



Application for Reclaimed Water Production Authorization under 30 TAC Chapter 321, Subchapter P

TCEQ Office Use Only

Permit No.: _____
EP _____

IMPORTANT:

- Use the attached **INSTRUCTIONS** when completing this form.
- Use the attached **CUSTOMER CHECKLIST** to make certain all items are complete and accurate.
- Missing, illegible, or inaccurate items may delay final approval.

1. **Application Fee:** You must pay the \$300 Application Fee to TCEQ for the application to be considered complete.



**Pay the application fee on line. Go to <https://www6.tceq.texas.gov/epay/>
Select Fee Type: *Permit By Rule (Ch 321 Subchapter P) Reclaimed Water Production Authorization Application*
What is the Voucher Number?**

If payment is by mailed check/money order, give the following information.

Check/Money Order No.:	Name Printed on Check:
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Original and One (1) copy of the Application.

Is the copy attached? Yes

What is the domestic water quality permit number?

This permit must be active to qualify for this authorization.

WQ00 _____

A. Who is the current permittee of the water quality permit?

The applicant for reclaimed water production authorization must also hold the wastewater discharge permit.

1. **CN** (Search [Central Registry](#))
2. What is the full Legal Name of the applicant? *(The exact legal name must be provided.)*

3. What is the applicant's mailing address as recognized by the **US Postal Service?**

Address:		Suite No./Bldg. No./Mail Code:
City:	State:	ZIP Code:

Country Mailing Information (if outside USA).	Country Code:	Postal Code:
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4. Phone No.: ()	Extension:
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5. Fax No.: ()	E-mail Address:
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6. Indicate the type of Customer:

Individual	Sole Proprietorship-D.B.A.	Limited Partnership
Corporation	Federal Government	General Partnership
State Government	County Government	City Government
Other Government	Other:	

7. Number of Employees: 0-20; 21-100; 101-250; 251-500; or 501 or higher

B. BILLING ADDRESS

The permittee is responsible for paying the annual fee. The annual fee will be assessed to permits **active on September 1 of each year**. TCEQ will send a bill to the billing address provided in this section. The permittee is responsible for terminating the permit when it is no longer needed. **Annual fee is \$800 if constructed or \$400 if not constructed.**

Is the billing address same as the permittee address? Yes, go to **Section C.** No, fill out **Section B**

1. Billing Mailing Address:		Suite No./Bldg. No./Mail Code:
City: State:		ZIP Code:

2. Country Mailing Information (if outside USA).	Country Code:	Postal Code:
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3. Billing Contact (Attn or C/O):

4. Phone No.: ()	Extension:
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5. Fax No.: ()	E-mail Address:
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Is the enhanced buffer zone met?	
No	Yes
<p>If No, the application is subject to the public participation process. Question 7 must be completed.</p> <p>If Yes, indicate the enhanced buffer zone option:</p> <p style="margin-left: 40px;">At least 300 feet from nearest property line.</p> <p style="margin-left: 40px;">Enclosed without air exchange and at least 150 feet from nearest property line.</p> <p style="margin-left: 40px;">Enclosed with air exchange and at least 50 feet from nearest property line.</p>	
5. Maps. Attach each of the following maps and check to indicate the map is attached. See instruction for specific details to be shown on the maps.	
	a. Buffer zone map
	b. County general highway map showing at least a one mile radius around the facility boundaries.
	c. US Geological Survey 7.5-minute quadrangle topographic map or equivalent high quality color copy showing at least one mile beyond the facility boundaries
6. Public Participation Process. This information is required if the enhanced buffer zone criteria are not met.	
The Office of Chief Clerk will send the applicant, the notice of the executive director's preliminary determination of the application, for publishing in a newspaper of largest circulation in the county where the facility will be located.	
The applicant must file with the Chief Clerk a copy of an affidavit of the publication within 60 days of receiving the written instructions from the Office of Chief Clerk.	
a. I will comply with the public participation requirements described in 30 TAC §321.319.	
Yes No	
If No, application will not be approved.	
b. Who is the person responsible for publishing the notice? <i>(Note: All contact information requested below is required.)</i>	
Name:	Title: Company:
Address:	Suite No./Bldg. No./Mail Code:
City: State:	Zip Code:
Phone No.: ()	Extension:
Fax No.: ()	E-mail Address:
c. What is the name and location of the public location where copies of the application and the draft permit may be viewed?	
Name of Public Place:	
Address of Public Place:	
County of Public Place:	
F. Signature	
I, _____	
Typed or printed name	Title
<p>certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p> <p>I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.</p>	
Signature: _____ Date: _____	
<i>(Use blue ink)</i>	

Did you complete everything?

Are you ready to mail your form to TCEQ? Use this checklist to be sure!

Customer Checklist	
✓ This checklist is to help the applicant ensure a complete application. Missing information may result in denial of authorization.	
	Application Fee was paid through EPAY and payment voucher is attached. Note: Use ePay to pay the application fee at https://www6.tceq.texas.gov/epay/. Paying online helps to streamline our processing of your application.
	Payment Submittal Form with payment was mailed to TCEQ Cashier's office DO NOT MAIL THE PAYMENT WITH THE ORIGINAL APPLICATION.
OPERATOR	INFORMATION - <i>Confirm each item is complete:</i> Customer Number (CN) issued by TCEQ Central Registry Operator Mailing Address is complete & verifiable with USPS. www.usps.com Billing Address is complete & verifiable with USPS. www.usps.com Phone Numbers/E-mail Address Type of Entity (Entity Type) Number of Employees
	REGULATED ENTITY (RE) INFORMATION ON SITE - <i>Confirm each item is complete:</i> Customer Name/Regulated Entity Name Site Address or Description if no address is assigned Latitude and Longitude www.tceq.texas.gov/gis/drg/help.html#Latlong or http://www.terraserver.com/ . Business description
	GENERAL CHARACTERISTICS - <i>Confirm each item is complete:</i> Copy of Reuse authorization or application attached Reuse sites identified Rights to occupy documentation Final Design Buffer Zone report Three required maps attached Public Participation Information if enhanced buffer zone is not met
CERTIFICATION	Signature meets 30 Texas Administrative Code (TAC) §305.44 and is original.

Information and Instructions

GENERAL INFORMATION

Where to send the application and related forms:

Note: The original application and one copy must be submitted.

BY REGULAR U.S. MAIL
Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
P.O. Box 13087
Austin, TX 78711-3087

BY OVERNIGHT/EXPRESS MAIL
Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact list:

Application Processing Questions relating to the status and form requirements:	512/239-4671
Technical Questions relating to the SWMP, MCM and general permit:	512/239-4671
Environmental Law Division:	512/239-0600
Records Management for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases (as available):	512/239-DATA (3282)
Financial Administration's Cashier's office:	512/239-0357 or 512/239-0187

Application Process

When your application is received by the program, the form will be processed as follows:

1. **Administrative Review:** Each item on the form will be reviewed for a complete response. In addition, the operator's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as an address receiving regular mail delivery. Never give an overnight/express mailing address.

2. **Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.

3. **Technical Review:** More information may be requested by phone or technical NOD letter mailed to the applicant. The executive director's preliminary determination on the application will be prepared.

4. **Public Participation Process:** If required, the TCEQ Chief Clerk will mail written instructions for publishing the executive director's preliminary determination on the application at least once in the newspaper of largest circulation in the county where the reclaimed water production facility is located. If applicable, a public meeting may be held.

5. **Acknowledgment of Authorization:** The permit will be mailed to the applicant. The approval may be made with conditions.

-or-

Denial of Coverage: Coverage may be denied if the applicant fails to respond to any NOD, the NOD response is inadequate, or the application does not meet the requirements of Chapter 321, Subchapter P. The applicant will be notified.

