



State Pollutant Discharge Elimination System (SPDES) Application Form Instructions for Private, Commercial & Institutional (P/C/I) Discharge of Treated Sanitary Sewage

Applicability

This application form is for use by private, commercial and institutional (P/C/I) SPDES permit applicants with sewage discharges, without the admixture of industrial or other wastes, to surface or groundwater. Example types of sewage wastewaters which are commonly authorized using this form include sanitary (toilet, shower), kitchen, filter backwash, and restaurants.

DISCHARGES TO SURFACE WATERS. Any discharge to surface water (e.g., stream, pond, lake, ocean, ditch) requires a SPDES permit.

DISCHARGES TO GROUNDWATERS. A discharge with a flow rate (the higher of design or actual flow) of 1,000 gallons per day or more per disposal system to groundwater requires a SPDES permit

If eligible, applicants should consider obtaining the “General Permit for Groundwater Discharges of Sanitary Waste between 1,000 and 10,000 Gallons per Day”. Authorization by the General Permit requires the use of a different application form and results in quicker permit authorization and reduced annual SPDES regulatory fees. The General Permit and application form are available on DEC’s website at <http://www.dec.ny.gov/permits/6287.html>.

Discharges of industrial process wastewaters (e.g., car wash, dental facility, dry cleaner, funeral home, laundromat, etc.) must be authorized using SPDES application form NY-2C, available on DEC’s website at the web address above.

Additional environmental permits, such as Protection of Waters or Wetlands permits, may be required if stream disturbance or construction is necessary. Information on additional permits may be found at <http://www.dec.ny.gov/permits/6081.html>

Application Type

Indicate whether the application is for a new permit, a permit renewal (reissuance of an existing effective SPDES permit without any changes) or a permit modification (modification of an existing effective permit). If the application is for a permit renewal or permit modification, include the SPDES number (e.g. NY0000000) and DEC Application ID number (e.g. 9-0000-00000/00000) from your existing permit.

Applicant/Owner Information

Acceptable applicant signatures are as follows:

Organization	Signature
Corporation	Principal executive officer of at least vice-president level or a duly authorized representative who is responsible for the overall operation of the facility.
Partnership	General Partner
Sole proprietorship	Proprietor
Municipalities, state, federal or other public facilities	Principal executive officer, ranking elected official, or other duly authorized employee.

A SPDES Permit Designation of Authority Form (available on DEC’s SPDES Permit Application Forms website, <http://www.dec.ny.gov/permits/6287.html>) is required if the application is signed by anyone other than as noted above.

If a sewage treatment system is intended to serve a number of separately owned dwelling units or facilities (i.e., if a condominium or townhome complex is planning to install a jointly operated private disposal system), the parties involved must first form a sewage disposal corporation under the provisions of Article 10 of the New York State Transportation Corporation Law.

Facility and Discharge Data

Population served: for residential subdivisions, apartments, condominiums, mobile home parks, or motels, give your best estimate based upon the total number of lots or dwelling units; for retail or commercial establishments, give total number of employees and/or customers per day; for summer camps, resorts, etc., give total number of residents.

Outfall No. shall be in the format 001, 002, etc., with the primary outfall being designated "001." If this application is for a facility or subdivision which will have a number of similar disposal systems to handle the same type of wastes (for example, a 40 lot residential subdivision which will have an individual septic tank and leach field system designed to handle 1000 gallons per day on each lot), then the Outfall No. can be shown as 001-040.

Design flow is the average gallons per day of wastewater that the disposal system is designed or expected to handle.

Types of treatment Groundwater systems include the listed Standard and Alternative septic systems for groundwater discharge. Other types of groundwater systems should be described in the Other field. Gravelless (aggregate-free) products may be used in certain Standard or Alternative systems as described in the Design Standards. Note that for use of alternative aggregate, a Beneficial Use Determination (BUD) from NYSDEC may be required.

For groundwater discharges:

Provide the name of and distance to the nearest surface water, as well as the soil type (sand, gravel, etc.) and depth to the water table below the ground surface. If the facility has more than one groundwater discharge, complete the groundwater discharge page for each of the additional outfalls. Use as many copies as necessary.

