**Pursuant to** [**15A NCAC 02T .0107(b)**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0107.html)**, if the application does not include all required information and the necessary supporting documentation, the application shall be returned. The application and attachments shall be prepared in accordance with** [**15A NCAC 02T .0100**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/subchapter%20t%20rules.pdf)**,** [**15A NCAC 02T .0700**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/subchapter%20t%20rules.pdf)**, and** [**Division Policies**](http://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/non-discharge-permitting-unit/policies)**. For more information, visit the Water Quality Permitting Section’s Non-Discharge Branch** [**website**](http://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/non-discharge-permitting)**. The Applicant shall submit an electronic copy of the application and attachments uploaded as a single Portable Document Format (PDF) file to** [**https://edocs.deq.nc.gov/Forms/NonDischarge-Branch-Submittal-Form-Ver2**](https://edocs.deq.nc.gov/Forms/NonDischarge-Branch-Submittal-Form-Ver2)**, or emailed to** [**Non-Discharge.Reports@ncdenr.gov**](mailto:Non-Discharge.Reports@ncdenr.gov) **if less than 20 megabytes (MB).**

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| **SECTION I – APPLICANT INFORMATION** | | | |
| 1. Applicant: | | | |
| 1. Permit No.: WQ00 |  |  | |
| 1. Signature authority: | Title: | | |
| Phone number: (   )    - | Email: | | |
| 1. Mailing address: | | | |
| City: | State: | | Zip:      - |
| 1. Contact person: | Email: | | |
| Primary phone number: (   )    - | Secondary phone number: (   )    - | | |

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| **SECTION II – FACILITY INFORMATION** | | | | | |
| 1. Physical address: | | | County: | Parcel No.: | |
| City: | | | State: NC | | Zip:      - |
| 1. Treatment facility coordinates to the sixth decimal degree: | | | | | |
| Latitude:   .     ° | Longitude: -  .     ° | Method: | | | |

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| **SECTION III – FLOW INFORMATION** | | | |
| 1. Permitted flow:       GPD (*The maximum allowable flow based on what has been permitted*) | | | |
| 1. As-built flow:       GPD (*The maximum allowable flow based on what has been constructed*) | | | |
| 1. Average flow:       GPD (*The average of all reported flows on the previous calendar year’s NDMRs*) | | | |
| 1. Hydraulic capacity:       % (*Divide the average flow in Item 3 by the As-built flow in Item 2*) | | | |
| 1. Wastewater composition: | Domestic :     % | Industrial:     % | Stormwater:     % |

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| **SECTION IV – BILLING INFORMATION** | | |
| 1. Billing address: | | |
| City: | State: | Zip:      - |
| 1. Verify the Applicant does not have any overdue annual fees: |  |  |
| <https://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wq-epayments> | | |
| Pursuant to [15A NCAC 02T .0120(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0120.html), permits for renewing facilities shall not be granted if the Applicant or any affiliation has an unpaid annual fee. | | |

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| **SECTION V – OPERATOR IN RESPONSIBLE CHARGE (ORC) INFORMATION** | | |
| 1. ORC: | Grade: | Certification No.: |
| Mailing address: | | |
| City: | State: | Zip:      - |
| Phone number: (   )    - | Email: | |
| 1. Back-Up ORC: | Grade: | Certification No.: |
| Mailing address: | | |
| City: | State: | Zip:      - |
| Phone number: (   )    - | Email: | |

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| **SECTION VI – OPEN-ATMOSPHERE STRUCTURES** | | | | | | |
| 1. List all open-atmosphere treatment and storage structures associated with the renewing permit. Attach additional sheets if necessary. | | | | | | |
| **Type** | **Parcel No.** | **Volume (gal)** | **Liner Type** | **Freeboard (ft)** | **Latitude** | **Longitude** |
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| **SECTION VII – RELATED PERMITS** | | |
| 1. List all wastewater permits (i.e., sewer, collection system, NPDES, residuals) that have interactions with the renewing permit. Attach additional sheets if necessary. | | |
| **Permit Type** | **Permit No.** | **Relationship Type** |
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| **SECTION VIII – MONITORING WELLS** | | | | | | |
| 1. List all groundwater monitoring wells associated with the renewing permit. Attach additional sheets if necessary. | | | | | | |
| **Well Name** | **Parcel No.** | **Status** | **Gradient** | **Location** | **Latitude** | **Longitude** |
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| **SECTION IX – INFILTRATION SITES** | | | | | | | |
| 1. List all infiltration sites associated with the renewing permit. Attach additional sheets if necessary. | | | | | | | |
| **Site** | **County** | **Parcel No.** | **Deeded Owner** | **Area** | **Cover Crop** | **Latitude** | **Longitude** |
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| **Total Acreage:** | | | |  |  | | |

