

CITY OF CHARLESTOWN, INDIANA

SANITARY SEWER CONSTRUCTION PERMIT

APPLICATION INSTRUCTIONS

Instructions

All essential items listed below must be provided upon initial transmission of a construction permit application or the application will be deemed incomplete and will not be reviewed. If an application has been deemed incomplete, an e-mail identifying the missing or incomplete essential items will be sent to the submitting party. As a courtesy, JTL (the City of Charlestown's Unit Reviewer) will temporarily retain the application and associated plans and specifications. If the identified essential items have not been received within the allotted time noted in the e-mail, the application will be void and all associated documents, plans and specifications will be discarded or recycled. The applicant will then need to reapply with a new, completed application as well as resubmit any associated plans and specifications. Please submit only one copy of all application items.

When all essential items of a construction permit application are received, the project will be assigned to a project engineer for technical review. The reviewer will attempt to review the application promptly, but the review may take up to ninety (90) days. If no administrative or technical deficiencies are found during review, a construction permit will be issued. However, if administrative or technical deficiencies are found, a deficiency notice will be e-mailed to the submitting party. If all deficiencies are not adequately addressed within sixty (60) days from the date of the deficiency notice, the permit application will be denied.

State Form 53159 Application for Sanitary Sewer Construction Permit contains most items required to be submitted with an application. In addition to submission requirements identified in the State Form, applicants are required to include a copy of these instructions with the checklist completed. A copy of State Form 53159 can be found at:

https://www.in.gov/idem/forms/idem-agency-forms/#owq_wastewater

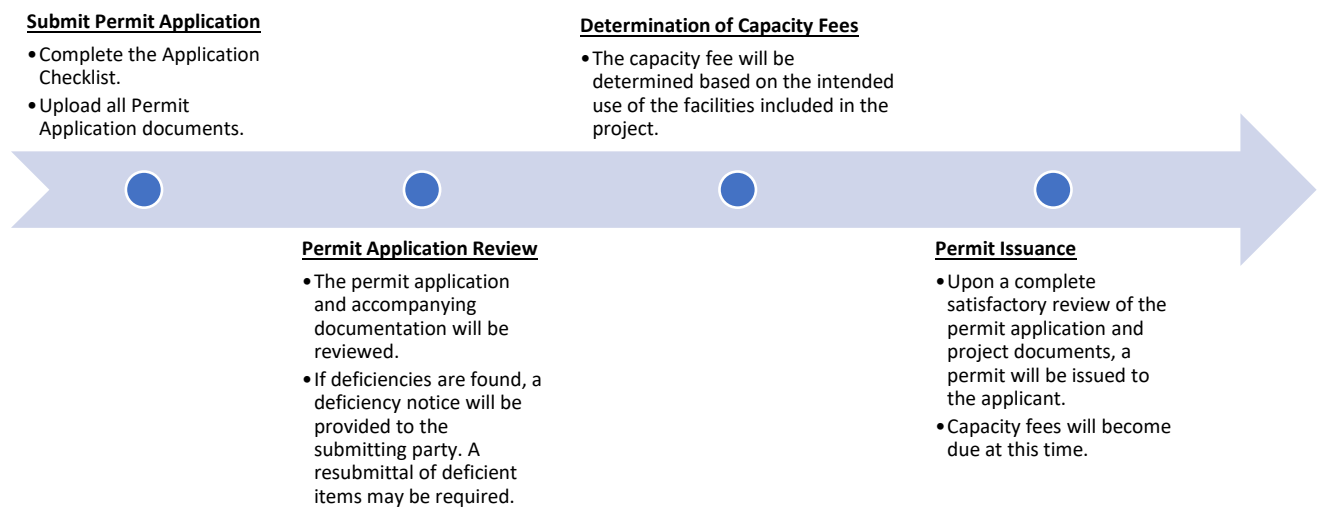
Application packages will be submitted electronically to JTL for review. Applicants will be required to provide their name and email address, and optionally their company name during the application upload process. After the contact information has been entered on the webpage, the applicant will click continue and will be prompted to drag their application documents into the webpage for uploading. The application package shall be uploaded via the following website:

<https://jtlcloud.egnyte.com/ul/aCT9d0wMNP>

Permit Application Approval Process

In addition to the submission of the permit application, there are several steps involved in the process to approve a permit application and issue a permit. The process includes a review, potentially a deficiency notice and document (re)submittal, a determination of capacity fees, receipt of capacity fee payment, and finally permit application approval and permit issuance. The permitting process is illustrated in the flowchart below.

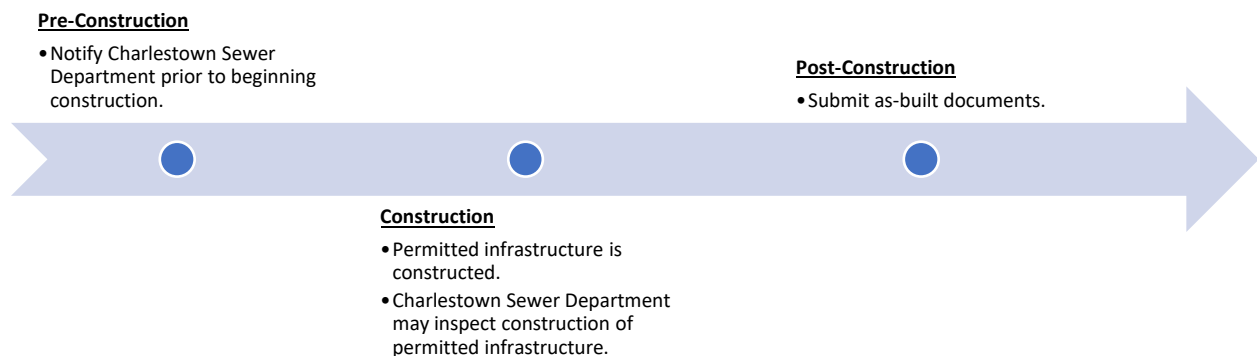
Permit Application Approval Process Flowchart



Construction

The Charlestown Sewer Department shall be notified prior to the start of construction for the scheduling of inspections. After construction of the permitted infrastructure is complete, the applicant shall submit as-built documentation to the City. Electronic as-builts in both AutoCAD DWG and ESRI Shapefile format are preferred.

Construction Process Flowchart



Application Checklist

- 1. A copy of this document with the checklist completed
- 2. Application for Sanitary Sewer Construction Permit
 - a. Applications from non-municipalities must be signed and dated by the owner or a representative.
- 3. Collection System Design Summary
- 4. Registered Professional Engineer or Land Surveyor Certification by the applicant's engineer or land surveyor
- 5. Identification of Potentially Affected Persons form and mailing labels
- 6. **Final** Construction Plans and Specifications
 - a. Every page of the plans as well as the cover page for any specifications shall be signed, sealed, and dated by an Indiana registered professional engineer or land surveyor. Land surveyors may certify plans and specifications for gravity type sanitary sewers only, not including lift stations and force mains.
 - b. Plans and specifications shall include the information required by 327 IAC 3-6-5 (b).

By submitting an application and this completed checklist, the applicant acknowledges the information provided in these instructions and believes they have included all of the checklist items with their submission.

Project Name: _____

Name: _____

Date: _____