



Ohio Environmental Protection Agency

Division of Drinking and Ground Waters

SMALL SYSTEM PLAN SUBMITTAL CHECKLIST

Public Water System Name: _____

Public Water System Identification No.: _____

For all plans, include the following:

- ___ 1. Ohio EPA Public Drinking Water - Water Supply Data Worksheet (completed).
- ___ 2. Electronic plan sheets with title sheet signed by the owner and designer.

Plan review fee invoices will be emailed to the submitter and plan review will begin once a complete application, including payment is received.

For plans which include new and existing well(s), include the following:

- ___ 3. Well Site Approval Letter (generated by Ohio EPA).
- ___ 4. Required New Well Analysis Results - conducted by an Ohio EPA certified laboratory to perform analysis on public drinking water (contact your District Office for the required analyses).
- ___ 5. Well Profile and Construction Form (completed).
- ___ 6. Well pump curve.
- ___ 7. Step Drawdown and Constant Rate Pumping Test Results.
- ___ 8. ODNR Well Log and Drilling Report (completed).
- ___ 9. All wells must be grouted in accordance with Ohio Administrative Code 3745-9-07.
- ___ 10. Electronic site plans (to scale) showing:
 - ___ a. Well Location
 - ___ b. Property Lines
 - ___ c. Well Isolation Radius
 - ___ d. Buildings, Roads, and Paved Areas
 - ___ e. Proposed/Existing Water Lines
 - ___ f. Proposed Septic Systems and/or Sewage Lines
 - ___ g. Proposed and/or Existing Storm Sewers
 - ___ h. Contour Lines (if available)
 - ___ i. Other possible sources of contamination such as: ponds, sewage lagoons, fuel tanks, and drainage swales
- ___ 11. Copy of the Deed or Easement to property within the isolation radius of well.
- ___ 12. Information regarding any proposed abandonment of wells.
- ___ 13. Two raw water total coliform results with no chlorine residual taken at least 30 minutes apart.

For plans involving the installation of water storage or treatment equipment, include the following:

- ___ 14. Manufacturer's data sheet for each piece of equipment to be installed.
- ___ 15. Schematic/Drawing of water treatment schematic (side view) and a treatment room layout (top view).
- ___ 16. If most recent raw water inorganic chemical analysis is more than 5 years old, include up to date results.
- ___ 17. Documentation demonstrating that chemicals/equipment have NSF 60/61 certification.

Fill in the blank project summary sheets are available for wells, pump stations, pressure reducing stations and air relief valves, storage tanks and waterline extension at: <https://epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/engineering-plan-approval> If any of these items are part of the proposed project, use of the summary sheets may expedite the plan review.