



Facilities Plan Submittal Checklist

Submissions Required for a Complete Facilities Plan (Minn. R. 7077.0272)

Water/Wastewater/Financial Assistance/#2.02, May 2003

FACILITY INFORMATION

Project Name _____
 Proposed Dates for Construction _____
 City's Authorized Representative _____
 Title _____ Phone _____
 Mailing Address _____
 Technical Agent or Consulting Engineer _____
 Name of Firm/Organization _____ Phone _____

PLEASE CIRCLE YES OR NO FOR THE FOLLOWING QUESTIONS:

Is the Facilities plan signed by an engineer registered in the State of Minnesota? **Yes** **No**
 Has the municipality in which the facility will be located held at least one public hearing to discuss the proposed project?
Yes **No** **Date hearing was held** _____

CHECK THE BOXES BELOW IF YOU HAVE INCLUDED THE FOLLOWING ITEMS:

Please see Minn. R. 7077.0272 for more information about the content of facilities plan.

- A summary of the public hearing documenting that the following items were discussed:
 - The various treatment alternatives considered
 - The location of the project site
 - The reasons for choosing the selected treatment method
 - The estimated sewer service charges
- A summary of the comments received at the public hearing and the action taken to address those comments
- A complete list of addresses used for public notice purposes on a form **provided by the MPCA**
- A copy of the resolution of the municipality's governing body adopting the facilities plan
- A list of ordinances or intermunicipal agreements required for the implementation and administration of the project
- A signed treatment agreement with each significant industrial user
- For surface water dischargers only, a copy of the Preliminary Effluent Limits review letter **provided by the MPCA**
- A completed environmental information sheet (referred to as an EIW) **provided by the MPCA**
- For individual sewage treatment systems that serve more than one structure, an assurance from the municipality stating that all property owners who will be served by the proposed system agree to be part of the system, to participate in the construction project, and to finance future operation, maintenance, and replacement of the system
- Copies of all notifications, certifications, and comments received (required to meet the provisions of Minn. Stat. § 116.182)

If all of the above items are not included with the facilities plan, the facilities plan is incomplete and may be returned or filed until a complete submittal is received. Facilities plan review will not begin until a complete submittal is received.

wq-wwtp#2.02 Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194
 (651) 296-6300, toll-free (800) 657-3864, TTY (651) 282-5332 or (800) 657-3864

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