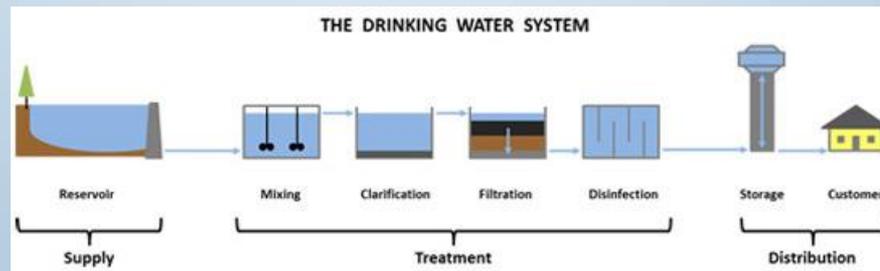


# ONLINE APPLICATIONS, PLANS & WAIVERS

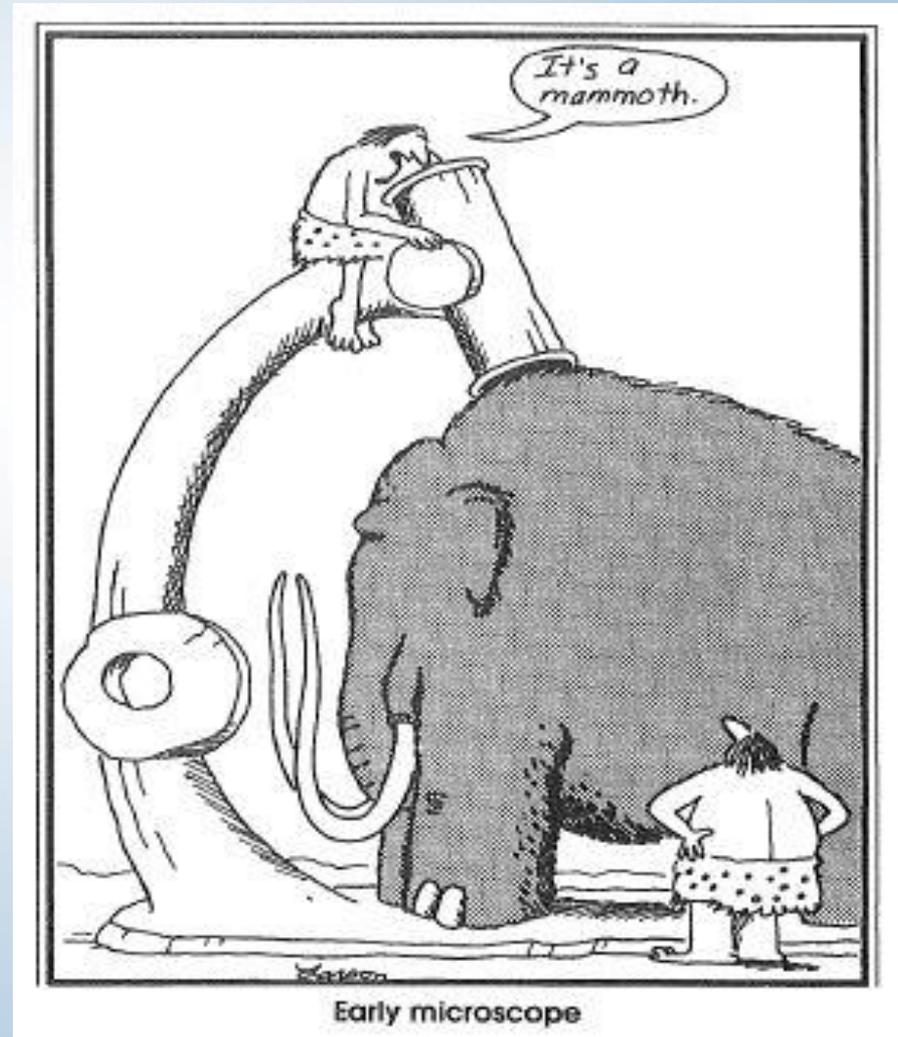


[Click Here To Apply!](#)



# ONLINE APPLICATIONS, PLANS & WAIVERS

- Why online tools?
  - Not just for the sake of using technology
  - Standardize submittals
  - Eliminates some data entry duplication
  - Expedite review/comment process
  - Centralize documentation process
  - Overall – more efficient review of submittals



# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ What was in place, effective April 24, 2012:

- Online tools for surface water, groundwater, and consumptive use applications were made available to the public.



