



MEMORANDUM

TO: City and Consulting Engineers

FROM: Division of Municipal Facilities

RE: Submittal Requirements for Water and Wastewater Projects

DATE: January 24, 2014

The Division of Municipal Facilities is responsible for approval, prior to construction, of all water supply and wastewater projects in North Dakota for systems serving 25 or more people. This includes any publicly- or privately-owned system that serves or may serve this number of people. This memorandum addresses submittal requirements for such projects. Systems serving less than 25 people must still comply with applicable local and other state requirements.

Privately-Owned Systems

The attached document describes the minimum information required by the Division for review and approval. This document, and other information pertaining to water supply and wastewater projects, may be found on the Department's website under the Plans and Specifications Review at <http://deq.nd.gov/MF/PlanSpec> (website information updated 11/17).

Publicly-Owned Systems

Projects must continue to comply with state law and rule requirements. Accordingly, for all projects not exempt under state law, plans, specifications, and any design reports must be prepared by a North Dakota registered professional engineer and be appropriately stamped and signed.

For each project, submit 3 copies of the plans and specifications, at least 1 copy of any design reports prepared for the project, and complete contact information for the project engineer. Plans must be final (for construction purposes) and be of sufficient size to clearly show and facilitate review of all project features (11" X 17" or greater). **At least one set of plans must be 11" X 17" in size.**

All Systems

Construction cannot commence until approval is provided by the Division. Therefore, it is important that complete information be provided with the project submittal. Otherwise, review, approval, and start of construction will be delayed. Additional information may be requested to further explain or support specific project features.

Questions may be directed to the Division at 701.328.5211.

Submittal Requirements for Privately Developed Water/Wastewater Systems

September 18, 2013

Introduction

The North Dakota Department of Health, Division of Municipal Facilities, must approve **prior to construction** all water supply and wastewater projects in North Dakota for systems serving 25 or more people. These include privately developed systems such as businesses, campgrounds, commercial facilities, crew camps, mobile home parks, recreational vehicle parks, and subdivisions that serve or may serve 25 or more people. Systems serving less than 25 people must still comply with applicable local and other state requirements.

This document describes the minimum information required by the division for review and approval. Additional information may be requested to further explain or support specific project features.

Construction cannot commence until approval is provided by the division; therefore, it is essential that this information be included with the initial project submittal. Failure to provide all of the required information will result in construction being delayed. **Division approval prior to construction is important to avoid possible costly infrastructure modifications or replacement and enforcement action, which could include significant monetary penalties.**

Project and Owner Information

The below information is required for project review, record, and administration purposes.

- **Project Name.** The project name must be consistently used in all submittals and correspondence related to the project.
- **Project Location and Address.** Provide the following location and address information: maps or aerial photographs clearly showing the property location; township/range/section/quarter section information or geographical coordinates (latitude and longitude, preferably in decimals); and, if available, the 9-1-1 street address, city, zip code (plus four), and county.
- **Project Description.** Provide a description of the project including the following: population to be served (initial and future); type, number, and habitation capacity of housing units to be served; facilities other than housing units to be served; water supply source and degree of treatment (if any) to be provided as part of the project; and method for collection and disposal of wastewater. If drinking water is to be supplied by another regulated public water system, provide the following information: name of system; letter of commitment from the system concerning service; whether service will be provided through a master meter or individual meters; and who will own, operate, and maintain the project's water system. If wastewater disposal is to be provided through another permitted system, supply the following information: name of system; letter of commitment from the system concerning acceptance of wastewater; and who will own, operate, and maintain the project's wastewater collection and treatment (if any) system. The letters of commitment must be no older than one year from the date of submittal.
- **Project Owner/Responsible Party.** Provide the following information for the project owner: name, title, mailing address, telephone number (and extension, if applicable), fax number (if available), and e-mail address (not required but desired for communication purposes). The owner must have fiduciary authority for the project or company and be authorized to sign any documentation and to execute contracts or agreements on behalf of the project. If the project is to be managed by another entity following project completion, also provide full contact information for the entity and all responsible individuals.

Plans, Specifications, and Design Reports

Three copies of plans and specifications, including any addenda (when issued), must be submitted for all projects. Three (3) copies of any design reports prepared for the project must also be submitted. All plans, specifications, addenda, and design reports must be prepared by a North Dakota registered professional engineer and be appropriately stamped and signed. The plans must be final (for construction purposes) and be of sufficient size to clearly show and facilitate review of all project features (11" X 17" or greater size is preferred). **At least one set of the plans must be 11" X 17" in size.**

Complete contact information must be provided for the engineering firm and project engineer. This includes the name of the firm and the project engineer's name, address, telephone number (and extension, if applicable), fax number, and e-mail address (not required but desired for communication purposes). The project engineer will be considered the engineer of record and the technical contact for the project. Therefore, the project engineer should be the same individual that prepared, or assisted in the preparation of, the plans, specifications, and any design reports for the project.

The detail and complexity of design reports will depend on the scope of the project. A more extensive report will be required for a new system with its own water supply and/or wastewater system. For such a project, the design report must include sufficient information to enable evaluation of the design.

Information Submittal and Other Resources

Submit information to: Division of Municipal Facilities, 918 E. Divide Avenue, Bismarck, ND 58501-1947. Questions may be directed to the division at 701.328.5211. Additional information pertaining to water supply and wastewater projects may be found on the Department's website under Plans and Specifications Review at <http://deq.nd.gov/MF/PlanSpec>.