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| **ATTACHMENT A – SITE MAP** |
| Was the facility originally permitted or had a major modification issued after September 1, 2006?  Yes – Pursuant to [15A NCAC 02T .0105(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0105.html), submit a site map pursuant to the requirements in [15A NCAC 02T .0704(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0704.html). These requirements are:  A scaled map of the site with topographic contour intervals not exceeding 10 feet or 25 percent of total site relief and showing all facility-related structures and fences within the wastewater treatment, storage, and infiltration areas.  Soil mapping units shown on all infiltration sites.  The location of all wells (including usage and construction details if available), streams (ephemeral, intermittent, and perennial), springs, lakes, ponds, and other surface drainage features within 500 feet of all wastewater treatment, storage, and infiltration sites.  Delineation of the compliance and review boundaries per [15A NCAC 02L .0107](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20l/15a%20ncac%2002l%20.0107.html) and [.0108](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20l/15a%20ncac%2002l%20.0108.html).  Setbacks as required by [15A NCAC 02T .0706](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0706.html).  Site property boundaries within 500 feet of all wastewater treatment, storage, and infiltration sites.  All habitable residences or places of public assembly within 500 feet of all treatment, storage, and infiltration sites.  No – Skip Attachment A. |

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| **ATTACHMENT B – SIGNATURE AUTHORITY DELEGATION** |
| Does the signature authority in Section I, Item 3 meet the requirements pursuant to [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.html)? |
| Yes – Skip Attachment B.  No – Submit a [delegation letter](https://files.nc.gov/ncdeq/Water%20Resources/non-discharge/Signature-authority-designation-letter-200129.docx) pursuant to [15A NCAC 02T .0106(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.html) authorizing the signature authority to sign. |

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| **ATTACHMENT C – FLOW REDUCTION** |
| Does the existing permit include an approved flow reduction?  Yes – Submit a copy of the flow reduction approval letter, as well as the measured monthly average amount of wastewater flow contributed per unit for the 12 months prior to permit renewal. If any of these monthly averages are within 20% of the approved flow reduction value, the Permittee shall provide a reevaluation of the reduced flow value pursuant to the requirements in [15A NCAC 02T .0114(f)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0114.html).  No – Skip Attachment C. |

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| **ATTACHMENT D – CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY** |
| Is the Applicant a Privately-Owned Public Utility? |
| Yes – Pursuant to [15A NCAC 02T .0115(a)(1)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0115.html), submit the Certificate of Public Convenience and Necessity from the [North Carolina Utilities Commission](https://www.ncuc.net/) demonstrating the Applicant is authorized to hold the utility franchise.  No – Skip Attachment D. |

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| **ATTACHMENT E – OPERATIONAL AGREEMENT** |
| Is the Applicant a Home/Property Owners' Association or Developer of Lots to be Sold? |
| Yes (Home/Property Owners' Association) – Pursuant to [15A NCAC 02T .0115(a)(2)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0115.html), submit an executed [Operational Agreement (FORM: HOA)](https://files.nc.gov/ncdeq/Water%20Resources/non-discharge/HOA-01-20.1.pdf). Pursuant to [15A NCAC 02T .0115(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0115.html), if the applicant is a legally formed Homeowners' or Property Owner's Association, submit a copy of the Articles of Incorporation, Declarations, and By-laws.  Yes (Developer of Lots to be Sold) – Pursuant to [15A NCAC 02T .0115(a)(2)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0115.html), submit an executed [Operational Agreement (FORM: DEV)](https://files.nc.gov/ncdeq/Water%20Resources/non-discharge/DEV-01-20.1.pdf). Pursuant to [15A NCAC 02T .0115(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0115.html), if the applicant is a developer of lots to be sold, submit a copy of the Articles of Incorporation, Declarations, and By-laws.  No – Skip Attachment E. |

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| **ATTACHMENT F – DEMONSTRATION OF FUTURE WASTEWATER TREATMENT CAPACITIES** |
| Is the applicant a municipality, county, sanitary district, or public utility?  Yes – Proceed to the next question.  No – Skip Attachment F. |
| Does the hydraulic capacity in Section III, Item 4 exceed 70%?  Yes (the hydraulic capacity is greater than 70%, but less than 80%) – Pursuant to [15A NCAC 02T .0118(1)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0118.html), prior to exceeding 80 percent of the system's permitted hydraulic capacity (based on the average flow during the last calendar year), the permittee shall submit an engineering evaluation of their future wastewater treatment, utilization, and disposal needs. This evaluation shall outline plans for meeting future wastewater treatment, utilization, or disposal needs by either expansion of the existing system, elimination or reduction of extraneous flows, or water conservation and shall include the source of funding for the improvements. If expansion is not proposed or is proposed for a later date, a justification shall be made that wastewater treatment needs will be met based on past growth records and future growth projections, and as appropriate, shall include conservation plans or other measures to achieve waste flow reductions.  Yes (the hydraulic capacity greater than 80%) – Proceed to the next question.  No – Skip Attachment F. |
| If answered Yes above, does the hydraulic capacity in Section III, Item 4 exceed 80%?  Yes (the hydraulic capacity is greater than 80%) – Pursuant to [15A NCAC 02T .0118(2)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0118.html), prior to exceeding 90 percent of the system's permitted hydraulic capacity (based on the average flow during the last calendar year), the permittee shall obtain all permits needed for the expansion of the wastewater treatment, utilization, or disposal system and, if construction is needed, submit final plans and specifications for expansion, including a construction schedule. If expansion is not proposed or is proposed for a later date, a justification shall be made that wastewater treatment needs will be met based on past growth records and future growth projections, and as appropriate, shall include conservation plans or other specific measures to achieve waste flow reductions.  No – Skip Attachment F. |