## ➤ What's new, effective February 18, 2016:

- New online tools for an aquifer test plan (ATP) or an aquifer test waiver request (Waiver) became available.
- New and improved groundwater withdrawal applications:
  - a. One for projects with an ATP or a Waiver that was approved prior to the online Plan/Waiver process; and
  - b. One for projects with approval of an online Plan or Waiver.
- New functional sample templates for each online tool.

# ONLINE APPLICATIONS, PLANS & WAIVERS

➤ Steps to make a successful submission (approval pending):

\*\*\* Must use Mozilla Firefox as your internet browser \*\*\*

1. Register as a user
2. Initiate an application/ATP/Waiver
3. Share an application/ATP/Waiver
4. Complete an application/ATP/Waiver
5. Submit an application/ATP/Waiver



# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Accessing the online tools:

1. Go to [www.srbc.net](http://www.srbc.net)
2. Select either “Forms and Applications” or “New Online Tools for GW Applications” (see a.)
3. Links for the available online tools are displayed (see b.)

**a.**

SUSQUEHANNA RIVER BASIN COMMISSION  
Protecting Your Watershed for Today and Tomorrow

About Us Newsroom Public Information Programs & Activities Policies & Regulations Contact Us

Public Participation  
SRBC Hearings & Business Meetings  
• Notices & List of Project Applications  
• Information on Applications  
• Commenting  
• Rules of Conduct

State of the Susquehanna  
Information on Basin Indicators

Map & Data Atlas  
Base Maps and GIS Data

Natural Gas Shales  
Projects, forms and regulations.

Forms and Applications  
Plans and Studies  
Hydrologic Conditions  
Subbasin Information

What's New  
• Public Water Supply Assistance Program – Spring Workshops  
• New Online Tools for Groundwater Withdrawal Applications

Stay Up-to-Date  
Water Resource Portal  
Search pending applications and approved projects.

Remote Water Quality Monitoring Network  
Examine water quality data at select streams in the northern river basin.

Flood Forecast & Warning System  
Get flood and river forecasts, learn about flooding and view flood maps.

Susquehanna River Basin Commission  
4423 North Front Street • Harrisburg, PA • 17110  
phone: (717) 238-0423 • fax: (717) 238-2436  
email: srbc@srbc.net  
hours of operation: 8:00 a.m. to 4:00 p.m.  
Directions to SRBC

**b.**

**Groundwater Projects: Instructions and Applications**

The online GW withdrawal application and Plan/Waiver tools require use of Firefox

- Online Groundwater Withdrawal Application (NEW)
- Online Groundwater Withdrawal Application Instructions (PDF)
- Aquifer Testing Plan (NEW)
- Aquifer Testing Plan Waiver Request (NEW)
- Aquifer Testing Plan / Waiver Request Instructions (PDF)
- Functional Sample Template for Aquifer Testing Plan (NEW)
- Functional Sample Template for Aquifer Testing Plan Waiver Request (NEW)
- Functional Sample Template for Groundwater Withdrawal Application (NEW)

**Surface Water Projects: Instructions and Application**

- Surface Water Online Applications
- Metering Plan Preparation Guidance For Surface Water Withdrawals
- Functional Sample Template for Surface Water Withdrawal Application (NEW)

**Consumptive Water Use Instructions and Applications**

- Consumptive Water Use Online Application
- Consumptive Water Use Pond Evaporation Calculation (74) (PDF)
- Functional Sample Template for Consumptive Use Application (NEW)

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Steps to register as a user:

1. Must be done by project sponsor (only once)
2. Select the online tool you need and you will be directed to login screen
3. Click “Register” beneath login box (a.)
4. Enter the requested information and select “create user” (b.)
5. SRBC staff will process the new user request - allow 24-48 hours
6. SRBC staff will send the user an e-mail to confirm user name & password are active.

a.

