

27. Appendix A

27.1. Site Application Review Process

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 signing the site application. This review helps the Colorado Department of Public Health, Water Quality Control Division (CDPHE-WQCD) determine if they should approve or deny a site application and potential requirements of the applicant. PPACG and the CDPHE require site applications be consistent with the latest revision of the Water Quality Management (208) Plan. In some cases, the applicant may request to revise the 208 Plan prior to submitting the site application. All 208 Plan amendments will be reviewed separately and processed according to Appendix B, *Water Quality Management Plan Amendment Procedure*.

A site application is required for the following reasons:

- Construction of a new domestic wastewater treatment plant; or
- Construction or expansion of a lift station or interceptor; or
- Modification/expansion of an existing wastewater treatment plant; or
- 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 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 required.

For each of the four different tracks, a site application checklist and site application form is available through PPACG. The requirements, stated in WQCC Regulation 22, can be downloaded from <https://www.colorado.gov/pacific/cdphe/water-quality-control-commission-regulations>.

27.2. Table: Site Application Review Signatories

Signatures	New WWTP	Construction or expansion of lift station or interceptor	Mod./exp. to existing WWTP	Amendment to previous site approval ³
Water Quality Management Agency ¹	YES	YES (review only) ⁴	YES	Yes (review and comment only)
Water Quality Planning Agency	YES	YES	YES	Yes (review and comment only)
City or Town ¹	YES	YES	YES	Yes (review and comment only)
County ²	YES	YES	YES	Yes (review and comment only)
Local Health Authority	YES		YES	Yes (review and comment only)

¹If located within the jurisdictional boundary of city or town (contact planning department), signature is required.

²If located within the boundaries of the city or town, county signature is not required, but if it is located outside of jurisdictional boundaries of city or town in the 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. Amendments to a previous site approval include re-rating of plant capacity, lift stations and interceptors.

⁴Must be reviewed by management agency prior to being submitted to PPACG, but signature not required.

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 processes usually take about six months each.

27.3. Site Application Review Process

Provided below is a summary of the process required before the PPACG Board of Directors review and either approve or disapprove the site application. The headings below correspond to the signatories shown in Table 27.2.

Prior to submitting a site application, please contact the Pikes Peak Area Council of Governments (719) 471-7080 to determine if the location of the proposed site application is within the boundaries of an existing or proposed Water Quality Management Agency (WQMA). The WQMA

will review the site application and, if required, sign-off on the site application (for new wastewater treatment plants and modifications/expansion to existing plants) prior to submission to PPACG for review by the Site Application Review Committee (SARC).

27.3.1. Water Quality Management Agency

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 the 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

27.3.2. Water Quality Planning Agency (PPACG)

PPACG Review Process

Approximately 45 days is required for an applicant to complete the PPACG review process. To get on the agenda, please contact the PPACG Environmental Planner at (719) 471-7080 x116. There are three steps involved in the PPACG review process.

1. **Site Application Review Committee (SARC)** meetings are arranged after a site application is submitted. At least two 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. The SARC conducts a thorough review of the site application to ensure it addresses all the regulatory requirements in CDPHE Regulation 22. The applicant can bring someone to the

meeting to address all technical questions members have.

2. The **Water Quality Management Committee (WQMC)** meets on the first Tuesday of every month at 10:00 a.m. 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 Planner by the third Monday of every month so these comments 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 their approval or disapproval of the site application.
3. The **PPACG Board of Directors** meets on the second 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 Planner prior to this meeting for signature. This item is usually placed on the consent calendar, and someone should be available to answer any questions from Board members.

27.3.3. 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, facility approval 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 the PPACG Environmental Planner at 471-7080 x119 if you are uncertain who should sign the site application.

27.3.4. County (if site is outside municipal boundary)

Descriptions and contact information for each of the three counties is shown below:

- El Paso County Planning: El Paso County Planning has a 45-day lead requirement to get applications placed on their agenda. The El Paso County Planning Department meets on the third Tuesday of the month at 9:00 am, and the El Paso County Commissioners meet the second and fourth Thursday at 9:00 am. El Paso County Planning requires the signature of the Water Quality Management Planning

Agency (PPACG) before submitting the application to them.

- Teller County Planning: Teller County Planning Commission meets on the second Tuesday of the month at 7:00 p.m. in the Woodland Park City Council Chambers. Please call the Teller County Planning Department at (719) 687-5260 for more information.
- Park County Planning: Please call the Park County Planning Department at (719) 836-4279 for more information.

27.3.5. Local Health Authority

Applications for construction of a new domestic wastewater treatment plant 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: 719.687.6416
- Park County Health Authority: 719.836.4267
- El Paso County Health Authority: 719.578.3199