



North Carolina Department of Environment and Natural Resources  
Division of Water Resources

Beverly Eaves Perdue  
Governor

Thomas A. Reeder  
Director

Dee Freeman  
Secretary

**MEMORANDUM**

**To:** Applicants and Consultants Submitting Public Water System Engineering Plans

**From:** J. Wayne Munden, Head, Technical Services Branch

**Subject:** Digital Submittals to the Public Water Supply Section

**Date:** April 10, 2012

The Public Water Supply Section (PWS Section) is implementing a process for submittal of digital copies of engineering plans and supporting documents to reduce the time and expense spent by working with paper copies. This memorandum describes the process and provides directions for all parties who want to take advantage of this option.

**Submittals**

Applicants using this option will normally provide the PWS Section with one (1) complete set as hard copies (paper), consisting of the sealed plans, signed application, sealed specifications and sealed engineer's report with all calculations, and two (2) digital copies of these same documents on compact disks (CDs). The file format for the digital copy shall be PDF, with each item (plans, application, specifications and engineer's report) in a separate folder. In the folder containing the plans, provide each plan sheet as a separate file. As before, all well projects should be submitted to the PWS Section regional office first.

**Review and Comments**

There will be no change in this step. The PWS Section plan reviewers will continue to contact the applicant and consultant with review comments or questions by email and/or letters. If revisions to the plans or other submittal documents are needed, the applicant will provide one revised hard copy of all revised documents, and two CDs containing all documents (revised and unchanged).

**Approvals**

The PWS Section will issue approval and Authorization to Construct letters as before. The one paper copy of plans and specifications will be stamped with the Division of Water Resources approval and mailed to the applicant, along with the Authorization to Construct package.

If you have any questions or need assistance, please call 919-707-9100 and ask to speak to the review engineer for the county of interest or visit our website at: <http://www.ncwater.org/pws/planrev.htm>

cc: Regional Offices