Online Applications and Registrations  
Susquehanna River Basin Commission

This Website is for use by Project Sponsors and Consultants with whom an application has been shared.  
Contractors may not register to use this Website. If you are a contractor and need access to an application, please coordinate with the Project Sponsor to have the application shared for your access.

Log In

User Name:

Password:

Log In

Register

Forgot Your Password?

Enter your User Name to receive your password.

User Name:

Submit

b.

Online Applications and Registrations  
Susquehanna River Basin Commission

This Website is for use by Project Sponsors only; Contractors may not register to use this Website. If you are a contractor and need access to an application, please coordinate with the Project Sponsor to have the application shared for your access.

Account Information

User Name:  \* Required

Password:  \* Required

Confirm Password:  \*

E-mail:  \*

Profile Information

Honorific: Select \*

First Name:  \*

Middle Name:  \*

Last Name:  \*

Title:  \*

Company:  \*

Address 1:  \*

Address 2:  \*

City:  \*

State:  \*

Zip:  \*

Phone:  (xxx-xxx-xxxx) \*

\*Required

Create User

# ONLINE APPLICATIONS, PLANS & WAIVERS

- Steps to initiate an application (or ATP/Waiver):
1. On “Forms & Applications” page, review instructions. For ATP/Waiver, also review “Aquifer Test Guidance” found on the “Policies & Regulations” tab.
  2. Select the online tool you need & you will be directed to login screen.
  3. Project Sponsor enters the login information and select “Log In”.
  4. Create a new application following steps 1-4 (refer to a.).
  5. Project sponsor will be prompted to first complete Form 72 (b.), which is submitted by clicking “Finish” (c.).

a.

Create New Application or Initiate a Registration

Type:

Source Name:

Create

Application/Registration Name:  Search

b.

Online Applications and Registrations  
Susquehanna River Basin Commission

Groundwater Withdrawal Application

Form 72 Status: Online version: Incomplete LAST UPDATED BY USER: 3/16/2016 10:32:59 AM

[click here for Form 72](#)

Source: mac Print Version

Last Application Update: 3/16/2016

Please disable popup blocker.

Form 72 is incomplete. You must complete Form 72 to begin application.

OK

c.

Form 72 - Project Sponsor Information

Name and Signature of Officer or Project Owner - Step 8 of 8

I, the Project Sponsor or the duly authorized representative of the Project Sponsor certify, under penalty of law (or perjury), as provided by 18 Pa. C.S.A. §4904; Section 210.45, of the New York Penal Law; Section 9-101 Maryland Crimes Code and 28 U.S.C. §1746, that the information contained herein and all information accompanying this form is true and correct, and that I am authorized to act on behalf of the project sponsor.

Authorized Representative:

Date:

Signature:

Title:

Signature is required

Save / Exit Previous Finish

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Steps to share an application (ATP/Waiver):

**a.**

1. Once Form 72 is verified (a.), the sponsor can share the application.
2. Sharing is optional
3. Follow steps b/c/d to share application.

