

# TCEQ Public Water System Plan Review Submittal Form

**(Complete, Seal and Attach to Submittal Package)**

## WATER SYSTEM INFORMATION

Date:		
TCEQ PWS Identification No.: (Mark as "Proposed" for proposed new Water Systems that are not assigned a number yet.)		
Water System Name:		
Subdivision Sec., Phase, Unit, Etc.		

## OWNER INFORMATION

Water System Owner:			
Address:			
Responsible Official Administrative Contact (AC):		AC Title:	
		AC) Phone:	
County (System Location):		Mechanism & Source of Financing: (i.e. loans, rates, self-financed, etc.)	

## ENGINEER INFORMATION

Engineer Name:		Registration No.:	
Firm Name:			
Phone:			
Firm Address:			

## PROPOSED NEW WATER SYSTEMS

Is this submittal for a proposed new public water system?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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If yes, fill out next section. A core data form and business plan must be submitted in accordance with §290.39(f) and (g). If no, proceed to the **Engineer Seal and Certification** Section on Page 3.

## PROPOSED NEW WATER SYSTEMS REQUIRED INFORMATION

(Complete this section if the submittal is for a proposed new water system)

For proposed new system submittals, please provide 1 electronic submittal to [PTRS@TCEQ.Texas.Gov](mailto:PTRS@TCEQ.Texas.Gov) with the following items included:

<input type="checkbox"/>	A list of all retail water utilities within ½ mile of the proposed service area boundaries (reference 30 TAC 290.39(c)(1)) for a proposed non-community water system and a list of all retail water utilities within 2 miles of the proposed service area boundaries (reference 30 TAC 290.39(f)(2)) for a proposed community water system.	
<input type="checkbox"/>	Copies of <b>formal applications for service</b> submitted to each of the entities listed above (reference 30 TAC 290.39(c)(1) and 290.39(f)(2)).	
<input type="checkbox"/>	Copies of written responses from each of the entities listed above (reference 30 TAC 290.39(c)(1) and 290.39(f)(2)).	

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<input type="checkbox"/>	Any municipality if the system is within its ETJ.	
<input type="checkbox"/>	Any district or other political subdivision whose corporate boundaries are within ½ mile (non-community system) or 2 miles (community system) of the proposed service area boundaries.	
<input type="checkbox"/>	Any other retail water service provider whose certificated service area boundary is within ½ mile (non-community system) or 2 miles (community system) of the proposed service area boundaries.	
<input type="checkbox"/>	Documentation that all application requirements, including fee payments, are current.	
<input type="checkbox"/>	<p>Business plan: Please complete the financial ability form, provide a cost summary for the proposed project, and submit a business plan (reference 30 TAC 290.39 (f)). The business plan must confirm capital available to construct the system according to TCEQ requirements. Acceptable financial information can include some of the following: Financial statements (preferably audited), CPA compilation report, tax returns, statements of net worth, and bank statements.</p> <p>If the project is being funded with loan proceeds, provide a loan commitment letter from the lender specific to this project.</p> <p>If the plan submittal is for a community system, also provide a copy of the Certificate of Convenience and Necessity (CCN) application submitted to the Public Utility Commission of Texas (PUC), and complete items referenced in 30 TAC 290.39 (f) (1 - 13).</p>	
<input type="checkbox"/>	Justification for constructing a separate system (if one of the entities listed above is willing to provide service). <b>If the project is inside or overlaps with an existing CCN, this must be done through the exception process before applying for a new proposed water system.</b>	
<input type="checkbox"/>	TCEQ Core Data Form (No. 10400).	
<input type="checkbox"/>	<b>Include an engineering report.</b> Please refer to TCEQ Chapter 290.39 (e) (1). The contents required are found in 290.39 (e) (1) A through H.	
<input type="checkbox"/>	List the name, license number and class of the operator for the proposed system.	
<input type="checkbox"/>	Emergency Preparedness Plan may be required and <b>should not be included with the submittal.</b> Please submit your EPP to <a href="mailto:PDWEPP@tceq.texas.gov">PDWEPP@tceq.texas.gov</a> Please see this link for more information: <a href="https://www.tceq.texas.gov/drinkingwater/homeland_security/disasterprep/epp">https://www.tceq.texas.gov/drinkingwater/homeland_security/disasterprep/epp</a>	

