



## Guidelines for EPD Submittals

**For projects which require submittals to EPD for extensions of the public water and/or sewer systems, EPD has indicated to LCPC that it will only review plans that have been reviewed and conditionally accepted by LCPC.** To help ensure this, LCPC has amended its usual practices and has developed this document to provide guidance on LCPC's process for EPD submittals. Please plan accordingly.

The process outlined below is only a guideline and is not intended to replace any submittal requirements of EPD. Should EPD change its requirements, LCPC will endeavor to amend these guidelines as appropriate. Further, it is noted that these are only guidelines - there may be situations where deviations from the process outlined may be allowed or required.

1. **The engineer submits to LCPC**, as part of its initial submittal for the project:
  - a. The design considerations for the water and/or sewer systems, including, at a minimum:
    - Technical specifications
    - Basis for design
    - Schematic of the downstream sewer system
  - b. EPD forms completed but unsigned by the governing authority.
  - c. A letter signed by a registered professional engineer indicating there is no record or indication of the project site having been used for a landfill.
2. **LCPC reviews the design considerations and construction plans.** Upon finding both acceptable, LCPC will submit the design considerations, EPD forms and landfill letter to the City.
3. **The City will sign the EPD forms and provide letters** (one each for the water and sewer submittals) indicating, among other things, its ability to serve the development and accept the improvements, and return these documents to LCPC. A draft of these letters from the engineer is not required.
4. **LCPC will provide the engineer with a letter** indicating it has approved the plans for EPD review, the signed EPD forms and letters. **This approval for EPD review does not constitute final concurrence of the plans. Final concurrence will only occur after EPD has taken final action on the plans.**
5. **The engineer will submit the items in #4 to EPD**, together with the design considerations, the plans approved for EPD review and any other documents required by EPD.
6. **The engineer will provide LCPC** with a copy of the submittals to EPD (everything but the plans), including the letters of transmittals.
7. **The engineer will provide LCPC** with copies of any EPD technical review comments and other correspondence regarding the plans.
8. **The engineer will provide LCPC** with the letters from EPD indicating the final action EPD had taken on the plans.