



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting

BRP WP 66a Approval of Large System Expansion or Upgrade

BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Instructions and Supporting Materials

Table of Contents

- introduction
- permit fact sheet
- completeness checklist

Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting

BRP WP 66a Approval of Large System Expansion or Upgrade

BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Permit Fact Sheet

Note: When completing the MassDEP Transmittal Form, write the "a" or "b" immediately after the space provided for the seven digit character code at the top of the Form.

1. What is the purpose of these approvals?

These permits are necessary to ensure that the disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner.

You must obtain approval from MassDEP for these activities:

- Upgrade approvals for large systems, which are systems with design flows of more than 10,000 gallons per day (gpd) but less than 15,000 gpd design flow (310 CMR 15.003(2)(d) and 310 CMR 15.304).
- Review of any system or proposed system which MassDEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000 (310 CMR 15.003(2)(e)).

2. Who must apply?

For BRP WP 66a: Any individual, business or organization proposing to upgrade a large system (design flow of 10,000 gpd or more but less than 15,000 gpd).

For BRP WP 66b: Any individual, business or organization owning a system or proposed system which MassDEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000, in accordance with 310 CMR 15.003(2)(e).

3. What other requirements should be considered when applying for these approvals?

For BRP WP 66b:

- The review may be in addition to, or concurrent with, a local review of the same system.

Note: This information about additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.

4. What is the application fee?

The application fee is \$1140 for each approval.

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Locations:

For BRP WP 66a:

Department of Environmental Protection (2 copies)

_____ * Regional Office

Title 5 Permitting Program

*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting

BRP WP 66a Approval of Large System Expansion or Upgrade

BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Permit Fact Sheet

For BRP WP 66b:
Department of Environmental Protection (2 copies)
Title 5 Permitting Program
One Winter Street
Boston, MA 02108

There are no Reserve Copy Locations for these permits.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

7. What is the annual compliance fee?

There is no annual compliance fee for these permits.

8. How long are these approvals in effect?

These approvals remain valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the approval.

9. How can I avoid the most common mistakes made in applying for these approvals?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure two copies of all plans and specifications are complete and signed and stamped by a Massachusetts Registered Professional Engineer.
- c. Submit a copy of the local approving authority's written approval together with a copy of the complete application to the local approving authority for relevant BRP WP 66b applications.
- d. Submit fee and one copy of the MassDEP Transmittal Form to:
Department of Environmental Protection,
P. O. Box 4062,
Boston, MA 02211.

10. What are the regulations that apply to these approvals? Where can I get copies?

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

MassDEP Regulations may also be obtained from MassDEP's website at <http://www.mass.gov/dep>.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Pollution Control – Title 5

BRP WP 66a Approval of Large System Expansion or Upgrade

BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Application Completeness Checklist

- The MassDEP Transmittal Form is completed:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>. When completing the MassDEP Transmittal Form, write the "a" or "b" immediately after the space provided for the seven digit character code at the top of the Form.
- The application form has been completed. The following information has been provided:
- Name and address of applicant/owner.
 - Location (address) of facility.
 - Name, address and telephone number of design engineer or sanitarian.
 - Identification of the type of MassDEP action required:
 - Large System Upgrades w/exceptions) - BRP WP 66a
 - Public Health, Safety, Welfare, Environment, consistency - BRP WP 66b
- Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer.

To submit the application package:

- Checklist items have been completed.
- For BRP WP 66a: send two (2) copies of the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Title 5 Permitting Program

*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

- For BRP WP 66b: send one copy of the application, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
Bureau of Resource Protection
Title 5 Permitting Program
Boston, MA 02108

- Send fee of \$1140 in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection – Title 5 Permitting
BRP WP 66a Approval of Large System Expansion or Upgrade
BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Transmittal Number _____

Facility ID# (if known) _____

Note: Large systems are those with design flows of more than 10,000 gallons per day (gpd) but less than 15,000 gpd design flow.

Note: DEP may require the issuance of a groundwater discharge permit pursuant to 310 CMR 5.00 and the installation of technology capable of discharging effluent which meets Class I groundwater standards pursuant to 314 CMR 5.00 for any system with design flow of 10,000 gpd or greater but less than 15,000 gpd. If the department makes such a determination as a result of this application for upgrade, the applicant may seek a review by DEP considering the factors set forth in 310 CMR 15.304(3).

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. General Information

1. Which permit category are you applying for?

- BRP WP 66a - Approval of Large System Expansion or Upgrades
- BRP WP 66b - Public Health, Safety, Welfare, Environment, or Consistency Review

2. Applicant:

Name

Street Address

City

State

Zip Code

Telephone

3. Facility Address / Location (if different from Applicant):

Address

City

State

Zip

4. System Designer Information (Note: ONLY a Massachusetts Registered Professional Engineer [PE] may sign and stamp this application):

Name

Company Name

Address

City

State

Zip

Telephone

5. Registration:

PE Registration Number



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection – Title 5 Permitting
BRP WP 66a Approval of Large System Expansion or Upgrade
BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Transmittal Number _____

Facility ID# (if known) _____

A. General Information (cont.)

6. Does this project require a filing under 301 CMR 11.00 and M.G.L.c. 30 ss 61-62H, the Massachusetts Environmental Policy Act? Yes No

If yes, has a filing been made? Yes No

 If yes, EOE File #

7. The legal entity which owns or will own this facility is:

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Federal |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> State / County |
| <input type="checkbox"/> Private Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Other (specify): _____ | |

8. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220

Are plans and specifications enclosed? Yes No

Have the plans been revised? Yes No

9. Is a variance required? Yes No

 If yes, date of revision

If so, from what requirement(s) of Title 5, 310 CMR 15.000, are variances requested?

10. If applying for a large system upgrade, is the system a subdivision entitled to MGL c. 111 or c. 127P protection; c. 40B comprehensive permit land; or in accordance with a variance allowed by DEP pursuant to 310 CMR 15.414?

Yes No

11. If applying for a variance to Title 5 in accordance with 310 CMR 15.000, the applicant must prove that the strict enforcement of the provision of the code for which the variance is being sought would do manifest injustice, and that the same degree of environmental protection required under the code can be achieved without strict application of the particular provision.

Is documentation in support of meeting this requirement attached? Yes No



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting
BRP WP 66a Approval of Large System Expansion or Upgrade
BRP WP 66b Public Health, Safety, Welfare, Environment, or
Consistency Review

Transmittal Number

Facility ID# (if known)

A. General Information (cont.)

12. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293?

Yes No

If not, and the application is under BRP WP 66a, a description of how the proposed system compares to systems constructed in full compliance with 310 CMR 15.100 through 15.293 in terms of its capacity to protect public health, safety, welfare and the environment must accompany this application.

Is the description attached?

Yes No (Attach all forms)

B. Certification

“I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are 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.”

Applicant's signature

Print Name

Name of Preparer

Date