



**State of Alaska**  
**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**  
**DATA SHEET/GENERAL CHECKLIST**



*PLEASE TYPE OR PRINT IN INK*

**DATA SHEET SECTION:**

**1. Project Name:** \_\_\_\_\_

**2. Legal Description/ physical address: (also include nearest community name)**

\_\_\_\_\_

**3. Project Description: (i.e., 4 one-bedroom cabins plus laundry facility)**

\_\_\_\_\_

**4. Owner:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact Person: (if other than the owner)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**5. Proposed Project Type- *This application is based on the indicated type of project(s).***

**Treatment:**

- Septic tank (complete Community and Alternate Soil Absorption Checklist)
  - Treatment Plant >1,500 gpd (complete Treatment Works Checklist)
  - Package Plant <1,500 gpd (complete Package Plant Checklist)
  - Stabilization Pond (complete Stabilization Checklist)
  - Other
- \_\_\_\_\_

**Collection & Pumping System: check all that apply:**

- Gravity Sewer
  - Pressure Sewer or STEP
  - Vacuum Sewer
  - Pump Station
  - Utilidor
- (for all above, complete Utilidor, Collection and Pumping Checklist)
- other
- \_\_\_\_\_

**Disposal:**

- Marine Outfall (complete Marine Outfall and Surface Water Disposal Checklist)
  - Land Disposal (complete Disposal to Land Surface Checklist)
  - Subsurface Disposal
  - Percolating Cell
  - Other
- \_\_\_\_\_



## Wastewater Program – General Checklist for Approval to Construct

(revised 01/2015)



This checklist must accompany all plans submitted to ADEC to obtain approval to construct or modify a domestic wastewater system. Hard copy plans, design calculations and reports must be signed, sealed and dated by a registered engineer and submitted in half-size 11” x 17” or standard 8 1/2” x 11” format, if possible. If electronic copies are submitted they should be in adobe “.pdf” format.

**IMPORTANT:** Incomplete submittals will be returned to the applicant.

PROJECT NAME: \_\_\_\_\_ Date: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

Check each item that is included with your submittal. If an item is not included with your submittal, check “not included”. If not included, provide an explanation why the item does not apply to this project, or describe special circumstances why the information is not included.

INCLUDED	NOT INCLUDED	SUBMITTAL ITEM
<input type="checkbox"/>	<input type="checkbox"/>	1. Plan or waiver review fees. To determine fees required, see 18 AAC 72.955 Table D. 18 AAC 72.205(a)(1) and 18 AAC 72.220(e)  <u><b>Explanation if not included:</b></u>
<input type="checkbox"/>	<input type="checkbox"/>	2. Signed Owner’s Statement. 18 AAC 72.205(a)(3)  <u><b>Explanation if not included:</b></u>
<input type="checkbox"/>	<input type="checkbox"/>	3. A complete set of plans consisting of reports, drawings and/or specifications, signed, stamped, and dated by a professional engineer registered in the State of Alaska. 18 AAC 72.205(b)  <u><b>Explanation if not included:</b></u>

INCLUDED	NOT INCLUDED	SUBMITTAL ITEM
<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<p>4. Each ADEC permit required for this project:</p> <p>Permit numbers if already received and are available.</p> <p>A copy of the application that was submitted (and the date submitted) to the appropriate ADEC program requiring the permit. (18 AAC 205(a)(5))</p> <p><i>Call the local office nearest the project location for information on permits that may be required.</i></p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<p>5. Specific information stating or verifying that all required separation distances in 18 AAC 72.020 are, or will be, met.</p> <p><i><u>NOTE: If the separation distances can not be met, the system must be modified to meet required distances or a request to waive the required separation distances must be submitted.</u></i></p> <p>If required separation distances cannot be met, a report signed, sealed, and dated by an engineer that supports the reduced separation distance. 18 AAC 72.020(e)</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<p>6. For systems serving more than one building, specific information that identifies the existence or formation of the organization responsible for operating and maintaining the wastewater disposal system.</p> <p>If the operator and maintenance provider is a homeowner organization, Articles of Incorporation and ByLaws, including names of operators and managers, with mailing addresses and telephone numbers. 18 AAC 72. 205(a)(6)</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. For systems with 15 or more service connections, a copy of the application for Certificate of Public Convenience and Necessity submitted to the Regulatory Commission of Alaska.</p> <p><b><u>Explanation if not included:</u></b></p>

INCLUDED	NOT INCLUDED	SUBMITTAL ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. If the project is to serve over 500 people, or will have 100 or more service connections, documentation that an operator certified under 18 AAC 74 will operate the system is required. Provide the classification for all systems in this project, the operator's name, and the operator's certification level, if available. 18 AAC 72.205(a)(7)</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. A detailed description of measures taken to protect nearby surface waters from siltation or contamination during construction. 18 AAC 72.205(a)(8)</p> <p><input type="checkbox"/> <input type="checkbox"/> If the project disturbs 1 or more acres, verification that a Storm Water Pollution Prevention Plan (SWPPP) has been prepared and that a Notice of Intent (NOI) has been submitted to DEC and EPA.</p> <p><input type="checkbox"/> <input type="checkbox"/> For all projects outside the Municipality of Anchorage (MOA), and publicly-funded projects within the MOA that disturb greater than 5 acres, verification that a SWPPP has been submitted.</p> <p><input type="checkbox"/> <input type="checkbox"/> For private projects within the MOA provide a statement that a Storm Water Site Plan Review Checklist for Simple Projects has been submitted to the MOA storm water plan reviewer (907-343-8135).</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>10. If project modifies an existing treatment or collection system that must be shutdown or bypassed in order to construct this project, a written plan for how the system will continue to operate during construction. 18 AAC 72.205(a)(9)</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>11. If the project increases (or potentially increases) flow to an existing system, calculations or other data showing that the receiving system, both collection and treatment, has sufficient capacity to accommodate the expected change in flow and organic loading.</p> <p><input type="checkbox"/> <input type="checkbox"/> A statement from the owner of the receiving system (if other than the applicant) accepting the increase in flows and organic loading. 18 AAC 72.205(a)(10)</p> <p><b><u>Explanation if not included:</u></b></p>

INCLUDED	NOT INCLUDED	SUBMITTAL ITEM
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>12. Complete the appropriate <u>project specific</u> checklist(s) and submit with this general checklist. Check all that apply and that are submitted by this plan.</p> <p>Utilidor, Collection and Pumping Checklist  Stabilization Pond Checklist  Treatment Plant Checklist  Package Plant Checklist  Community and Alternate Soil Absorption System Checklist  Holding Tank Checklist  Surface Waters Outfall Disposal System Checklist  Disposal to Land Surface Checklist</p> <p><b><u>Explanation if not included:</u></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>13. Calculations, reports or narrative supporting the proposed design that you believe will aid the Department in completing the review of this project.</p> <p><b><u>Explanation if not included:</u></b></p>

I submit the above information/items concerning this project. By my signature I certify that the information is correct.

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SIGNATURE of Submitter

DATE