Return to:
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Springfield Utility Board
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Springfield, OR 97477
Phone: 541.744.3745
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Drinking Water Protection (DWP) Application Exemption Request

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Associated Land Use or Building Permit Case No.:	**Planner:**
Existing Use:	**Proposed Use:**
Size of Property:	**Acres** ☐ **Square Feet** ☐

Property Owner:	The undersigned acknowledges that the information included with this application is correct and accurate. The undersigned also certifies that the total quantity of hazardous materials on the subject site will not exceed the amount listed in this application and will not contain Dense Non-Aqueous Phase Liquids (DNAPLs).	
	Signature	
	Print	**Date:**

DWP Application Exemption Request Process

Commercial and industrial facilities located within the DWP Overlay District that do not store, use, or produce more than twenty gallons of hazardous materials and that do not contain dense non-aqueous phase liquids (DNAPLs) may choose to seek exemption from submitting a DWP application. However, even if the applicant's exemption from submitting a DWP application is approved, the applicant may still be subject to DWP regulations if the Development & Public Works Director, in consultation with the Springfield Utility Board (SUB) and the Fire and Life Safety Department, determine that an exempt hazardous material, activity, or facility has the potential to degrade groundwater quality. In such instances, the DWP regulations will be enforced concurrently with any associated land use application.

1. Applicant Submits a DWP Application Exemption Request to SUB

- The request must conform to the *DWP Application Exemption Request Submittal Requirements Checklist* on page 3 of this application packet.
- SUB staff conducts a detailed completeness check of the application.
- SUB staff notifies the applicant in the event that submittal requirements are missing or unclear. Note: Sites may be inspected at any time to verify information provided in the submittal, and applicants may be requested to submit some or all Material Safety Data Sheets (MSDS) for items listed on the list of hazardous materials.
- An application is not deemed technically complete until all information necessary to evaluate the request has been provided to SUB.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. SUB Reviews the Application and SUB and the City Issue a Decision

- SUB staff notifies the applicant and the City of Springfield planner in writing regarding the decision to grant the exemption or not.
- The planner assigned to the associated land use case incorporates the exemption decision and any applicable findings and conditions into the land use decision.
- DWP application exemptions are not granted in perpetuity. If the conditions of exemption are deemed to have not been met at any point in time by SUB, a DWP application will be required.

DWP Application Exemption Request Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

☐ **DWP Application Exemption Request Form**

☐ **Proposal Description –** provide a very brief description of the nature of the business or operation, as well as a description of how the business or operation will use, store, or produce hazardous materials

☐ **List of All Hazardous Materials** to be used, stored, or produced on the site (e.g., cleaning products, paints and paint products, pesticides, maintenance supplies, petroleum products, automotive supplies, etc.).

Hazardous materials are defined as those chemicals or substances which are physical or health hazards as defined and classified in the most recently adopted or amended Fire Code by the City, whether the materials are in usable or waste condition. Commonly used office supplies do not need to be listed.

The list should include the following for each hazardous material:

- ☐ Name of the product
- ☐ Manufacturer
- ☐ Total quantity of each product