NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

APPLICANT CHECKLIST FOR WATER WITHDRAWAL PERMIT

Complete this form and include with application

Applicant Name: _____ **Facility Name:** _____

Facility Address: _____ **DEC Region:** 9

Project Type (From WW-1): Change in Use of Existing Water Withdrawal

Water Use (From WW-1): Other

For Department Use: WWA #:

Item No.	Requirement (*see*, 6 NYCRR § 601.10) http://www.dec.ny.gov/regs/4445.html http://www.dec.ny.gov/lands/94327.html) **	Included or N/A?	Location of Item In Application Package
1	Electronic Copy of Application Package (Recommended)	N/A	
2	Application Transmittal Letter	N/A	
3	Joint Application Form – signed **	N/A	
4	WW-1 Form **	N/A	
5	Project Authorization for public water supply (PWS) systems, include legal certification form and proof of transportation corporation formation if applicable **	N/A	
6	General Map - Include location of project and other pertinent features.	N/A	
7	Watershed Maps – if applicable	N/A	
8	Contract plans for non-public water supply systems. Plans for PWS systems should be sent directly to NYS Department of Health (DOH)	N/A	
9	Engineering Report - PE signed and sealed **	N/A	
10	Water Conservation Program Form – signed **	N/A	
11	Latest Annual Water Withdrawal Reporting Form (for projects involving existing withdrawals)	N/A	
12	Land Acquisition Maps - if applicable	N/A	
13	Water Analysis - sent directly to DOH if new PWS source	N/A	
14	Project Justification - 8 questions answered	N/A	
15	Canal withdrawal approvals - if applicable	N/A	
16	Great Lakes Basin Diversion - if proposed	N/A	
17	SEQR Form, include Determination if available	N/A	
18	State Historic Preservation Office (SHPO) submission or No Effect Letter from SHPO	N/A	

Reset Form