

**APPENDIX A
SITE APPLICATION REVIEW PROCESS**

Overview

PPACG staff and the Water Quality Management Committee (WQMC) review site applications and recommend acceptance or rejection to the PPACG Board of Directors, which is responsible for the signing of the application. This review assists the Colorado Department of Public Health and Environment – Water Quality Control Division in its decision to issue the site application. All site applications are required to be consistent with the latest revision of the Water Quality Management (208) Plan. The requirements for a 208 Plan amendment are discussed separately in PPACG’s *Water Quality Management Plan Amendment Procedure* (Appendix B).

A site application is required for the following possible reasons:

- a. Construction of a new domestic Wastewater Treatment Plant; or
- b. Construction or expansion of a lift station or interceptor; or
- c. Modification/Expansion of an existing Wastewater Treatment Plant; or
- d. Request to amend a previous site approval (Lift Station, Interceptor, or Wastewater Treatment Plant).

Each of the four site application tracts has a different set of criteria that must be addressed and will require certain signatures before it is submitted to the CDPHE-WQCD. In the Table below, each of the four site application tracts are shown along with the signatures that are required.

Signatures	New WWTP	Construction or Expansion of Lift Station or Interceptor	Mod./Exp. to existing WWTP	Amendment to previous site approval³
Water Quality Planning Agency	YES	YES	YES	
City or Town^{1,2}	YES	YES	YES	
County^{1,2}	YES	YES	YES	
Local Health Authority	YES		YES	
Management Agency¹	YES	YES ⁴	YES	YES ⁴

¹If located within the jurisdictional boundary of City or Town.
²If location of the lift station or interceptor is within the boundaries of the City or Town then County signature is not required. If located outside of jurisdictional boundaries of City/Town and is in an unincorporated portion of County then a County signature is required.
³Copies of site application must be provided as well as the date on which the site application was transmitted to each entity. These entities shall be allowed 15 working days from receipt of the request to comment directly to the WQCD. PPACG will forward the site application to members of the SARC and Chairman of the designated Management Agency. Amendment to a previous site approval include re-rating of plant capacity, lift stations and interceptors.
⁴Must be reviewed by Management Agency, but signature not required.

APPENDIX A SITE APPLICATION REVIEW PROCESS

For each of the four different tracks, a site application checklist and site application form is available through PPACG. The requirements, stated in CDPHE Section 22, can be downloaded from www.cdphe.state.co.us and are available at PPACG.

After the local review process is complete and all the required signatures are obtained, the site application is sent to the CDPHE-WQCD. The local and CDPHE-WQCD review process usually takes a minimum 6 months.

Site Application Review Process

Provided below is a summary of the process that is required before the PPACG Board of Directors will sign off on the site application. Also, a description and contact information for the other signatures that are required before the site application is submitted to the CDPHE. The applicant and any wastewater entity affected by the site application will be notified as to when the application will be reviewed at the WQMC meeting.

Prior to submitting a site application, please contact Rich Muzzy at (719) 471-7080 x109 to determine if the location of the proposed site application is within the boundaries of an existing or proposed Water Quality Management Agency (WQMA). Areas identified as being in a proposed WQMA are currently being serviced by an existing WQMA. The WQMA will review the site application, and if required sign off on the site application prior to its submission to PPACG for review by the Site Application Review Committee.

Water Quality Management Agencies

There are four Water Quality Management Agencies:

- Upper Monument Water Quality Management Association – covers the Northern Portion of the Monument Basin.
- Mid Monument Water Quality Management Association – primarily covers the City of Colorado Springs and includes City of Colorado Springs, Garden Valley Water and Sanitation District and the City of Manitou Springs.
- Lower Fountain Water Quality Management Association – covers Lower Fountain (not including Pueblo County) and includes Fort Carson, Fountain, Security, Widefield and Cherokee Sanitation District.
- Teller County Water Quality Management Association – covers Teller County

Water Quality Management Planning Agency

PPACG Review Process

About 45 days is required for an applicant to go through the **PPACG review process**. To get on the agenda, please contact Rich Muzzy at (719) 471-7080 x109 or Jayne Blewittl at x119. There are three steps involved in the PPACG review process.

1. The **Site Application Review Committee (SARC)** usually meets the 1st Monday of the month at 1:30, but only meets if there are applications to review. However, special meetings can be arranged to accommodate special requests. At least two

APPENDIX A SITE APPLICATION REVIEW PROCESS

weeks lead-time is necessary to allow for time to set up the meeting and to give members enough time to review the application. It is the responsibility of the applicant to send copies of the complete site application package to all members of the SARC, see attached list. The SARC conducts a thorough review of the site application to make certain that it address's all the regulatory requirements in CDPHE Section 22. The applicant should have someone present at this meeting to address all technical questions that members might have.

2. The **Water Quality Management Committee (WQMC)** meets the 4th Tuesday of every month at 1:30 and reviews the comments made by the SARC and responses from the applicant. The applicant is required to have all responses and comments made by the SARC to the Environmental Program Manager by the 3rd Monday of every month. This is so they can be included in the packet of information distributed to the WQMC Members for review. The WQMC makes a recommendation to the PPACG Board of Directors regarding approval or dis-approval of the site application.
3. The **PPACG Board of Directors** meets on the 2nd Wednesday of every month at 9:00 a.m. and the Chairman has the approval to sign the application on behalf of the Water Quality Planning Agency. An original copy of the site application must be provided to the PPACG Environmental Program Manager prior to this meeting. This item is usually placed on the consent calendar and someone should be available to answer any questions from Board members.

City or Town (If site is inside boundary)

If the location of the proposed facility is within the jurisdictional boundaries of a City or Town it will require the review and signature from someone of behalf of that entity. This is usually someone from the Planning Department, but can be different for each entity. Please contact Rich Muzzy at 471-7080 x109 if you are uncertain who should sign the site application.

County(If site is outside municipal boundary)

- El Paso County Planning - El Paso County Planning has a 45-day lead requirement to get applications placed on their agenda. Please contact Mark Gebhardt as soon as you determine that you want to start the application process. The El Paso County Planning Department meets on the 3rd Tuesday of the month at 9:00 and the El Paso County Commissioners meet the 2nd and 4th Thursday at 9:00. El Paso County Planning requires that you get the signature of the Water Quality Management Planning Agency (PPACG) before submitting the application to them.
- Teller County Planning - Teller County Planning Commission usually meets on the 2nd Tuesday of the month at 7:00 p.m. in the Woodland Park City Council Chambers. Contact Jean Garren at (719) 687-5260

APPENDIX A
SITE APPLICATION REVIEW PROCESS

- Park County Planning - Please contact Gary Nichols with the Park County Planning Department at (719) 836-4279 for more information.

Local Health Authority

Applications for construction of a new domestic wastewater treatment plant will require the signature of the Health Department for the respective area. The Telephone numbers for each of the three local health authorities are listed below.

- Teller County Environmental Health Department – Randy Swepston – (719) 687-5250
- Park County health Authority – Tom Eisenman – (719) 836-4265
- El Paso County Health Authority - Mike McCarthy – (719) 578-3131