Groundwater Withdrawal Application  
Form 72 Status: Complete LAST UPDATED: 9/30/2015 10:26:24 AM  
Form 72 has been verified.  
Source: Fields Supply Well [Print Version](#)

Page 1 Page 2 Page 3 Page 4

1. Project Sponsor: [Edit](#)

**b.**

Create New Application or Initiate a Registration

Type: Groundwater Withdrawal  
Source Name:

Create

Application/Registration Name:  Search

	Application Name	Type	Share	Delete
<a href="#">Continue</a>	Steeple Top Impoundment	HWSF	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	Brine Facility	Source (13)	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	Sunbury Generation	Source (13)	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	EMPORIUM WATER COMPANY (6120002)	Source (13)	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	Fox Run Impoundment	HWSF	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	Quaker Lake wastewater treatment plant (PA0060623)	Source (13)	<a href="#">Share</a>	<a href="#">Delete</a>

**c.**

Authorizing Access

I understand that I am authorizing access to my application with a third party and release SRBC from any liability as a result of authorizing this access.

I agree

**d.**

Email address of the user you would like to share this application with:

Username for this person:

# ONLINE APPLICATIONS, PLANS & WAIVERS

- Steps to complete an application (ATP/Waiver):
  1. Once application is initiated, the sponsor (or shared personnel) can access the application by selecting “Continue” after logging in (a.).
  2. Navigate by clicking tabs at top and bottom of screen (b.).
  3. Section 1.1 is pre-populated using sponsor’s registration information.
  4. “HELP” button to left allows user to e-mail SRBC’s IT department.

**a.**

**Online Applications and Registrations**  
Susquehanna River Basin Commission

Logout  
Applications  
Profile  
Shared Users  
SRBC Homepage

[Create New Application or Initiate a Registration](#)

Type:

Application/Registration Name:

—

**Unsubmitted Applications & Registrations**

	Application Name	Type	Share	Delete
<a href="#">Continue</a>	SLM	Aquifer	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	SLM2	GW	<a href="#">Share</a>	<a href="#">Delete</a>
<a href="#">Continue</a>	SLM3	GW	<a href="#">Share</a>	<a href="#">Delete</a>

**b.**

**Online Applications and Registrations**  
Susquehanna River Basin Commission

Logout  
Applications  
Profile  
Shared Users  
SRBC Homepage

**Groundwater Withdrawal Application**  
Form 72 Status: Complete LAST UPDATED: 3/16/2016 2:10:51 PM  
[Form 72 has been verified.](#)  
Source: SLM2 [Print Version](#)

Last Application Update: 3/16/2016 2:10:57 PM  
Please disable popup blocker before beginning application.

[Application Instructions](#) [1.0 Application Background](#) [2.0 Project Facility Information](#)  
[3.0 Project Water Source\(s\)](#) [4.0 Updated Groundwater Availability Analysis](#) [5.0 Results and Conclusions](#)  
[6.0 Supplemental Plans](#)

[HELP](#)

**1.0 Application Background**  
This section requests pertinent information related to the application that is being submitted.

**1.1 Project Sponsor** [Edit](#)

Company Name:

Mailing Address Line 1:

Mailing Address Line 2:

City:

State:

ZIP Code:



# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Cool online features:

1. Application fee is estimated at bottom of page 1 (a.).
2. Uses the “Fee Type” and “Maximum 30-Day Average (mgd)” to calculate.
3. For municipal/exempt (b.), need to contact the Commission for access code (call GW Project Review Staff).

**b.**

**Municipal Fee**

Public water systems owned and operated by a governmental authority, as defined in the Commission Regulation 18 CFR §806.3, are eligible to pay the discounted fee amounts identified in the "Municipal Fee" category listed in the Commission's Regulatory Fee Schedule. For purposes of determining the appropriate review fee type, municipalities are defined as political subdivisions of the member states, which shall include counties, townships, towns, boroughs, villages, cities, authorities, boards or any other organizations or public benefit corporations created by the member jurisdictions and not having jurisdiction-wide authority. When a municipality engages in private enterprise activities unrelated to traditional delivery of potable water to residences and businesses within its prescribed service area, fees associated with such activities will be subject to the standard fees applicable to any private enterprise.

