

Capacity Assurance Program Analysis Request Form Instructions

This form is for all projects and phased projects that total > 4,000 gpd. For projects ≤ 4,000 gpd, submit for approval directly to the respective wastewater service area, as defined in IV. below.

- I. **Date of Application:** Provide date on which application is submitted to the City.
- II. **Name of Proposed Project:** Provide name of project as commonly referred to by applicant.
- III. **CAP#:** This number will be assigned by the City of Columbia; leave blank.
- IV. **Wastewater Service Area, select from:**

- In City Service Area
- Ni America
- Fort Jackson
- ERCPSD (East Richland County Public Service District)
- West Columbia
- Other (define area)

V. **Type of Development, select from:**

- New Residential
- New Commercial
- New Industrial
- Change in Use/Ownership
- Upfit (increase or decrease in flow)

VI. **Type of Development, select from:**

- Domestic/Commercial Wastewater
- Industrial Wastewater*

*In order to determine if your contributing wastewater is classified as domestic/commercial or industrial please refer to the Informational Documents listed under the Industrial Pretreatment Program website at <http://www.columbiasc.net/wastewater/regulatory-programs/industrial-pretreatment> for regulatory requirements and for wastewater related definitions visit:

https://www.municode.com/library/sc/columbia/codes/code_of_ordinances?nodeId=COOR_CH23UTEN_ARTI_VWASE&searchText=#COOR_CH23UTEN_ARTIVWASE_S23-101DE

VII. **Pre-CAP or CAP:** Choose one.

- A) **Pre-CAP** - The Pre-CAP analysis provides the developer/engineer of a prospective project with an initial non-binding assessment of the City's ability to collect, transmit, and treat the additional estimated wastewater flow from a prospective project.
- B) **CAP** - The CAP analysis is a final assessment of the City's ability to collect, transmit, and treat the additional wastewater flow from a proposed project. The CAP is performed as a part of Columbia's sub-division plan review process which applies to any proposed project.

VIII. **TMS# of proposed development:** Provide the County TMS# for all parcels included in the proposed project.

IX. **Street address of proposed development:** Provide street address.

X. **Proposed development includes:** Provide a description of the proposed project. (*ex. 40 single family homes or 25,000 commercial building*)

XI. **Phased Project:** Yes or No. If yes, provide the phase and part of the project at the time of submittal.

- XII. **Revision to Previous Project:** If the project has previously been permitted and is now been revised, identify the original project name (if different), the Construction Permit Number/CAP Number and the authorization date.
- XIII. **Estimated ADF:** Provide estimated average daily flow.
- XIV. **Estimated Peak Flow:** Provide estimated peak flow. Please provide calculations to show total flow being requested, and justifications for peaking factor being utilized if above 2.5.
- XV. **Projected Calendar Quarter when additional flow from connection will begin:** Provide calendar quarter (*ex. Q1 2015*)

CW2020 Processing Procedures

Pre-CAP

Submit an original signed copy of the Capacity Assurance Program Analysis Request Form and all other required information to the City of Columbia Subdivision Review Manager in the Engineering Division.

Submit by email or mail to:

City of Columbia Engineering Division
Scott Rogers: msrogers@columbiasc.net
1136 Washington Street, 6th Floor
Columbia, SC 29201
803-545-3400

CAP

Submit an original signed copy of the Capacity Assurance Program Analysis Request Form and all other required information to the City of Columbia Development Center in conjunction with any other Development Center submittal requirements.

Refer to www.columbiasc.net for Development Center submittal requirements.

Submit by mail to:

City of Columbia Development Center
1136 Washington Street
Columbia, SC 29201
803-545-3483