Groundwater monitoring is required for systems with design flows greater than 30,000 gpd to soil absorption systems. Monitoring wells shall be installed in accordance with the 2014 New York State Design Standards for Intermediate Sized Wastewater Treatment Systems, Section B.7. For systems with design flows greater than 30,000 GPD, include sampling results as indicated. Indicate whether the values listed are from actual sampling results (include the date), or estimated from the proposed treatment system design.

For surface water discharges:

Provide the surface water name and its classification and water index number. Include sampling results as indicated. Please indicate whether the values listed are from sampling results (include the date), estimated from the treatment system design as installed, or estimated from the proposed treatment system design. Complete this page for each of the surface water discharges present at the facility. If more than one discharge results from an identical treatment system, sampling results for one of the systems may be considered as representative for each of the identical systems.

Required Attachments

Provide the following:

- 1) A location map (USGS map or equivalent) of the facility.
- 2) A site plan which shows property lines, area topography, existing and proposed wastewater disposal systems, area drinking water wells, buildings, the service area of the disposal systems, outfall locations, and influent and effluent sampling locations.
- 3) A diagram showing the processes of the treatment plant, and a brief narrative description of the diagram.
- 4) A completed State Environmental Quality Review Act (SEQR) Short Environmental Assessment Form.
- 5) A completed State Historic Preservation Act (SHPA) Structural Archaeological Assessment Form (SAAF).
- 6) Other relevant information which DEC staff may determine is necessary to adequately review and evaluate the application, such as: an engineer's report, County health department flow confirmation letter,

Submitting an Application & For More Information

For discharges of treated wastewater to groundwater in Suffolk County – applications are made to the Suffolk County Department of Health Services, 360 Yaphank Ave, Suite 2C, Yaphank, NY 11980.

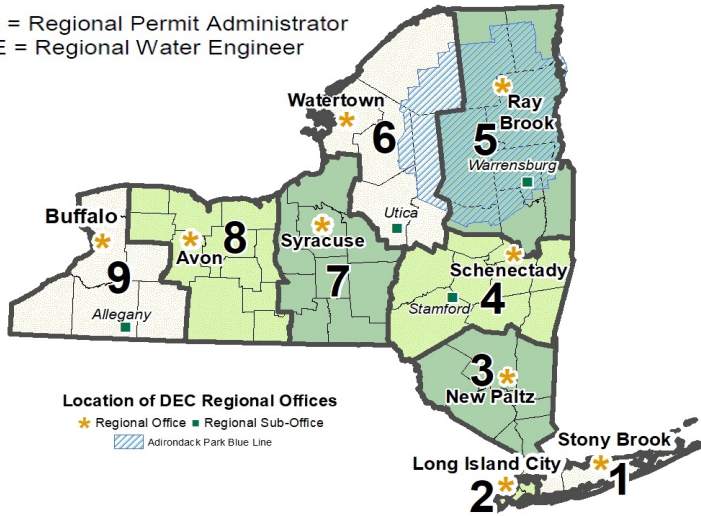
For discharges of treated wastewater to groundwater in Nassau County – applications are made to the Nassau County Department of Health, 200 County Seat Drive, Mineola NY 11501.

For all surface discharges and groundwater discharges outside of Nassau and Suffolk counties, completed applications are made to the New York State Department of Environmental Conservation's Regional Permit Administrator at the Regional Office which oversees the county where the discharge is located. See the NYSDEC Contact Information on the next page.

Contact the NYSDEC Regional Permit Administrator (RPA) if you have questions concerning filling out the permit application or permit requirements. Contact the NYSDEC Regional Water Engineer (RWE) if you have questions concerning disposal system construction or operation, or incident notification. Please visit the NYSDEC website at <https://www.dec.ny.gov/> to find Regional Office contact information, forms, filing instructions, information on obtaining general permit coverage, to review the SPDES permit regulations, and for other pertinent information.

