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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Sanitary Sewer ExtensionApproval Documentation formNPDES/SDS Permit ProgramNational Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit Program*Doc Type: Permit Application* |

## **Approval from Collection System and Wastewater Treatment Plant authorized representative is required prior to submittal of the online application.**

## **Permit applications must be submitted through the online e-Services. Paper hard copy applications will not be accepted.**

## The online application process requires certification and documentation that the Collection System and Wastewater Treatment authorized representatives have approved the project prior to submitting the application.

## This form can be used for routing and documentation of approval from those representatives and then attached to the online application. Other forms of approval documentation from the authorized representatives may be attached instead of this form.

## A link to the e-Services application, required forms and instruction documents can be found on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/business-with-us/sanitary-sewer-extensions> .

Before submittal of the online application, you can create a copy of the application to be used to route and document approvals.

1. Complete all application screens up through the Attachments screen. **Do NOT complete the final Certification or Payment screens until you have received all necessary approvals**.
2. From the My Workspace home screen, go to the “My Services – In Progress” section and find your application.
3. Click the View icon on the right side of the grid. A summary of the application will display.
4. It is recommended to “print to PDF” from your browser to create an electronic copy of the application to send to the city and WWTP representatives. Other “save as” options will also work, but formatting may not be as readable as a PDF.

## **For project in cities connected to a Met Council facility or Western Lake Superior Sanitary District (WLSSD):**

**For project in cities connected to a Met Council facility:**

Go to the MCES website for information on their review process: [http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-(1)/Sanitary-Sewer-Permits.aspx?source=child](http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-%281%29/Sanitary-Sewer-Permits.aspx?source=child)

***\*Approval letter from MCES must be attached to the online application to MPCA.***

**For projects in cities connected to the WLSSD:**

Go to the WLSSD website for their application form: <https://wlssd.com/doing-business/sewer-extensionsmodifications/>

***\*Approval letter from WLSSD must be attached to the online application to MPCA.***

Project information

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| --- | --- |
| Project title: |       |
| What city is the project primarily located: |       | What county is the project primarily located: |       |
| What collection system will the project connect to: |       |
|  | (This is usually the municipality that owns the sanitary sewer collection system.) |
| What wastewater treatment plant is the collection system\* named above connected to: |       |
| \*The municipality that owns the collection system may have their own treatment plant or could be connected to wastewater treatment plant owned by another city or sanitary district. |

MPCA information

No project construction may begin until you are in receipt of the required permit(s) issued by the MPCA and as defined by law under

Minn. Stat. § 115.07, subd. 3.

Certification and signature

Federal Regulations (40 C.F.R. Pt. 122.22) and State Regulations (Minn. R. 7001.0060) require all permit applications to be signed as follows:

1. For a corporation: by a responsible corporate officer. For the purpose of this permit, a responsible corporate officer means:

1) A president, secretary, treasurer or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.

2) The manager of one or more manufacturing, production or operating facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding 425 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

B. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.

C. For a municipality, county or other political subdivision: by a principal executive officer or ranking elected official.

D. For a state, federal or other public agency/agents: by a commissioner, assistant or deputy commissioner; director, assistant or deputy director.

**1. Project proposer’s signature**

*“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”*

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| Signature: |       | Title: |       |
|  | *(This document has been electronically signed.)* | Date (mm/dd/yyyy): |       |

**2. Design engineer’s certification and signature**

*“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Title: |       |
|  | *(This document has been electronically signed.)* | Date (mm/dd/yyyy): |       | PE Registration No.: |       |

**3. Permittee’s approval**

*“My signature, or the signature of a delegated official, represents the approval of this project’s connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”*

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| Signature: |       | Title: |       |
|  | *(This document has been electronically signed.)* | Date (mm/dd/yyyy): |       |

**4. Sanitary district or WWTF approval - Authorized municipal official signature (or delegated authority) from sanitary sewer district or municipality, if different than permittee.**

*“My signature, or the signature of a delegated official, represents the approval of this project’s connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”*

**If the sanitary sewer district or regional treatment authority has provided project approval under a separate process, a copy of that approval letter may be submitted with this application in place of this signature.**

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| --- | --- | --- | --- |
| Signature: |       | Title: |       |
|  | *(This document has been electronically signed.)* | Date (mm/dd/yyyy): |       |