Engineering Support and Plan Review (ESPR) Engineering Plan Intake Form

Use of this form is mandatory for submittal of an engineering plan to ESPR for review.

Items in bold are required. Submittal instructions are on the following page.

Project Name: *How you will refer to this project*		
Property Legal Description: *Subdivision Lot Block - OR - Survey and Tract - OR - Township, Range, Section, Meridian, and Tax Lot*		
Property Street Address: *Street Address, City, State, Zip Code*		
Wastewater System Location Coordinates: *Latitude in decimals of a degree* *DATUM (select one)* *Longitude in decimals of a degree*		NAD-83
Community system is installed (select one): *Or nearest community*	Adak - 2501	
Owner's Name: *First and Last name*		
Owner's Telephone: (###) ###-####		
Owner's Address: *Street Address, City, State, Zip Code* *If same as above, enter Same*		
Owner's e-mail Address:		
Submitting Design Engineer's Name: *First and Last name*		
Submitting Design Engineer's Telephone: (###) ###-####		
Submitting Design Engineer's Firm:		
Submitting Design Engineer's e-mail Address:		
Project Type (select one):	Conventional Septic Tank/Soil Absorption	
Discharge Type (select one):	Subsurface	
Wastewater Type (select one):	Domestic	
Design Flow in Gallons Per Day <u>OR</u> If a Sewer Line Extension/Replacement the Length in Feet:		
Water System Designation (select one):	Private	
If applicant is seeking general permit coverage for this discharge, enter the permit number here:		

CONTACT INFORMATION

ESPR will communicate primarily with the below identified Project Manager and copy the identified owner of the project on all correspondence. E-mail is the primary means of communication. The Project Manager will serve as the focal point for information requests. The Project Manager may be the same as the Design Engineer, and if no project manager information is provided, the submitting Design Engineer will be the default Project Manager.

Engineer Responsible for Construction Oversight and Record Drawing Submittal: *enter "Same as Design Engineer" OR Name, Telephone, Company Name, Address and e-mail*	
Project Manager *enter "Same as Design Engineer" OR "Same as Engineer Responsible for Construction Oversight and Record Drawings" OR Name, Telephone, Company Name, Address and e-mail*	

Submittal Instructions

NOTE: If printing the form, the Submittal Instruction Page is not required to be printed or submitted.

General Instructions:

- Plans must be sealed, signed and dated by a professional engineer licensed by the State of Alaska
- Plans submitted in hardcopy must be submitted on 11 by 17 inch or 8.5 by 11 inch paper, whichever is most legible
- Plans submitted electronically must comply with electronic submittal guidance available at:
  - http://dec.alaska.gov/water/wwdp/onsite/ww_planreview-cklist.htm
- Plans are reviewed within 30 days of receipt of a complete plan submittal
- Plans should be submitted to the ESPR regional office having jurisdiction of the project location, available at:
  - http://dec.alaska.gov/water/wwdp/onsite/areaOffices.html
- **NOTE: Engineering plan checklists are for reference only and shall not be included with the submittal**

Domestic Wastewater Engineering Plan Submittal:

1. The following forms/documents are required for domestic wastewater engineering plan submittal, arranged in the following order:
   - This completed form
   - A Plan Review Invoice with payment (see invoice for instructions)
   - A completed Owner's Statement form
   - Engineering plans sealed in accordance with 12 AAC 36.185-36.245
     - Cover letter and/or engineers report describing project, sealed
     - Other supporting documents
     - Performance Certification as needed (for Private Residential Marine Outfalls only)

2. Upon successful review of the submittal ESPR will issue to the Project Manager and Owner:
   - An Approval to Construct Letter
   - A Construction and Operation Certificate with the Approval to Construct section signed

3. The system is constructed.
   - Major design changes require prior written approval and issuance of a Change Order
   - Interim Approval to Operate is granted to domestic wastewater systems automatically along with the Approval to Construct for 90 days after system construction

4. The Project Manager requests Final Approval to Operate once the system is constructed and operational
   - **Final Approval to Operate is the Owner's only document that demonstrates the wastewater system has been properly documented and should be stored with the facility's important papers like O&M manuals, permits and surveys**
   - Project Manager submits a completed Certification of Construction form
     - The Owner must sign the form
     - The Contractor or person who conducted the installation work under supervision must sign the form
     - The Certifying Engineer must sign the form
   - Additional documents which were specified, if any, in the Approval to Construct must be included
   - If modifications of the submitted design were made, record documents accurately depicting the installed system must be submitted bearing the seal of the Certifying Engineer

5. ESPR will issue an Approval to Operate once all documents are received
   - ESPR may issue conditions on the Approval to Operate such as maintenance requirements, sampling or renewal time limits
   - Unless otherwise conditioned, an Approval to Operate is valid indefinitely
   - Modification of the system without prior approval of ESPR invalidates the Approval to Operate

Non-domestic Wastewater Engineering Plan Review:

This intake form is required for non-domestic engineering plan submittal. The Approval to Construct and Approval to Operate two-step process is **not applicable** for non-domestic plan review. The engineering plan requirements for non-domestic engineering plans is different from the above domestic requirements. For non-domestic engineering plan requirements, see 18 AAC 72.600(c).

NOTE: If printing the form, the Submittal Instruction Page is not required to be printed or submitted.