APPENDIX D.8 DEWATERING SUBMITTAL REQUIREMENTS

Before applying for City permits, it is recommended the applicant contact the DEQ Land and Water Quality Divisions before plan submittal and obtain the DEQ's approval or denial of a private system management proposal. Depending on the disposal location for the discharge, the DEQ requires National Pollutant Discharge Elimination System (NPDES) permits and Water Pollution Control Facility (WPCF) permits.

Testing and water analysis are usually required as outlined in **Section 4.4** of Chapter 4. Obtaining the results of the analysis is highly recommended prior to submitting building permit applications. Submitting the analytical data prior to permit submittal will help the review team strive to meet the timeline goals of the project.

The City reviews for capacity in the City conveyance system for all discharges. Estimated discharge rates are required to be submitted with the building permit application. It is recommended the estimated discharge rates be submitted in a timely manner to help the review team strive to meet the timeline goals of the project.

When temporary or permanent dewatering is proposed, the minimum submittal requirements are as follows:

1. **Scaled Site Plans –** minimum scale is 1 inch to 10 ft, and at a minimum includes:
   - Property lines
   - North Arrow
   - Footprints of structures, if any
   - Surface drainage
   - Location and details of groundwater or stormwater treatment system, if applicable
   - Estimated groundwater flow rate of discharge during all phases of development, if groundwater will be encountered
   - Dewatering plan if collecting/channelizing or impounding stormwater or encountering groundwater
   - DEQ 1200C general construction NPDES permit number
   - Erosion Control Plan sheets that match the DEQ 1200C submitted erosion control sheets.
   - Proposed discharge location
   - Submeter – must meet submeter specifications
   - Sampling location and structure details
   - Utility plans, includes both private and public, existing and proposed storm and sanitary conveyance systems.

     Also, see Bureau of Development Services Site Plan checklist www.portlandonline.com/bds.

The site plan information should be located on the erosion/civil sheets of the plan set.

2. The **Dewatering Form 4** must be completely filled out and signed. It must be submitted with the appropriate accompanying application(s) (**Batch Discharge Application Form 5, Submeter Application Form 6, Long-Term Discharge Application Form 7**) as identified on the Dewatering form.

3. **Dewatering Plan**: If Dewatering the site of stormwater or groundwater, the Submittal of the Erosion Control Plan and Dewatering Plan required by the DEQ 1200 C general construction permit is required to accompany the submittal package. If the development is not required to obtain a DEQ 1200C permit, the submittal of a dewatering plan is required to accompany the submittal package.

4. **Analytical data**, if applicable, for groundwater or stormwater. Analytical data is required if the site is contaminated. Please submit the Environmental Phase II, if available. The analytical data must include the chain-of-custody and detection limits.

5. When using a private onsite management facility for groundwater flows, the **O&M Form** (**Appendix D.2**) must be recorded with the appropriate county and submitted. This applies to permanent groundwater dischargers that have vegetated facilities or other permanent dewatering water quality treatment devices.

FORM 4 Source Control

DEWATERING FORM

Date: _____

Building Permit Application # _____

All building permit applications for new construction, additions, or improvements that will perform below-grade excavation or discharge groundwater, or perform ground-disturbing activities during the winter months (Oct-May) must complete and submit this form with the documents requested within this form.

Site and Contact Information:

Property Site Address: _____

Name of Responsible Party: _____

Responsible Party Phone: (*area code required*) _____

Responsible Party Mailing Address: _____

City/State/Zip: _____

Name of Contractor *(if different than responsible party)*: _____

Contractor Phone Number: _____ **Contractor Email Address:** _____

Discharge Information:

1 **Will there be temporary dewatering and discharges of groundwater** (includes mixed groundwater & stormwater)?
☐ Yes ☐ No *(If yes, applicant must fill out submeter application, and batch discharge application. Submit those applications with this form.)*

2 **Will there be permanent dewatering and discharges of groundwater?** ☐ Yes ☐ No *(If yes, applicant must complete a submeter application and long-term dewatering application, submit a recorded O&M plan, if applicable, and include with this form.)*

3 **Will there be stormwater only dewatering discharges during construction?** *(Applicable only if question 1 & 2 are answered NO)*
☐ Yes ☐ No *(If yes, fill out the batch discharge application and include it with this form. If no, sign this form and submit with building plans.)*

Projected Discharge Rate: *(If the rate will change based on the depth of the excavation, list those depths with the projected rates.)*

_____

Maximum Discharge Rate (gpm): _____

Duration of Discharge *(dates from and to)*: from _____ to _____

If site conditions change and a discharge offsite is needed, you must call 503-823-5320 or 503-823-7180.

4 DEWATERING FORM

Intended Receiving System for the Discharge? *(check the following relevant box)*

☐ City storm ☐ City sanitary ☐ City combined ☐ Private storm

☐ Private infiltration ☐ Private UIC (drywell) - City UIC is prohibited

☐ Other: _____

If proposing discharge to a private system, please ensure that the Department of Environmental Quality (DEQ) has been notified. BES may require correspondence from DEQ stating they have been informed of the proposed discharge.

