Facilities Plan Submittal Checklist

State Revolving Fund Program
Submissions Required for a Complete Facilities Plan
Minn. R. 7077.0272

Instructions: The Facilities Plan may be submitted via email at ppl.submittals.pca@state.mn.us (and one hard copy submitted to the assigned Minnesota Pollution Control Agency [MPCA] Review Engineer).

Facility Information

Project name: ____________________________________________
Proposed dates for construction: ______________________________
City’s authorized representative: ____________________________
Title: ____________________________________________________ Telephone: ____________________________
Mailing address: __________________________________________
City: __________________________ State: __________ Zip code: __________
Technical agent or consulting engineer: ________________________ Telephone: __________________________
Name of firm/organization: ________________________

Check 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 If yes, what was the date the hearing was held: __________________________

Check the boxes below if you have included the following items:

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

☐ A completed Cost and Effectiveness Certification Form provided by the MPCA.
☐ 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 (Wastewater treatment alternatives should also consider antidegradation analysis if necessary).
☐ A completed Environmental Information Worksheet 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.