New York State Department of Environmental Conservation - Contact Information

Note: RPA = Regional Permit Administrator
RWE = Regional Water Engineer



<p>REGION 1: Nassau County, Long Island</p> <ul style="list-style-type: none"> • Mail: Nassau County Department of Health 200 County Seat Drive Mineola, NY 11501 Phone: 516-227-9697 <p>REGION 1: Suffolk County, Long Island</p> <ul style="list-style-type: none"> • Mail: SCDHS, Office of Wastewater Mgt. 360 Yaphank Avenue, Suite 2C Yaphank, NY 11980 Phone: 631-852-5700 	<p>REGION 4 Suboffice: Delaware, Otsego</p> <ul style="list-style-type: none"> • Mail: NYSDEC 65561 State Highway 10 Stamford, NY 12167-9503 • RPA: phone: 607-652-7741 fax: 607-652-2342 email: dep_r4@dec.ny.gov • RWE: phone: 518-357-2219 	<p>REGION 7: Cayuga, Onondaga, Oswego, Broome, Chenango, Cortland, Madison, Tioga, Tompkins</p> <ul style="list-style-type: none"> • Mail: NYSDEC 615 Erie Blvd West, Room 206 Syracuse, NY 13204-2400 • RPA: phone: 315-426-7438 fax: 315-426-7425 email: dep_r7@dec.ny.gov • RWE: phone: 315-426-7471
<p>REGION 2: Brooklyn, Bronx, Manhattan, Queens, Staten Island</p> <ul style="list-style-type: none"> • Mail: NYSDEC 1 Hunter's Point Plaza 47-40 21st Street Long Island City, NY 11101-5407 • RPA: phone: 718-482-4997 fax: 718-482-4975 email: dep_r2@dec.ny.gov • RWE: phone: 718-482-4930 	<p>REGION 5: Clinton, Essex, Franklin, Hamilton</p> <ul style="list-style-type: none"> • Mail: NYSDEC PO Box 296 1115 NYS Route 86 Ray Brook, NY 12977-0296 • RPA: phone: 518-897-1234 Fax: 518-897-1394 email: dep_r5@dec.ny.gov • RWE: phone: 518-623-1320 	<p>REGION 8: Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates</p> <ul style="list-style-type: none"> • Mail: NYSDEC 6274 East Avon - Lima Road Avon, NY 14414-9519 • RPA: phone: 585-226-5400 fax: 585-226-2830 email: dep_r8@dec.ny.gov • RWE: phone: 585-226-5427
<p>REGION 3: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester</p> <ul style="list-style-type: none"> • Mail: NYSDEC 21 South Putt Corners Road New Paltz, NY 12561-1620 • RPA: phone: 845-256-3054 fax: 845-255-4659 email: dep_r3@dec.ny.gov • RWE: phone: 914-428-2505 x350 	<p>REGION 5: Fulton, Saratoga, Warren, Washington</p> <ul style="list-style-type: none"> • Mail: NYSDEC 232 Golf Course Rd Warrensburg, NY 12885-1172 • RPA: phone: 518-623-1282 fax: 518-623-3603 email: dep_r5@dec.ny.gov • RWE: phone: 518-623-1320 	<p>REGION 9: Erie, Niagara, Wyoming</p> <ul style="list-style-type: none"> • Mail: NYSDEC 700 Delaware Avenue Buffalo, NY 14209 • RPA: phone: 716-851-7165 fax: 716-851-7168 email: dep_r9@dec.ny.gov • RWE: phone: 716-851-7070
<p>REGION 4: Albany, Columbia, Greene, Montgomery, Rensselaer, Schenectady, Schoharie</p> <ul style="list-style-type: none"> • Mail: NYSDEC 1130 North Westcott Road Schenectady, NY 12306-2014 • RPA: phone 518-357-2069 fax: 518-357-2460 email: dep_r4@dec.ny.gov • RWE: phone: 518-357-2219 	<p>REGION 6: Jefferson, Lewis, St. Lawrence</p> <ul style="list-style-type: none"> • Mail: NYSDEC Dulles State Office Building 317 Washington Street Watertown, NY 13601-3787 • RPA: phone: 315-785-2245 fax: 315-785-2242 email: dep_r6@dec.ny.gov • RWE: phone: 315-785-2522 	<p>REGION 9 Suboffice: Allegany, Cattaraugus, Chautauqua</p> <ul style="list-style-type: none"> • Mail: NYSDEC 182 East Union, Suite 3 Allegany, NY 14706-1328 • RPA: phone 716-372-0645 fax: 716-372-2113 email: dep_r9@dec.ny.gov • RWE: phone: 716-851-7070