Permit Application Forms

The application form with instructions is available in Adobe Acrobat. PDF format on the TCEQ web site www.tceq.texas.gov.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. **Do not send a core data form to TCEQ with this application.**

After permit is issued, the program will assign a Regulated Entity Number (RN) to the reclaimed water production facility.

You can find information on the Central Registry web site at <http://www12.tceq.texas.gov/crpub/> You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your permit number under the search field labeled "Additional ID". Capitalize all letters in the permit number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur.

Fees are associated with a Reclaimed Water Production Permit

Payment may be made by check or money order, payable to TCEQ, or through ePAY (electronic payment) at <https://www6.tceq.texas.gov/epay/>

Annual Water Quality Fee: This fee is assessed to permittees with an active permit on September 1 of each year. The permittee will receive an invoice for payment of the annual fee in December of each year. The payment will be due 30 days from the invoice date. A 5% per month penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the permit is active on September 1. It's important for the permittee to notify TCEQ when the permit is not longer required.

• **ePAY Electronic Payment:** Go to <https://www6.tceq.texas.gov/epay/> You must enter your account number provided at the top portion of your billing statement. Payment methods include American Express, MasterCard, Visa, and electronic check payment (ACH).

• **Mailed Payments:** You must return your payment with the billing coupon provided with the billing statement.

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM

A. Permittee

1. TCEQ Issued Customer Number (CN)

TCEQ's Central Registry will assign each customer a number that begins with "CN," followed by nine digits. This is not a permit number, registration number, or license number.

- If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank.
- If this customer has already been assigned this number, enter the applicant's Customer Reference Number in the space provided.

2. Legal Name

Provide the legal name of the permittee, as authorized to do business in Texas. If a corporation, the name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal documents forming the entity, that is filed in the county where doing business. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name.

3. Permittee Mailing Address

Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

If this address is outside the US, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.

4. Phone Number

This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave "Extension" blank if this customer's phone system lacks this feature.

5. Fax Number and E-mail Address

This number and E-mail address should correspond to permittee's mailing address provided earlier. (Optional Information)

6. Type of Entity

Check only one box that identifies the type of entity. Government - Federal, state, county, or city government (as appropriate) the customer is either an agency of one of these levels of government or the governmental body itself.

7. Number of Employees

Check one box to show the number of employees for this customer's entire entity, at all locations. This is not the number of employees at the reclaimed water production facility.

B. Billing Address

An annual fee is assessed to each permittee holding an active reclaimed water production permit on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the permittee's representative responsible for payment of the invoice.

If this address is outside the US, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.

C. Application Contact

Identify the person that can be contacted for technical questions during the application process.

