



# Flow Acceptance Request Form

Project Name:

HRSD Work Order No:

## Project Owner Information

Project Owner:

Contact Name:

Phone Number:  Email:

## Project Design Flow (per the Regional Technical Standards Flow Projection Table)

	Number of Units	Flow per Unit (gpd)	Flow Duration (hours)*	Peak Factor	Avg. Daily Flow (gpd)	Peak Daily Flow (gpd)
Residential						
Commercial						
Industrial						
<b>Totals:</b>						

- \* Flow duration should be 24 hours for public and/or regional pump station facility design
- Average Daily Flow (ADF) = No. of Units x Flow/Unit
- Peak Daily Flow = ADF x Peak Factor

## Project Connection Types (check only one)

### Gravity Connections (Project does not require a pump station/force main to connect to public system)

Existing HRSD gravity sewer manhole

New HRSD gravity sewer manhole

Existing/New jurisdiction gravity sewer manhole

Jurisdiction low pressure force main (gravity outfall)

### Pumped Connections (Project requires a pump station/force main to connect to public system)

Existing HRSD interceptor FM branch valve      Enter HRSD Valve Guide No:

New HRSD interceptor FM tap valve

Jurisdiction FM directly connected to HRSD interceptor force main

## Project Catchment Basin Information (check only one)

Within existing catchment basin      Enter Catchment Basin ID:

Outside existing catchment basin      Enter Catchment Basin ID:

New catchment basin

## Project Pump Station Ownership (only complete this section if applicable to your project)

Public pump station      Private pump station

## Existing Pump Station Receiving Project Flows

If your project's sewer flow is conveyed to an existing private or jurisdictional pump station facility, please provide the following information.

Pump Station Number	Pump Station Name	Ex. Design Flow (gpm)	Ex. Design Head (ft)	New Design Flow (gpm)	New Design Head (ft)

## New Pump Station or Existing Pump Station Upgrade Information

Please provide the following information for a new pump station or if the existing pump station is upgraded.

Pump Station Information	Pump #1	Pump #2	Pump #3	Pump #4
TDH (ft)				
Flow (gpm)				
Motor HP				
Pump Manufacturer				
Pump Model				

## Required Documentation

The following documents are required and must be submitted to HRSD Development Services prior to processing this request.

1. Full site plan.
2. Plan and Detail of proposed connection as appropriate.
3. Provide general location map (no smaller than 1"-2000') showing the project location. General wastewater flow path, if applicable, should be indicated as well.
4. Service area outline.
5. Pump curves with system curves overlaid (HRSD Pressure Policy system curve must be included). For existing pump stations that do not need modifications, the existing pump curve needs to be submitted with the existing design point and the new design point shown.
6. Flow calculation sheets.

All application requests will be processed within 15 HRSD working days from the date of submittal of all required documents to HRSD.

All applications need to be emailed to [developrequest@hrsd.com](mailto:developrequest@hrsd.com). Electronic versions of all corresponding documentation should be included in the application email as attached files.

For those that cannot email an electronic version of the supporting documentation, please send it via regular mail, along with a copy of the application to: HRSD Development Services, P.O. Box 5911, Virginia Beach VA 23471-0911.

## Jurisdiction Certification

Name:	<input type="text"/>	Title:	<input type="text"/>
Department:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		

**By signing this document, I certify the information provided above is consistent with the approved flow calculations and in compliance with the Regional Technical Standards of the Virginia Department of Environmental Quality Special Order by Consent.**

Signature  Date: