



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting

BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply

Permit Fact Sheet

Note: When completing the Transmittal Form, write the "b" immediately after the space provided for the seven digit character code at the top of the Form.

1. What is the purpose of this approval?

The approval is necessary to ensure that the disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

You must obtain approval from MassDEP for this activity:

- Installation and use of a shared system (310 CMR 15.293).

2. Who must apply?

Any State or Federal facility or any individual, business or organization specifically required by MassDEP, proposing to use a shared system is required to obtain prior written approval from MassDEP in accordance with 310 CMR 15.293.

If this category does not apply to you, please be advised this is not the only permit categories for Title 5 on-site sewage disposal systems or related plans. Please consult the Timely Action Schedule and Fee Provisions, 310 CMR 4.00 and Title 5 of the Environmental Code, 310 CMR 15.000 to determine whether another category may apply to you.

3. What other requirements should be considered when applying?

Note: The additional requirements noted here are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

4. What is the application fee?

BRP WP 58b Shared Systems	\$1,940
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5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Department of Environmental Protection (2 copies)

_____ * Regional Office

Title 5 Permitting Program

*Find your region <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

There are no Reserve Copy Locations for these permits.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>



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7. What is the annual compliance fee?

There is no annual compliance fee.

8. How long is the shared system approval in effect?

BRP WP 58b approvals remain valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the approval.

9. How can I avoid the most common mistakes made in applying for this approval?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Attach a copy of the shared system approval from the local approving authority.
- d. Submit fee and a copy of the MassDEP Transmittal Form to:
Department of Environmental Protection
P. O. Box 4062
Boston, MA 02211.

10. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

MassDEP Regulations also may be obtained from MassDEP's web site at <http://www.mass.gov/dep>.



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BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply Application Completeness Checklist

- The MassDEP Transmittal Form has been completed:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
When completing the Transmittal Form, write the "b" immediately after the space provided for the seven digit character code at the top of the Form.
- A MassDEP application form for the permit category BRP WP 58b has been completed. The following information has been provided:
 - Name and address of applicant/owner.
 - Location (address) of facility.
 - Name, address and telephone number of design engineer or sanitarian.
 - A copy of a signed approval letter from the local approving authority having jurisdiction over facility/property.
- Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.

To submit the application package:

- Checklist items have been completed.
- Send two (2) copies of the application along with the original MassDEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Title 5 Permitting Program

*Find your region:

<http://www.mass.gov/eea/agencies/massdep/about/contacts/>

- Send fee of \$1,940 in the form of a check or money order made payable to Commonwealth of Massachusetts, along a copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



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BRP WP 58b

Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply

Transmittal Number _____

Facility ID (if known) _____

Please read the instructions and supporting materials before filling out this form.

A. General Information

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Name

Doing Business as (dba)

Street Address

City/Town

State

Zip Code

Telephone

2. Facility Address / Location (if different from Applicant):

Address

City/Town

State

Zip Code

3. System Designer Information (Registered Sanitarian [RS] or Professional Engineer [PE] for systems under 2,000 gallons per day; PE for systems 2,000 gallons or more per day):

Name

Address

City/Town

State

Zip Code

Telephone

4. Registration:

P.E.

Sanitarian

Registration Number

5. Does this project require a filing under 301 CMR 11.00, the Massachusetts Environmental Policy Act?

Yes No

If yes, has a filing been made? Yes No

If yes, EOE File #



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Transmittal Number _____

Facility ID (if known) _____

A. General Information (cont.)

6. The legal entity which owns or will own this facility is:

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Federal |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> State / County |
| <input type="checkbox"/> Private Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Other (specify): _____ | |

7a. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220.

7b. Are plans and specifications enclosed? Yes No

7c. Have the plans been revised? Yes No

If yes, date of revision

8. A description of how the proposed shared system compares to systems constructed in full compliance with 310 CMR 15.100 through 15.293 in terms of its ability to protect public health, safety, welfare and the environment must accompany this application.

Is a description attached? Yes No

9. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293 except setbacks from property lines between facilities served by the shared system?

Yes No

10. A proposed operation and maintenance plan for the shared system must accompany this application.

Is the plan attached? Yes No

11a. A description of the form of ownership which any component of the system serving more than one building or dwelling will take, together with relevant legal documentation describing or establishing that ownership including, without limitation, easements, condominium master deed, or homeowners' association documents must accompany this application.

Is the description and documentation attached? Yes No

11b. Does the form of ownership establish that each user of the system has the legal ability to accomplish any necessary maintenance, repair, or upgrade of the shared components?

Yes No

12. A description of the financial assurance mechanism proposed to ensure effective long-term operation and maintenance of the system must be attached.

Is the description attached? Yes No



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Transmittal Number _____

Facility ID (if known) _____

A. General Information (cont.)

13. A copy of a proposed Grant of Title 5 Covenant and Easement essentially identical to that contained in Appendix 1 of 310 CMR 15.000, must be attached.

Is a copy attached? Yes No

14a. Is the shared system proposed as an upgrade to existing systems?

Yes No

14b. If it is an upgrade to existing systems, does the proposed shared system satisfy all technical requirements of 310 CMR 15.100 through 15.293 without the need for a variance except setbacks from property lines between facilities served by the shared system?

Yes No

14c. If it is an upgrade to existing systems, will there be any increase in design flow from the facility or facilities to be served by the shared system?

Yes No

15a. Is the shared system proposed for new construction or increased flow to existing systems?

Yes No

15b. If it is for new construction or increased flow to existing systems, does the design flow from the facility or facilities to be served by the shared system exceed the design flow which could have been constructed in compliance with 310 CMR 15.100 without the use of a shared system?

Yes No

15c. Are documents to support the design flow proposed in #15b attached?

Yes No

B. Certification

"I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Applicant's signature

Print Name

Name of Preparer

Date