**\*In order to be able to click on the "Municipal" fee type, the project sponsors must first contact the Commission to obtain an access code. Please contact the Commission at the following phone number to obtain the Municipal Access Code. Phone: (717) 238-0423**

**a.**

### 1.2 Project Review Fee Type

The Susquehanna River Basin Commission (Commission) requires payment of fees for the review of groundwater withdrawal application. The fee which is due is based upon the Commission's [Regulatory Program Fee Schedule](#) in effect on the date that the withdrawal application is submitted to the Commission. A separate review fee is required for each application submitted.

An invoice for the appropriate review fee will be automatically generated and emailed to the project sponsor when the withdrawal application is submitted. The invoice must be paid in full within thirty (30) days of the date the withdrawal application is submitted. Failure to submit payment of the fee within 30 days or submission of an insufficient fee will result in its return to the project sponsor or, at the discretion of the Commission, an additional billing of the proper fee to the project sponsor.

#### Application Type

New Application  Renewal Application  Renewal w/ Modification

Type	Beginning Limit (gpd)	Ending Limit (gpd)	Standard Fee	Municipal Fee
Withdrawals		99,999	\$7,475.00	\$4,487.00
Withdrawals	100,000	199,999	\$11,250.00	\$6,750.00
Withdrawals	200,000	499,999	\$15,050.00	\$8,994.00
Withdrawals	500,000	999,999	\$18,800.00	\$11,249.00
Withdrawals	1,000,000	5,000,000	\$22,525.00	\$13,482.00
Withdrawals	5,000,001	10,000,000	\$48,895.00	\$29,279.00
Withdrawals	10,000,000	100,000,000	\$48,895.00	\$29,279.00

\*For withdrawals greater than 10 mgd, there is an additional fee of \$8,580 (standard) or \$5,142 (municipal) for each 1 mgd increment.

#### Fee Type

Standard  Municipal  Exempt

### 1.3 Existing and Projected Facility Water Use

The usage should be entered in million gallons per day (mgd) and rounded off to the nearest one thousand gallons (three decimal places).

Projected Design Year:

0

Total Project Water Usage	Existing Usage (mgd)	Projected Usage For Design Year (mgd)
Maximum 30-day Average Water Demand	1.3	1.51
Maximum Daily Water Demand	1.5	1.75
System Capacity	2.02	0

### 1.4 Requested Withdrawal Amount:

Estimated Daily Hours of Operation per Day (Ex. = 5): 24

Maximum Instantaneous Withdrawal Rate (gpm): 1400

Maximum 24-Hour Day (mgd): 0

Maximum 30-Day Average (mgd): 1.51

Estimated application fee: \$13,482.00



# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Cool online features, continued

1. Phase I groundwater availability analysis updates automatically.
2. User enters recharge area, rates, other users, & anticipated withdrawal rate.
3. Online tool calculates percent utilization, and if greater than 50%, activates the Phase II data entry boxes (see bottom of page).

Table 4.3 Proposed Source Withdrawal(s)

Source Well ID	Anticipated Withdrawal Rate <sup>1</sup>	
	Maximum Instantaneous Rate (gpm)	Daily Withdrawal Rate (mgd)
	130.000	0.187
	0.000	0.000
	0.000	0.000
	0.000	0.000
	0.000	0.000
	0.000	0.000
	0.000	0.000
	0.000	0.000
	0.000	0.000
	TOTAL=	0.187 †

**Notes:**

1. It is important to note that the Commission will not approve a withdrawal from a proposed source well at a rate that is greater than the tested constant rate of withdrawal.

Table 4.4 Utilization Summary

	Volume
Available 1-in-10-year Drought Recharge	.662
Existing Groundwater Withdrawal(s)	.272
Remaining 1-in-10-year Recharge Available (minus existing withdrawal)	.39
Proposed Withdrawal (anticipated withdrawal rate)	.187
Remaining Groundwater Availability	.203
Percent Utilization 1	69.325

**Note:**

1. A Phase II Groundwater Availability Analysis will be required if the Phase I Groundwater Availability Analysis indicates that the anticipated withdrawal rate will be greater than 50 percent of the available resources (i.e. Percent Utilization > 50%) during a 1-in-10-year drought.



### 4.2.2 Phase II Groundwater Availability Analysis



# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Cool online features, continued

1. Information Icons (see arrow below) – present throughout the online tools to offer additional insight on data needed.
2. Required fields – most data fields require an entry or the application/ATP/Waiver can not be submitted. Fields that are not required are marked (see red ellipse below).
3. Check for Errors – this button allows the user to check for errors or missing data that would prevent submittal of the application/ATP/Waiver.

The screenshot displays a web form for a groundwater withdrawal application. At the top, a yellow box contains the section title "6.6 Miscellaneous Data File" followed by a blue information icon and the text "(as needed)". Below this, there is a "Browse..." button, the text "No file selected.", and an "Upload" button. Below the yellow box, there are several buttons for navigation: "Application Instructions", "1.0 Application Background", "2.0 Project Facility Information", "3.0 Project Water Source(s)", "4.0 Updated Groundwater Availability Analysis", "5.0 Results and Conclusions", and "6.0 Supplemental Plans". At the bottom of the form, there is a "Check For Errors" button, which is circled in red. Below the "Check For Errors" button are two large green buttons: "Save Groundwater Withdrawal Application" and "Submit Groundwater Withdrawal Application". A red arrow points to the information icon in the yellow box.

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Steps to submit an application (ATP/Waiver):

1. “Check for Errors” - must indicate no errors before submittal.
2. Submit - must be performed by the project sponsor!
3. Confirm fees – if application is submitted with incorrect fees, sponsor may be charged an administrative fee to correct (a.).
4. After signing, selecting “Submit” will result in 1 of 2 responses (b or c below):

**a.**

Susquehanna River Basin Commission

Please review invoice for accuracy prior to submitting. By submitting this application, you agree that the invoice is correct. **If the invoice is determined to be incorrect due to an error in completion, an administrative fee will be charged to the project sponsor to correct the invoice.** All fees become due and payable within 30 days of submittal. Fees may not be refunded if you withdraw this application after the review process has been initiated. Additionally, fees will not be reduced nor credited if the Commission's approval authorizes a withdrawal rate that is less than the requested rate.

Draft Invoices are shown below.

The information contained in this application will be public record upon submission.

I hereby state that the facts set forth within this application are true and correct to the best of my knowledge, information and belief. I understand that this submission is subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

**Signature Required**

Name: bob  
Company: srbc energy  
Title: boss

Please review the invoices below carefully, before submitting your application.

**SRBC**  
Bret Wagner  
1721 N. Front St.  
Harrisburg, PA 17102  
717-887-7270

Invoice  
Date: 3/16/2016  
Invoice #: TBD  
Due Date: 4/15/2016

Approval/Pending #:

DESCRIPTION	AMOUNT
Application Fee-GW: GW Application	\$13,482.00
	Credits: \$0.00
	Payments: \$0.00
	Refunds: \$0.00
	<b>TOTAL: \$13,482.00</b>
<b>Municipal Discount: \$9,043.00</b>	

**b.**

Online Applications and Registrations  
Susquehanna River Basin Commission

Logout  
Applications  
Profile  
Shared Users  
SRBC Homepage

Your application was submitted successfully. SRBC will contact you if any additional information is required. Thank you!

Please [click here](#) to go to the Applications page.

**c.**

Submittal unsuccessful. See bottom of application for details.

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Post submittal information (1 of 2):

1. Keep a copy of the application (ATP/Waiver):

- At the “Submitted Applications & Registrations” screen, select “View” (a.).
- Application can be printed by selecting “CTL + P” and following the on-screen prompts.
- Also – click on “View all pdf uploads here”, which compiles all uploaded PDFs (b.). Print using “CTL + P”.
- Excel (or other) files – print individually.

2. Application and project description attachment are viewable on SRBC’s water resource portal once administratively complete.

**a.**

-

**Submitted Applications & Registrations**

Application Name	Type	NOI / Pending #			
atp solo	Aquifer		<a href="#">Invoice</a>	<a href="#">View</a>	<a href="#">Withdraw</a>
SLM	Aquifer		<a href="#">Invoice</a>	<a href="#">View</a>	<a href="#">Withdraw</a>
Bmiller 1	GW		<a href="#">Invoice</a>	<a href="#">View</a>	<a href="#">Withdraw</a>
bw test plan	Aquifer		<a href="#">Invoice</a>	<a href="#">View</a>	<a href="#">Withdraw</a>

**b.**

**SUSQUEHANNA RIVER BASIN COMMISSION**  
 4423 North Front Street • Harrisburg, Pennsylvania 17110-1788  
 Phone (717) 238-0423 • Fax (717) 238-2436  
 Web http://www.srbc.net

**SRBC: SLM**  
 P-2016-020 - Invoice#:54509 - Aquifer Test Plan

[View all pdf uploads here](#)

**Application Instructions**  
[Read Me](#)

**1.0 Background Information**  
 This section requests pertinent background information about the project.

**1.1 Project Sponsor:**  
 Company Name: SRBC  
 Mailing Address Line 1: 1721 N. Front St.  
 Mailing Address Line 2:  
 City: Harrisburg  
 State: PA  
 ZIP Code: 17102

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Post submittal information (2 of 2):

3. Automated e-mail to project sponsor – This e-mail confirms submittal and includes the assigned pending (application) or preliminary (ATP/Waiver) number.
  - Invoice – The e-mail also informs the sponsor that an invoice is available for printing and payment is due within 30 days.
  - Public Notices – For applications, all notices must be made within 20 days using the assigned pending number. **Staff can assist with proof-reading notices prior to sending.**

**From:** [OnlineApplications@srbc.net](mailto:OnlineApplications@srbc.net) [mailto:OnlineApplications@srbc.net]  
**Sent:** Friday, February 26, 2016 10:28 AM  
**To:** Wagner, Bret  
**Subject:** Your Surface Water Withdrawal Application Submission to Susquehanna River Basin Commission

Re: 2016-028

Thank you for submitting your online application to the Susquehanna River Basin Commission (Commission). This email is a confirmation that the Commission has received your online application.

Before your application can be processed by Commission staff, the following additional action items are required:

- In accordance with Commission Regulation 19 CFR §806.15, public notifications must be completed. Once completed, proof of notifications must be provided or published no later than 20 days after submittal. A link for complete notice requirements. All notices must include the pending project number provided in the subject line of this e-mail.
- Commission staff is available to review public notice documentation prior to issuing the notices. This may help identify inconsistencies and assist in providing a more administratively complete application.

**Please note that the Public Notice Guidelines have recently changed. Notices that are inconsistent with the Public Notice Guidelines are subject to re-notice.**

- Please print your invoice and mail (first class) with payment to: Susquehanna River Basin Commission General Fund P.O. Box 4582 Harrisburg, PA 17111-4582

Your application will not be processed until proof of completed notifications and payment are received.

Thank you,

The Susquehanna River Basin Commission

Please do not reply to this message. This has been automatically generated; your reply will not be received.

# ONLINE APPLICATIONS, PLANS & WAIVERS

## ➤ Miscellaneous Items:

- Functional Sample Templates – allows a user to preview an application (ATP/Waiver) to see what information is required.
- Review Process – Submittals will be returned to project sponsors during administrative and technical reviews. All requested documentation must be uploaded online.
- Approval – Applications are approved by Commissioners at a quarterly business meeting; ATP/Waiver approval can be issued by staff.
- Existing ATP/Waiver Approvals – Use stand alone application; all online ATP/Waivers automatically link to a withdrawal application.
- **Goal - No paper ATP/Waivers after April 18, 2016.**



# ONLINE APPLICATIONS, PLANS & WAIVERS

QUESTIONS?