Statement

By signing this form I acknowledge I am the responsible party for the above address and acknowledge that discharges off this site to a City conveyance system are regulated under City Code Chapters 17.39, 17.38, 17.36 and 17.34. By answering no to all three discharge questions, I certify there will be no channelized or pumped stormwater associated with construction activities or groundwater entering a City conveyance system on a permanent or temporary basis. I am also aware that sewer volume charges or system development charges may apply per chapter 17.36 for this discharge. If it is found there is an offsite discharge of either groundwater or stormwater as defined in this statement and the discharge has not been authorized, I am aware that penalties can be assessed per City Code Chapters 17.39 and 17.34. If site conditions change, and a discharge to a city system is needed, I will contact the city by calling 503-823-7122 or 503-823-7180 to obtain authorization to discharge.

Signature: _____

Printed Name: _____

Date Signed: _____

for official use only

City Staff

Date Received: _____

Received by: _____

Approved Date: _____

Approved by: _____

Approved Receiving System: _____

FORM **5** Source Control

BATCH DISCHARGE APPLICATION

Date of Request: _____

for official use only

Batch Discharge Number:

_____ - _____

Fee Required: ☐ Yes ☐ No

Fee Paid: ☐ Yes ☐ No Check No. _____

This form is required for requests to discharge temporary groundwater or channelized / impounded or pumped stormwater associated with construction activities into a city conveyance system.

Requested By

Contact Name: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Telephone: (*area code required*) _____ **Cellular:** _____

Facsimile: _____ **Pager:** _____

Email Address: _____

Discharge Generator

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Contact: _____ **Telephone:** _____

Description of Wastewater *(if applicable, attach analytical data report)*: _____

_____

_____

Proposed Date(s) of Discharge: _____

Discharge Volume: _____ gallons per day **Requested Rate of Discharge:** _____ gallons per minute

Building Permit/City Project Number: _____

City of Portland Project Manager *(if applicable)*: _____

Proposed Point of Disposal *(attach diagram)*: _____

_____

_____

Signature: _____

Date: _____

FORM 6 Source Control

SUBMETER APPLICATION

Construction and Groundwater Discharge

Date of Request: _____

Building Permit Number: _____

Project Information

Project Name: _____

Site Address: _____ *Portland Oregon Zip:* _____

Contact Name: _____

Company Address: _____ **City/State/Zip:** _____

Mailing Address: _____ **City/State/Zip:** _____

Telephone *(include area code)*: _____ **Fax:** _____

Anticipated Construction Start Date: _____ **End Date:** _____

Will ongoing dewatering activities occur onsite once construction is complete?

☐ **Yes** *(Complete Section 1 and 2, below)* ☐ **No** *(Complete Section 1 only)*

Billing Information

Have you opened a sewer account with Portland Utilities?

☐ **Yes Acct. No.:** _____ ☐ **No** *(Contact the City of Portland, 503-823-7856 to set up an account)*

Section 1 - Contact Information During Construction

Contact Person: _____

Company Name: _____

Billing Address: _____

City/State/Zip: _____

Telephone: _____ **Fax:** _____

Section 2 - Contact Information Post-Construction

Contact Person: _____

Company Name: _____

Billing Address: _____

City/State/Zip: _____

Telephone: _____ **Fax:** _____

Meter Information

City Code 17.36.050 - ALL meters shall register in cubic feet

Meter Serial Number	Meter Dials	Stationary Zeros	Install Read
No. 1: _____	1: _____	1: _____	1: _____
No. 2: _____	2: _____	2: _____	2: _____

Applicant Signature: _____ **Date:** _____

Print Applicant Name: _____

for official use only

Date App. Rec'd *(Month/Date/Year)* : _____

Receiving Sewer Type: ☐ **Sanitary/combined** ☐ **Storm**

Meter Type: ☐ **Odometer** ☐ **Digital**

Reviewed By: _____ **Date:** _____

FORM 7 Source Control

LONG-TERM DEWATERING APPLICATION

Date of Request: _____

for official use only

Permit or Authorization Number:

_____ - _____

Fee Required: ☐ Yes ☐ No

Fee Paid: ☐ Yes ☐ No Check No. _____

This form is required for requests to permanently discharge groundwater into a city conveyance system.

Requested By

Contact Name: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Telephone: (*area code required*) _____ **Cellular:** _____

Facsimile: _____ **Pager:** _____

Email Address: _____

Discharge Generator

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Contact: _____ **Telephone:** _____

Description of Discharge (*attach analytical data report if applicable*): _____

_____

_____

_____

Discharge Volume: _____ gallons per day **Requested Rate of Discharge:** _____ gallons per minute

Building Permit/City Project Number: _____

City of Portland Project Manager (*if applicable*): _____

Proposed Point of Disposal (*attach diagram*): _____

_____

_____

Signature: _____

Date: _____