### Certificate of Convenience and Necessity (CCN)

Certificates of Convenience and Necessity (CCN) applications are processed by the Public Utility Commission of Texas (PUC) and are required for privately owned systems and water supply corporations. If a CCN is required and a CCN does not exist, the applicant must obtain a CCN number **or have the application accepted for filing at the PUC** before a PWS project submittal can be technically reviewed by the TCEQ. In addition, if a submittal is for a project located outside the CCN area, a CCN amendment application must be submitted before a project may be reviewed for construction approval. Please refer to the PUC for additional information at:  
<http://www.puc.texas.gov/industry/water/guidance/UtilRulesGuidance.aspx> ([Rules and Guidance for Water and Sewer Utilities](#)).

Will the proposed PWS be owned by either an investor owned utility (IOU) or water supply corporation (WSC)? If yes, please indicate which type of entity _____	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Has a CCN application been submitted to the PUC? If yes, please provide the date of acceptance _____	YES: <input type="checkbox"/> NO: <input type="checkbox"/>

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## Engineer Seal and Certification

**All engineering documents must be sealed, signed, and dated by a Texas registered professional engineer. Please check all boxes that are applicable.**

All potable water distribution systems shall be designed in accordance with current American Water Works Association (AWWA) standards with reference to materials to be used and construction procedures to be followed. In the absence of AWWA standards, TCEQ review may be based upon the standards of the American Society for Testing and Materials (ASTM), commercial, and other recognized standards utilized by licensed professional engineers. By signing and sealing this form, you are certifying that, to the best of your knowledge, all potable water distribution system components are designed in accordance with the standards stated above or an exception has been granted for any components not meeting the standards above.

If this submittal is a revision of previously submitted plans, please provide the previous TCEQ log number that was assigned:	Previous TCEQ Log No.
<u>New Projects/Facilities (Check All That Apply):</u>	<u>Modifications to Existing Facilities (Check All That Apply):</u>
<input type="checkbox"/> Distribution	<input type="checkbox"/> 85% Planning Report (or other engineering report)
<input type="checkbox"/> Water Well Construction - Proposed	<input type="checkbox"/> Surface Water Treatment Plant Modifications
<input type="checkbox"/> Well Completion Data for Approval to Use	<input type="checkbox"/> Groundwater Plant Modifications
<input type="checkbox"/> Groundwater Treatment Plant - New	<input type="checkbox"/> Storage Capacity Modifications
<input type="checkbox"/> Preliminary Engineering Report Without Plans	<input type="checkbox"/> Distribution System Modifications
<input type="checkbox"/> Surface Water Treatment Plant - New	<input type="checkbox"/> Pressure Maintenance Facilities Modifications
<input type="checkbox"/> Surface Water - Membrane Plant (Exception Required)	<input type="checkbox"/> Disinfection Facilities or Other Chemical Feed or Storage Modifications
<input type="checkbox"/> Proposed Innovative Treatment (Exception Required)	<input type="checkbox"/> As-Built Plans & Engineering Report
<input type="checkbox"/> Reverse Osmosis for Groundwater Source (No Exception Required)	<input type="checkbox"/> Tank and Facility Rehabilitations
<input type="checkbox"/> Interconnection	<input type="checkbox"/> Corrosion Control
<input type="checkbox"/> Other (please describe):	

## Signature and Certification

The following certification indicates I have the authority to make submittals on behalf of the PWS referenced on Page 1. I hereby certify that the above information is, to the best of my knowledge, true and correct:	<b><u>Signature/P.E. Seal Required below:</u></b>
Engineer's Signature:	
Engineer's Printed Name:	
Date:	
Please send an email to <a href="mailto:PTRS@TCEQ.Texas.Gov">PTRS@TCEQ.Texas.Gov</a> if you have questions regarding this form. Your cooperation will help us provide better service. Additional helpful information and rules are available at the Public Water System Plan Review website.	FIRM Number: