

15A NCAC 02U – RECLAIMED WATER SYSTEMS – PROJECT INFORMATION  
INSTRUCTIONS FOR FORM: RWPI 06-16 & SUPPORTING DOCUMENTATION

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 additional information requested. Failure to submit all of the required items will lead to additional processing and review time for the permit application.

For more information, visit the Water Quality Permitting Section Non-Discharge Permitting Unit [website](#).

**General**—This form is required for all projects involving the generation, utilization, and or distribution of reclaimed water. At least one of the following forms must also be included in the application package. However, multiple forms may be applicable. **Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation.** Please check the boxes below as appropriate to indicate which additional forms are included in the application package:

- Reclaimed Water Generation** (FORM: RWG) — for wastewater treatment facilities producing reclaimed water.
- Non-Conjunctive Utilization** (FORM: RWNC) — for reclaimed water utilization activities, when the reclaimed water utilization activity is required in order to meet the wastewater disposal needs of the facility.
- Conjunctive Utilization** (FORM: RWCU) — for reclaimed water utilization activities, when the reclaimed water option is not necessary to meet the wastewater disposal needs of the facility and other wastewater utilization/disposal methods are available.
- Bulk Distribution** (FORM: RWBD) — for distribution of reclaimed water in a bulk manner.
- Distribution Lines** (FORM: RWDL) — for construction of reclaimed water distribution lines.
- Wetland Augmentation** (FORM: RWWA) — for projects seeking to utilize reclaimed water for the purpose of wetland augmentation.
- Local Program Approval** (FORM: RWLPA) — for projects seeking permitting delegation for reclaimed water users.

A. **Cover Letter** (All Application Packages):

- List all items included in the application package, as well as a brief description of the requested permitting action.

B. **Application Fee** (All New and Major Modification Application Packages):

- Submit a check, money order or electronic funds transfer made payable to: North Carolina Department of Environmental Quality (NCDEQ) according to the following fee schedules:
  - STANDARD REVIEW** – Submit the appropriate fee for all new and major modification applications as listed in the table below.

Facility Classification	New Permit	Major Modification <sup>1</sup>
Major Generator/User (ADF ≥ 10,000 gallons per day)	\$1,310	\$395
Minor Generator/User (ADF ≤ 10,000 gallons per day)	\$810	\$245
Reclaimed Water Distribution Lines	\$480	N/A

<sup>1</sup> A major modification shall be defined as any permit modification that: increases the generating facility’s average daily flow (ADF); increases the utilization area acreage; adds additional utilization areas not previously approved; or includes the addition of new treatment units/processes not previously permitted. There is no fee for minor permit modifications.

C. **Reclaimed Water Project Information Form (FORM: RWPI 06-16)** (All application packages):

- Submit the completed and appropriately executed Reclaimed Water Project Information (FORM: RWPI 06-16) form. Please do not make any unauthorized content changes to this form.
- The applicant name in Item I.1. shall be consistent with the applicant name on the plans, specifications, agreements, etc.
- The Applicant's Certification on Page 3 of this form shall be signed in accordance with [15A NCAC 02T .0106\(b\)](#). The application must be signed by a principal executive officer of at least the level of vice-president or his authorized representative **for a corporation**; by a general partner **for a partnership or limited partnership**; by the proprietor **for a sole proprietorship**; and by either an executive officer, an elected official in the highest level of elected office, or other authorized employee **for a municipal, state, or other public entity**. 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\(b\)](#).
- If this project is for a renewal without modification, use the [Non-Discharge System Renewal \(FORM: NDSR\)](#) application. There is no fee for permit renewal without modification.

D. **Existing Permit: (All Modification Packages):**

- Submit the most recently issued existing permit.
- Provide a list of any items within the permit the Applicant would like the Division to address during the permit modification (i.e., compliance schedules, permit description, monitoring, permit conditions, etc.).

**ONE ORIGINAL AND TWO COPIES OF THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION  
SHALL BE SUBMITTED TO:**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER RESOURCES  
WATER QUALITY PERMITTING SECTION  
NON-DISCHARGE PERMITTING UNIT**

**By U.S. Postal Service:  
1617 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1617**

**TELEPHONE NUMBER: (919) 807-6464**

**By Courier/Special Delivery:  
[512 N. SALISBURY STREET](#)  
RALEIGH, NORTH CAROLINA 27604**

**FAX NUMBER: (919) 807-6496**



I. GENERAL INFORMATION:

1. Applicant's name: Town of Holly Springs

Mailing address: 128 South Main Street

City: Holly Springs State: NC Zip: 27540-\_\_\_\_

Telephone number: (919) 577-3150 Email Address: Kendra.Parrish@hollyspringsnc.gov

2. Signature authority's name: Kendra Parrish ([per 15A NCAC 2U .0106](#)) Title: Executive Director of Utilities and Infrastructure

3. Applicant type (check all that apply):

Government  $\longrightarrow$   Federal  State  Municipal  County

Individual

Corporation

✓ For new permits, submit documentation that the company is registered for business with the [NC Secretary of State](#).

General Partnership

✓ For new permits, submit a copy of the certificate filed with the Register of Deeds in the county of business.

Privately Owned Public Utility

✓ For new permits, submit a Certificate of Public Convenience and Necessity from the [NC Utilities Commission](#), or a letter from the [NC Utilities Commission's Water and Sewer Division Public Staff](#) stating an application for a franchise has been received and that the service area is contiguous to an existing franchised area or that franchise approval is expected.

Home Owners Association

✓ For new permits, submit a properly executed [Operational Agreement \(FORM: HOA\)](#); and proposed or approved Articles of Incorporation, Declarations and By-laws.

Developer (where residential lots are to be sold)

✓ For new permits, submit a properly executed [Operational Agreement \(FORM: DEV\)](#)

4. Demonstration of historical consideration for permit approval:

Has the Applicant or any parent, subsidiary or other affiliate exhibited the following?

a. Has been convicted of environmental crimes under Federal law or [G.S. 143-215.6B](#)?  Yes or  No

b. Has previously abandoned a wastewater treatment facility without properly closing that facility?  Yes or  No

c. Has unpaid civil penalty where all appeals have been abandoned or exhausted?  Yes or  No

d. Is non-compliant with an existing non-discharge permit, settlement agreement or order?  Yes or  No

e. Has unpaid annual fees in accordance with [15A NCAC 02T .0105\(e\)\(2\)](#)?  Yes or  No

**II. PROJECT INFORMATION**

1. Application type: Select **(See Instruction B)**      Fee Submitted\_\_\_\_\_ **(See Instruction B)**
2. For modifications, provide the existing permit number: WQ00\_\_\_\_\_ and most recent issuance date: \_\_\_\_\_
3. Provide a brief description of the activities proposed for permitting: \_\_\_\_\_
4. What is the status of the following associated permits and/or certifications ? (if not applicable, please mark as N/A)

Permit/Certification	Date Submitted	Date Approved	Permit/Certification No.	Agency Reviewer
<a href="#">Collection System (Q ≥ 200,000 GPD)</a>				
<a href="#">Dam Safety</a>				
<a href="#">Erosion &amp; Sedimentation Control Plan</a>				
<a href="#">Nationwide 12 / Section 404</a>				
<a href="#">Pretreatment</a>				
<a href="#">Sewer System</a>				
<a href="#">Stormwater Management Plan</a>				
Other:				

- ✓ For any of the permits and certifications listed above that will directly impact the construction of the proposed reclaimed water project, please provide documentation of permit approval or final certification. Note: This application may be considered incomplete, or the resulting permit may be issued conditionally if a pending issuance of any of the related permits/certifications directly impacts the proposed facility.
5. Documentation of the presence or absence of threatened or endangered aquatic species at the project site utilizing information provided by the Department’s [Natural Heritage Program](#) is required for construction of all new WWTP projects and/or non-conjunctive utilization sites, and for any project involving expansion of a WWTP and/or non-conjunctive utilization site in accordance with [15A NCAC 02T .0105\(c\)\(10\)](#). Provide the location in application package where this documentation is located: \_\_\_\_\_; or explain why this item is N/A. \_\_\_\_\_
  6. Does this project utilize public monies or lands?  Yes or  No
    - ✓ If yes, was an Environmental Assessment required under [15A NCAC 01C](#)?
      - Yes       No
      - Include one of the following final environmental documents with this submittal:
        - Finding of No Significant Impact, or       Record of Decision
      - Describe any mitigating factors from the Environmental Assessment that impact the design and/or construction of the reclaimed water project: \_\_\_\_\_
  7. Is any portion of the proposed project (reclaimed water treatment units, storage units, distribution lines, or utilization areas) located within the 100 year flood plain?  Yes or  No
    - ✓ If yes, specify which portion(s) of the project are affected? \_\_\_\_\_
    - ✓ If yes, has the Applicant submitted written documentation of compliance with [§143 Article 21 Part 6](#)?  Yes or  No  
Documentation should consist of a letter from the local authority (i.e., county/municipality) stating that the project complies with any local floodplain ordinance that may apply.

**Applicant's Certification (signing authority must be in compliance with 15A NCAC 02U .0106):**

I, Kendra D. Parrish, P.E. Executive Director of Utilities and Infrastructure Services  
(signing authority name – PLEASE PRINT) (title)

attest that this application for \_\_\_\_\_  
(facility name)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that any discharge of wastewater from this non-discharge system to surface waters or the land will result in an immediate enforcement action that may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also 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 to me as incomplete. I further certify that the applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees under Rule 15A NCAC 02U .0105. **Note:** In accordance with NC General Statutes 143-215.6A and 143-215.6B, 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: \_\_\_\_\_