**Plans, specifications and supporting documents shall be prepared in accordance with,** [**15A NCAC 02T .0100**](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#page=3)**,** [**15A NCAC 02T .0300**](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#page=18)**,** [**Division Policies**](http://portal.ncdenr.org/web/wq/swp/ps/cs) **and** [**good engineering practices**](http://www.ncbels.org/rulesandlaws.html)**. Failure to submit all required items will necessitate additional processing and review time, and may result in return of the request.**

##### *For more information, visit the Wastewater Branch’s website at:*

#####  [*http://portal.ncdenr.org/web/wq/swp/ps/cs/ext*](http://portal.ncdenr.org/web/wq/swp/ps/cs/ext)

**General** – When submitting a request, 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 requested additional information. Unless otherwise noted, submit **one original and one copy** of the request and supporting documentation**.**

1. **Cover Letter (Required for All Request Packages):**

[ ]  List all items included in the request package and a brief description of the requested permitting action.

[ ]  Submit a detailed description of specific criteria that a variance request is submitted for.

[15A NCAC 02T](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/subchapter%20t%20rules.pdf), [Minimum Design Criteria (MDC) for the permitting of Gravity Sewers](http://portal.ncdenr.org/c/document_library/get_file?uuid=79383e94-f3f4-4fdc-a367-e4495662f1c7&groupId=38364), &

[Minimum Design Criteria (MDC) for the Permitting of Pump Stations and Force Mains](http://portal.ncdenr.org/c/document_library/get_file?uuid=8f21914d-c5df-47bf-bb6e-4b2a5c04ea53&groupId=38364)

[ ]  Submit a detailed description why the project cannot comply with 15A NCAC 02T or adopted design criteria.

[ ]  Submit a detailed description of how the alternative design will meet the requirements of [15A NCAC 02T .0105(n)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0105.html)

1. **Application Fee:**

[ ]  Submit a check or money order in the amount of **$600.00** dated within 90 days of application submittal.

* Payable to North Carolina Department of Environmental Quality (NCDEQ).
1. **Request Form (VADC 03-25) (Required for All Request Packages):**

[ ]  Submit the completed and appropriately executed VADC 03-25 request form.

[ ]  The Applicant’s certification of the request shall be signed in accordance with [15A NCAC 02T.106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.html). Per [15A NCAC 02T .0106(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.html), 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-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.html).

[ ]  The Professional Engineer’s Certification of the request shall be signed, sealed and dated by a North Carolina licensed Professional Engineer.

1. **Engineering Plans (Required for All Request Packages):**

[ ]  Submit one set of detailed plans that have been signed, sealed and dated by a [North Carolina licensed Professional Engineer](https://www.membersbase.com/ncbels-vs/public/searchdb.asp), pertinent to the variance request. Individual plan sheets related to the request may be submitted instead of complete plan sets.

[ ]  Plans shall represent a completed design and not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate they are anything other than final plans. However, the plans may be labeled with the phrase: FINAL DESIGN - NOT RELEASED FOR CONSTRUCTION.

1. **Specifications (Required for All Request Packages):**

[ ]  Per [15A NCAC 02T .0304(b)(2)](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#Page=20), submit specifications that have been signed, sealed and dated by a [North Carolina licensed Professional Engineer](https://www.membersbase.com/ncbels-vs/public/searchdb.asp), pertinent to the variance request.

[ ]  Specifications shall represent a completed design and not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate they are anything other than final specifications. However, the specifications may be labeled with the phrase: FINAL DESIGN - NOT RELEASED FOR CONSTRUCTION.

1. **Engineering Calculations (All Request Packages):**

[ ]  Per [15A NCAC 02T .0305(b)(3)](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#Page=20), submit engineering calculations that have been signed, sealed and dated by a [North Carolina licensed Professional Engineer](https://www.membersbase.com/ncbels-vs/public/searchdb.asp), pertinent to the variance request.

1. **Applicable Sewer Extension Application and Supporting Documentation**

**(Required if submitted in conjunction with a variance request)**

[ ]  Submit the completed and appropriately executed application if provided in conjunction with the request.

* This is exclusive to projects requiring a full technical review (ASEA 03-25 & SSEA 03-25).
* **Submission of FTA 03-25 and supporting documents to the regional office is only allowed once the variance has been approved by the Central Office. Submission prior will result in the application being returned.**

**15A NCAC 02T.0105 – Select Code Related to Variance / Alternative Design Criteria**

(b)…The applicant shall provide adequate documentation to the Division to ensure that the proposed system will meet all design and performance criteria as required under this Subchapter and other applicable rules, be operated as a non-discharge system, and protect surface water and groundwater standards. **Variances to this Subchapter or adopted design criteria must be specifically requested in the application and, if approved pursuant to Paragraph (n) of this Rule, incorporated into the permit.** The Division may accept certification from a licensed or certified professional (e.g. Professional Engineers, Licensed Soil Scientist, Licensed Geologist, Technical Specialist) that the design meets or exceeds minimum design criteria applicable to the project. Division acceptance of certifications by the applicant or by licensed or certified professionals preparing reports for the application shall not constitute approval of a variance to this Subchapter or applicable minimum design and performance criteria unless specifically requested in the application and approved in the permit.