D. Regulated Entity (Re) Information on Reclaimed Water Production Facility

1. Regulated Entity Reference Number (RN) is issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated

<p>by TCEQ. A new regulated entity number is assigned by Central Registry for each new reclaimed water production facility. This RN will be assigned during administrative review of the permit application.</p>
<p>2. Site Name/Regulated Entity Provide the name of the reclaimed water production facility as known by the public in the area where the facility is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity.</p>
<p>3. Provide the street address and city for the reclaimed water production facility site. If no street address is available, you must provide a written description of the location of the reclaimed water production facility using easily identifiable landmarks such as distance and direction from nearest intersection.</p>
<p>4. Name the county where the reclaimed water production facility is located. If the regulated area falls within additional counties, provide the county names as secondary.</p>
<p>5. Latitude and Longitude The latitude and longitude must be the approximate center of the facility. Enter the latitude and longitude of the site in degrees, minutes, and seconds - or - decimal form. For help obtaining the latitude and longitude, go to: http://www.tceq.texas.gov/gis/drghelp.html#Latlong or http://www.terraserver.com/</p>
<p>E. Technical Questions</p>
<p>1. A reclaimed water use authorization is required to receive authorization to construct and operate a reclaimed water production facility. The reclaimed water use authorization or an application must be attached. (30 TAC §321.305)</p>
<p>2. List the proposed uses of the reclaimed water and a description of the location or address of its use. 30 TAC §321.309(b)(3)</p>
<p>3. Attach a report that describes final design of the facility. Include design flow, design calculations, size of treatment units, flow diagram and effluent quality. 30 TAC §321.309(b)(7)</p>
<p>4. Attach a report that describes how the facility will meet the buffer zone requirements. Specific whether the buffer zone proposed is the standard or the enhanced buffer zone. 30 TAC §321.309(b)(8)</p> <p>Attach proof of ownership or control of the buffer zone site. The proof can be a copy of a deed, tax records showing ownership, a contract for sale, or a long term lease. 30 TAC §321.309(b)(3)</p>
<p>5. Include three maps:</p> <p>(1) a buffer zone map 30 TAC §321.309(b)(8)</p> <p>(2) County General Highway Map that shows the scale of the map, the domestic wastewater treatment facility, the main collection lines, the reclaimed water production facility, and at least a one-mile area surrounding the reclaimed water production facility. The County General Highway Map can be obtained at the Texas Department of Transportation. 30 TAC §321.309(b)(9)</p> <p>(3) USGS 7.5-minute quadrangle topographic map or equivalent showing at least one-mile area surrounding the reclaimed water production facility, each well, spring, surface water body or other water in the state, and the general characteristic of the adjacent area (including public roads, towns, the nature of development (residential, commercial, agricultural, recreational and undeveloped)). 30 TAC §321.309(b)(10) If we need a full size map, we will want to indicate this. Also, you can state the USGS 7.5 minute map can be obtained by calling 1-888-275-8747.</p>
<p>6. Public Participation The applicant must indicate on the application that it will comply with the public participation requirements described in 30 TAC §321.319. The person responsible for receiving the information from the TCEQ Chief Clerk for publishing in the newspaper must be identified and all contact information must be provided.</p> <p>The comment period begins on the first date the notice is published and ends 30 days later, unless a public meeting is held. If a public meeting is held it will end at the closing of the public meeting.</p> <p>The applicant must file with the Chief Clerk a copy and an affidavit of the publication of notice(s) within 60 days of receiving the written instructions from the Office of Chief Clerk.</p> <p>If significant public interest exists, the executive director will direct the applicant to publish notice of the meeting and to hold the public meeting. The applicant must publish the notice of public meeting at least 30 days prior to the public meeting and hold the meeting in the county where the reclaimed water production facility is located.</p> <p>A public building is a building built or maintained using public funds such as a public library, county courthouse, or city hall. The applicant must verify with the public building manager that it will be acceptable to place the application there for the public to view and copy.</p>

F. Signature

The certification must bear an original signature of a person meeting the signatory requirements specified under [30 Texas Administrative Code \(TAC\) §305.44](#).

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see below). According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(3) (see below). According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512/239-0600.

30 Texas Administrative Code**§305.44. Signatories to Applications.**

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

**Texas Commission on Environmental Quality
General Permit Payment Submittal Form**

DO NOT SEND THE ORIGINAL or COPY OF THE APPLICATION WITH PAYMENT FORM

Use this form to submit your Application Fee only if you are mailing your payment.

- Complete items 1 through 5 below:
- Staple your check in the space provided at the bottom of this document.
- Do not mail this form with your APPLICATION form.
- Do not mail this form to the same address as your APPLICATION.

Mail this form and your check to:

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circle
Austin, TX 78753

Fee Code: **GPA**

Permit By Rule under Chapter 321 Subchapter P

1. Check / Money Order No:

2. Amount of Check/Money Order:

3. Date of Check or Money Order:

4. Name on Check or Money Order:

5. Applicant Information

Project/Site (RE) Name:

Project/Site (RE) Physical Address:

Staple Check In This Space