants? Yes No

Does the fire authority require this system to supply fire suppression water? Yes No

Identify the local fire code officials you have contacted with respect to fire suppression requirements:

Name: \_\_\_\_\_  
Fire District: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Required fire flow (in gallons per minute): \_\_\_\_\_  
Required fire flow duration (in minutes): \_\_\_\_\_

*[Guidance: If the proposed water system will have fire hydrants in its distribution system or is required to supply water for fire suppression, the water system design will be required to meet the storage volume, flow and pressure requirements for fire flow.]*

### **Miscellaneous**

20. Will the proposed water system construction involve storm water or wastewater discharges, or septic systems? Yes No

*[Guidance: A proposed water system or new development may need to obtain permits or approvals from the Utah Division of Water Quality, local Health Department, or local government such as city or county. If the proposed water system project involves storm water discharge during construction,*



*wastewater discharge or septic systems, please contact the Utah Division of Water Quality at (801)536-4300 and/or the local Health Department.]*

## Attachment 1 – Utah Division of Water Rights Contacts

Northern Regional Office (LOGAN)  
Will Atkin, Regional Engineer  
1780 North Research Parkway, Suite 104  
North Logan, UT 84341  
Phone: (435) 752-8755  
Fax: (435) 752-0062  
Email: [willatkin@utah.gov](mailto:willatkin@utah.gov)

Weber River/Western Regional Office (SLC)  
Michael Drake, Regional Engineer  
1594 West North Temple, Suite 220  
P.O. Box 146300  
SLC, Utah 84114-6300  
Phone: (801) 538-7240  
Fax: (801) 538-7467  
Email: [michaeldrake@utah.gov](mailto:michaeldrake@utah.gov)

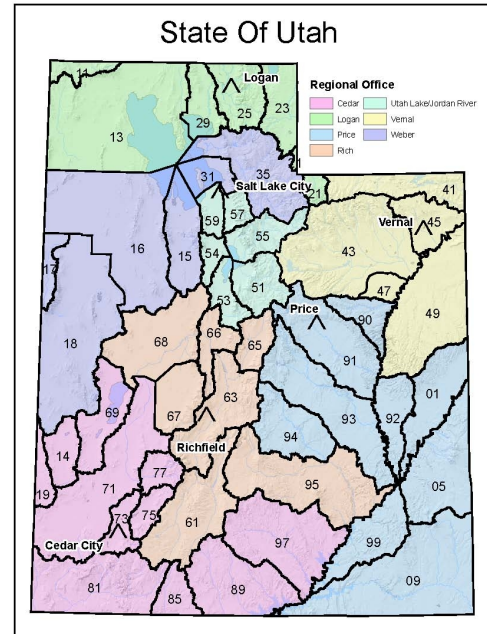
Utah Lake/Jordan River Regional Office (SLC)  
Ross Hansen, Regional Engineer  
1594 West North Temple, Suite 220  
P.O. Box 146300 SLC, Utah 84114-6300  
Phone: (801) 538-7240  
Fax: (801) 538-7467  
Email: [rosshansen@utah.gov](mailto:rosshansen@utah.gov)

Eastern Regional Office (VERNAL)  
Andrew Dutson, Regional Engineer  
State and County Building  
152 East 100 North  
Vernal, Utah 84078-2126  
Phone: (435) 247-1514  
Fax: (435) 789-8343  
Email: [andrewdutson@utah.gov](mailto:andrewdutson@utah.gov)

Southeastern Regional Office (PRICE)  
Marc Stilson, Regional Engineer  
319 North Carbonville Road  
P.O. Box 718  
Price, Utah 84501  
Phone: (435) 613-3750  
Fax: (435) 613-3755  
Email: [marcstilson@utah.gov](mailto:marcstilson@utah.gov)

Sevier River/Southern Regional Office (RICHFIELD)  
Kirk Forbush, Regional Engineer  
130 North Main Street  
P.O. Box 664  
Richfield, Utah 84701-0563  
Phone: (435) 896-4429  
Fax: (435) 893-8114  
Email: [kirkforbush@utah.gov](mailto:kirkforbush@utah.gov)

Southwestern Regional Office (CEDAR CITY)  
Nathan Moses, Regional Engineer  
646 North Main Street  
P.O. Box 506  
Cedar City, Utah 84721-0506  
Phone: (435) 586-4231  
Fax: (435) 586-2789  
Email: [nathanmoses@utah.gov](mailto:nathanmoses@utah.gov)



## Attachment 2 – New Public Drinking Water System Guidance Flowchart