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| **ATTACHMENT G – EASEMENT, ENCROACHMENT, AND LEASE AGREEMENTS** |
| Does the Permittee own all of the land associated with the wastewater collection, treatment, conveyance, infiltration, and groundwater lowering (if applicable) system?  Yes – Skip Attachment G.  No – Pursuant to [15A NCAC 02T .0116(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0116.html), provide a copy of all easements, lease agreements, and encroachment agreements allowing the Permittee to operate and maintain the wastewater collection, treatment, conveyance, infiltration, and groundwater lowering (if applicable) system on property not owned by the Permittee. |

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| **ATTACHMENT H – AFFILIATIONS** |
| Are the Permittee’s affiliations of record correct? [Check affiliations.](https://reports.ncdenr.org/BOE/OpenDocument/2002150408/CrystalReports/viewrpt.cwr?id=7925&apsuser=BIMS_U&apspassword=b10Ms_cr%28ddnri59%29&apsauthtype=secEnterprise&cmd=EXPORT&EXPORT_FMT=U2FPDF%3A0)  Yes – Skip Attachment H.  No – Provide the corrected affiliations and their contact information. |

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| **ATTACHMENT I – COMPLIANCE SCHEDULES** |
| Does the existing permit include any Compliance Schedules? (See Section I of the most recently issued permit)  Yes – Submit documentation that the compliance schedules have been met.  No – Skip Attachment I. |

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| **ATTACHMENT J – CIVIL PENALTIES AND OUTSTANDING VIOLATIONS** |
| Does the Permittee have any existing civil penalties or outstanding violations?  Yes (civil penalties) – Submit payment for the civil penalty, or proof of remission request.  Yes (violations) – Submit a copy of your response to the Notice of Violation.  No – Skip Attachment J. |

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| **ATTACHMENT K – INDUSTRIAL WASTEWATER** |
| Does the wastewater composition in Section III, Item 5 include any industrial wastewater?  Yes – Proceed to the next question.  No – Skip Attachment K. |
| Has the nature of the industrial wastewater changed since the last permit issuance (i.e., changes in industrial process, introduction of new materials or chemicals, etc.)?  Yes – Provide a chemical analysis of the wastewater pursuant to the requirements in [15A NCAC 02T .0704(h)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0704.html). Provide an overview of the manufacturing process; an inventory of all chemical and biological materials used in the manufacturing process; and an overview of the cleaning and treatment methodology.  No – Provide an overview of the manufacturing process; an inventory of all chemical and biological materials used in the manufacturing process; and an overview of the cleaning and treatment methodology. |

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| **ATTACHMENT L – SETBACK WAIVERS** |
| Does the existing permit include setback waivers?  Yes – Pursuant to [15A NCAC 02T .0706(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0706.html), provide setbacks waivers that have been written, notarized, signed by all parties involved, and recorded with the county Register of Deeds. Waivers involving the compliance boundary shall be in accordance with [15A NCAC 02L .0107](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20l/15a%20ncac%2002l%20.0107.html).  No – Skip Attachment L. |

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| **APPLICANT’S CERTIFICATION** |
| I, attest that this application  (Signature authority’s name as noted in Section I, Item 3)  has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application package are not completed, and that if all required supporting information and attachments are not included, this application package will be returned as incomplete. I further certify pursuant to [15A NCAC 02T .0120(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0120.html), that the applicant, or any parent, subsidiary, or other affiliate of the applicant has: not been convicted of environmental crimes under; not previously abandoned a wastewater treatment facility without properly closing the facility; not paid a civil penalty; not been compliant with any compliance schedule in a permit, settlement agreement, or order; not paid an annual fee.  **Note**: The Applicant’s Certification shall be signed pursuant to [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.html). An alternate person may be delegated as the signing official if a letter is provided pursuant to [15A NCAC 02T .0106(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.html). Pursuant to § [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 application 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: |

**THE COMPLETED APPLICATION AND ATTACHMENTS SHALL BE SUBMITTED AS A SINGLE PDF FILE VIA:**

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| --- | --- |
| Email: | Laserfiche Upload: |
| [Non-Discharge.Reports@ncdenr.gov](mailto:Non-Discharge.Reports@ncdenr.gov) | <https://edocs.deq.nc.gov/Forms/NonDischarge-Branch-Submittal-Form-Ver2> |