(n) The Director shall approve alternative Design Criteria in cases where the applicant can demonstrate that the alternative design criteria will provide the following:

(1) equal or better treatment of the waste;

(2) equal or better protection of the waters of the state; and

(3) no increased potential for nuisance conditions from noise, odor or vermin.

**THE COMPLETED REQUEST AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED TO:**

**ATTENTION: PERCS UNIT SUPERVISOR**

|  |  |
| --- | --- |
| By U.S. Postal Service: | By Courier/Special Delivery: |
| 1617 Mail Service Center | [512 N. SALISBURY ST.](http://maps.google.com/maps?q=512+North+Salisbury+Street,+Raleigh,+NC&hl=en&sll=37.0625,-95.677068&sspn=33.077336,56.162109&vpsrc=0&hnear=512+N+Salisbury+St,+Raleigh,+North+Carolina+27603&t=m&z=16) SUITE 925 |
| RALEIGH, NORTH CAROLINA 27699-1636 | [RALEIGH, NORTH CAROLINA 27604](http://maps.google.com/maps?q=512+North+Salisbury+Street,+Raleigh,+NC&hl=en&sll=37.0625,-95.677068&sspn=33.077336,56.162109&vpsrc=0&hnear=512+N+Salisbury+St,+Raleigh,+North+Carolina+27603&t=m&z=16) |
|  |  |
| TELEPHONE NUMBER: (919) 807-6312 |  |

Application Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable, to be completed by DWR)

1. **APPLICANT INFORMATION**:
2. Applicant's name:
3. Applicant type: [ ] [ ]  Individual [ ] [ ]  Corporation [ ] [ ]  General Partnership [ ] [ ]  Privately-Owned Public Utility

[ ] [ ]  Federal [ ] [ ]  State [ ] [ ]  Municipal [ ] [ ]  County

1. Signature authority’s name:       per [15A NCAC 02T .0106(b)](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#Page=7) Title:
2. Applicant’s mailing address:

City:       State:       Zip:      -

1. Applicant’s contact information:

 Phone number: (   )    -     Email Address:

1. **PROJECT INFORMATION:**
2. Project name:
3. Project status: [ ] [ ] [ ]  Proposed [ ]  Existing (if existing, Permit Number:       )
4. **CONSULTANT INFORMATION:**
5. Professional Engineer:       License Number:

Firm:

Mailing address:

City:       State:       Zip:      -

Phone number: (   )    -     Email Address:

1. **VARIANCE REQUEST:**
2. Provide a detailed**list** of specific criteria that a variance request is submitted for:

(e.g., NCAC 02T.0305(f) - Separation, MDC for Pump Stations / Force Mains 3.04(A)(1)(b) – Discharge Piping Velocity, etc)

**Applicant's Certification per** [**15A NCAC 02T .0106(b)**](http://portal.ncdenr.org/c/document_library/get_file?uuid=d204284d-1202-4f1a-a5ff-84d430e28912&groupId=38364#Page=7)**:**

I, attest that this request for

(Signature Authority’s **name & title** from Request Item I.3.)

(Project name from Request Item II.1.)

has been reviewed by me and is accurate and complete to the best of my knowledge. I also understand that if all required parts of this request package are not completed and that if all required supporting information and attachments are not included, this request package will be returned to me as incomplete. **I understand that by certifying this variance request, I shall adhere to the requirements of the variance approval should it be approved and all permit conditions should the permit be approved.**

**NOTE** – In accordance with General Statutes [143-215.6A](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-215.6A.html) and [143-215.6B](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-215.6B.html), any person who knowingly makes any false statement, representation, or certification in any request package 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:

**Professional Engineer's Certification:**

I, attest that this request for

(Professional Engineer’s name from Request Item III.1.)

(Project name from Request Item II.1.)

has been reviewed by me and is accurate, complete and consistent with the information supplied in the plans, specifications, engineering calculations, and all other supporting documentation to the best of my knowledge. **I further attest that to the best of my knowledge the proposed design, in accordance with** [**15A NCAC 02T.0105(n)**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environment%20and%20natural%20resources/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0105.html) **will provide; equal or better treatment of the waste; equal or better protection of the waters of the state; and no increased potential for nuisance conditions from noise, odor, or vermin.** I further attest as been prepared in accordance with this request package and its instructions, as well as all applicable regulations and statutes. Although other professionals may have developed certain portions of this submittal package, 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.

**NOTE** – In accordance with General Statutes [143-215.6A](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-215.6A.html) and [143-215.6B](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-215.6B.html), any person who knowingly makes any false statement, representation, or certification in any request package 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.

North Carolina Professional Engineer's seal, signature, and date: