The Missouri Department of Natural Resources hereby issues a permit to:

**Construction Permit ID:** MOGSE0104  
**Title of Project:** Sunrise Valley Apartments WWTF  
**Owner:** CJ, Inc. and the Valli Group, LLC  
**Address:** 1717 Sublette Ave.  
St. Louis, MO 63110

The project will also include general site work appropriate to the scope and purpose of the project and will include all the necessary appurtenances to make a complete and usable collection system. The construction of this project will be in the vicinity of the county below and discharge to Receiving Permit ID below:

**County:** Franklin  
**Receiving Permit ID:** MO0125539

for the construction of (described construction project):

Sunrise Valley Apartments-Construction of approximately 1600 lf of 8-inch PVC SDR-35 gravity sewer lines with approximately 10 manholes to serve a 245 PE and a design average flow of 24,500 gpd. The closure plan for the permitted lagoon, MO0104621, is under review by the St. Louis Regional Office.

Project is in the vicinity of 16 Julie Ridge Lane in Washington, Franklin County and discharges to an existing system to be treated at FCPWSD 1, Cobblestone Creek WWTF, MO-0125539. Terry McDaniel, District Supervisor, with FCPWSD1 provided an acceptance letter dated October 13, 2020.

Construction of such proposed facilities shall be in accordance with the provisions of the Missouri Clean Water Law, Chapter 644, RSMo, and regulation promulgated thereunder, or this permit may be revoked by the Department of Natural Resources (Department). As the Department does not examine structural features of design or the efficiency of mechanical equipment, the issuance of this permit does not include approval of these features. This permit applies only to the construction of water pollution control components; it does not apply to other environmentally regulated areas.

**Issue Date**  
October 22, 2020  
Edward B. Galbraith, Director  
Division of Environmental Quality

**Expiration Date**  
October 21, 2022  
Chris Wieberg, Director  
Water Protection Program
APPLICABILITY

1. This permit authorizes the construction of gravity sewer extensions, force mains, and lift stations. Non-earthen flow equalization storage basins at lift stations and inline storage, which flows back into the lift station or collection system, are also included.

2. A site specific sewer extension construction permit may be required by the Department due to compliance and enforcement actions.

3. Projects located within an Approved Sewer Program as noted in the operating permit of the receiving wastewater treatment facility are not required to obtain a construction permit from the Department of Natural Resources (Department).

4. This permit does not apply to:
   A. Earthen storage basins;
   B. Exempt projects unless requested by the applicant or required by enforcement.

PREREQUISITES:

1. The General Sewer Extension Construction Permit application, appropriate fee, and documentation in accordance with 10 CSR 20-6.010(5)(G).

2. The plans and specifications each signed and sealed by a professional engineer registered in the State of Missouri in accordance with 10 CSR 20-8 and 10 CSR 20-6.010.

3. The Design Certification form or Engineering Report or Summary of Design signed and sealed by a professional engineer registered in the State of Missouri certifying the design of the system was prepared in accordance with 10 CSR 20-6 and 10 CSR 20-8.

4. A statement from the continuing authority, as defined in 10 CSR 20-6.010, accepting the wastewater for treatment and indicating the permitted treatment facility has the available capacity.

5. A statement from the continuing authority, as defined in 10 CSR 20-6.010, accepting the responsibility for operation and maintenance of these facilities.

PERMIT CONDITIONS:

1. This permit authorizes the activities and scope of work detailed in the plans and specifications submitted with the request.

2. The construction must be in accordance with the final plans and specifications approved by the Department.

3. State and Federal Law does not permit bypassing of raw wastewater; therefore steps must be taken to ensure that raw wastewater does not discharge during construction. If a sanitary sewer overflow or bypass occurs, report the appropriate information to the Department’s regional office per 10 CSR 20-7.015(9)(E)2., or through the Online Bypass/SSO Reporting system found at https://dnr.mo.gov/eservices.htm under Water Protection.
PERMIT CONDITIONS: (continued)

4. Protection of drinking water supplies must meet the requirements of 10 CSR 23-3.010.
   A. There shall be no physical connections between a public or private potable water
      supply system and a sewer, or appurtenance thereto, which would permit the
      passage of any wastewater or polluted water into the potable supply.
   B. Sewers shall be laid at least fifty feet (50’) in a horizontal direction from any
      existing or proposed public water supply well or other water supply sources or
      structures.

5. Manholes shall be located with the top access at or above grade level.

6. In addition to the requirements for a construction permit, see 10 CSR 20-6.200 for land
   disturbance requirements to obtain a Missouri State Operating Permit to discharge
   stormwater. The permit requires Best Management Practices sufficient to control runoff
   and sedimentation to protect waters of the state. Land disturbance permits will only be
   obtained by means of the Department’s ePermitting system available online at

   See www.dnr.mo.gov/env/wpp/stormwater/sw-land-disturb-permits.htm for more
   information.

7. A United States (U.S.) Army Corps of Engineers (COE) permit (404) and a Water Quality
   Certification (401) issued by the Department or permit waiver may be required for the
   activities described in this permit. This permit is not valid until these requirements are
   satisfied. If construction activity will disturb any land below the ordinary high water mark of
   Jurisdictional Waters of the U.S. then a 404/401 will be required. Since the COE makes
   determinations on what is jurisdictional, you must contact the COE to determine permitting
   requirements. You may call the Department’s Water Protection Program at 573-751-1300 for
   more information.

   See www.dnr.mo.gov/env/wpp/401/ for more information.

8. If this project eliminates a wastewater treatment facility under the jurisdiction of the
   Department, then a full closure plan shall be submitted with a Facility Closure Request Form,
   Form – MO 780-2512 to the Department’s appropriate regional office for review and
   approval. In accordance with 10 CSR 20-6.010(12), the closure plan must meet the requirements
   outlined in Standard Conditions Part III, of the Missouri State Operating Permit. Closure shall not
   commence until the submitted closure plan is approved by the Department.

9. If this project is part of a project to resolve an enforcement action or is receiving funding
   from the Department, submit a statement of work complete following the completion of
   construction
1.0 APPLICATION INFORMATION

1.1 Is this a Federal/State funded project? ☐ YES ☑ N/A  Funding Agency:  

1.2 Has the Department of Natural Resources approved the proposed project’s engineering report?  
☐ YES Date of Approval:  ☑ NO ☑ N/A

1.3 Is a copy of the appropriate plans* and specifications* included with this application?  ☑ YES ☐ NO

1.4 Is a summary of design* included with this application?  ☑ YES ☑ NO

1.5 Is the appropriate fee or JetPay confirmation included with this application?  ☑ YES ☐ NO

See Section 7.0

* Must be affixed with a Missouri registered professional engineer’s seal, signature and date.

2.0 PROJECT INFORMATION

2.1 NAME OF PROJECT
Sanitary Sewer Extension and Lagoon Closure for the Sunrise Valley Apartments

ADDRESS  
16 Julie Ridge Lane  
Washington  
MO  
63090  
Franklin

2.2 Legal Description:  
NE 1/4, SW 1/4, SW 1/4, Sec. 33, T 44N, R 1W

2.3 Project Components (check all that apply):  
☑ Gravity sewers ☐ Pumping stations ☐ Force mains ☐ Alternative sewer system ☐ Other (Describe below.)

2.4 PROJECT DESCRIPTION
Construction of 1,601 linear feet of 8-Inch diameter gravity sewer, (10) 48-inch diameter manholes, and all appurtenances necessary for connection and routing of existing sewer system to Cobblestone Creek gravity sewer system and treatment plant. Demolition and closure of existing lagoon cells and effluent outfalls removed.

2.5 DESIGN INFORMATION

A. Population or number of lots to be served by this extension: 55 PE

B. Estimated flow to be contributed by this extension: Design Average Flow 5.5k gpd  Design Peak Hourly Flow 968 gph

C. Industrial Wastes: Type:  
Flow: gpd

D. Receiving Sewer: Size: 8 inches  Capacity: 446 gpm

3.0 PROJECT OWNER

NAME  
C.J. Inc. and the Valli Group, LLC

ADDRESS  
1717 Sublette Avenue  
St. Louis  
MO  
63110

EMAIL ADDRESS  
cfazio@cincopeprops.com

4.0 CONTINUING AUTHORITY: A continuing authority is a company, business, entity or person(s) that will be operating the facility or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined time period, such as a certified operator or analytical laboratory. To access the regulatory requirement regarding continuing authority, 10 CSR 20-6.010(2), please visit https://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6-6.pdf. A continuing authority’s name must be listed exactly as it appears on the Missouri Secretary of State’s (SoS’s) webpage: https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS.

NAME  
Franklin County P.W.S.D. No. 1

ADDRESS  
3021 Highway A, Suite 101  
Washington  
MO  
63090

EMAIL ADDRESS  
bohr@alliancewater.com

4.1 A letter from the continuing authority or the Continuing Authority and Receiving Wastewater Treatment Facility Acceptance form, if different than the owner, is included with this application  ☑ YES ☐ NO ☑ N/A
## 6.0 ENGINEER

<table>
<thead>
<tr>
<th>ENGINEER NAME / COMPANY NAME</th>
<th>TELEPHONE NUMBER WITH AREA CODE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Van Leer, Cochran Engineering</td>
<td>836-584-0540</td>
<td><a href="mailto:dvanlear@cochraneng.com">dvanlear@cochraneng.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>530A East Independence Drive</td>
<td>Union</td>
<td>MO</td>
<td>63084</td>
</tr>
</tbody>
</table>

## 6.0 RECEIVING WASTEWATER TREATMENT FACILITY

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE NUMBER WITH AREA CODE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCPWSD #1 - Cobblestone Creek Estates</td>
<td>836-742-5200</td>
<td><a href="mailto:bobh@alliancewater.com">bobh@alliancewater.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSOURI STATE OPERATING PERMIT #</th>
<th>REMAINING CAPACITY (gpd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO-0125539</td>
<td>13,772 gpd</td>
</tr>
</tbody>
</table>

6.1 Has the receiving treatment facility agreed to accept the additional wastewater flow? ☐ YES ☐ NO ☑ N/A

6.2 A letter from the receiving wastewater treatment facility, if different than the continuing authority, is included with this application. ☑ YES ☐ NO ☐ N/A

## 7.0 Application Fee

☐ Check Number 44541

☐ JetPay Confirmation Number

## 8.0 PROJECT OWNER: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

[Signature]

Cynthia Fazio

DATE: 10/13/2020

<table>
<thead>
<tr>
<th>TITLE OR CORPORATE POSITION</th>
<th>TELEPHONE NUMBER WITH AREA CODE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>836-238-3233</td>
<td><a href="mailto:cfazio@cincoprops.com">cfazio@cincoprops.com</a></td>
</tr>
</tbody>
</table>

Mail completed copy to:

MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM
P.O. BOX 178
JEFFERSON CITY, MO 65102-0176

MO 780-1833 (10-19) Page 2 of 2
SEWER EXTENSION DESIGN CERTIFICATION

Answer all questions yes, no, or N/A. Answer N/A only if the question is clearly not applicable to the design of the proposed sewer extension OR if a deviation was previously allowed by the Department in the approval of Standard specifications or Standard Detail Sheets.

### 9.0 SEWER EXTENSION CHECKLIST

<table>
<thead>
<tr>
<th>REGULATION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 8.110(9)(B) Are detailed plans showing tributary area, boundaries, pertinent elevations, topography, existing and proposed facilities provided?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2 8.110(3)(A) Is the design flow based on actual flow data for an existing system?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3 8.110(3)(B) Are average design flows, peak hourly flows, and I&amp;I contributions for new systems calculated.</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4 8.120(2) Does the sewer exclude water from roofs, streets, groundwater from foundation drains, and combined wastewater?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5 8.120(3)(C) Is ASTM C969-17 leakage test specified to ensure water tight joint seals and appropriate exfiltration and infiltration rates?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6 8.120(4)(A) Are manholes located at all changes in grade, size or alignment, and all intersections?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7 8.120(3)(A) Are all sewer pipes constructed with a slope to obtain mean velocities of not less than 2 feet per second?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8 8.120(3)(A) Is the pipe covered with at least 36” of soil or sufficiently insulated to prevent freezing?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9 8.120(3)(A) Is the pipe installation, embedment, and backfill designed to prevent damage to the pipe and its joints?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10 8.120(3)(B) Is deflection testing specified to ensure no pipe exceeds a deflection of 5% of the inside diameter?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11 8.120(4)(C) Are manholes at least 42 inches in diameter with a clear opening of 22 inches on sewer line larger than 8”?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12 8.120(4)(C) Where cleanouts are used at the end of a lateral instead of a manhole, are they a minimum diameter of 8 inches or larger and equal to the diameter for pipes &lt; 8”?</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
</tr>
<tr>
<td>13 8.120(4)(E) Are the manholes specified to be watertight, constructed, installed in accordance with the manufacturer’s recommendations and procedures?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>14 8.120(4)(F) Do the specifications include a requirement for inspection and testing for manholes?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>15 8.120(5)(B) Are sewers and manholes located at least 50 feet horizontally from any existing or proposed water supply well, sources, structures?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>16 8.120(5)(A) Is the sewer free from physical connections to a potable water supply system with no water pipes coming in contact with a sewer manhole?</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### 10.0 PRESSURE SEWERS, GRINDER PUMP, STEP AND STEG SEWER CHECKLIST

<table>
<thead>
<tr>
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<tr>
<td>17 8.125(5)(A)1</td>
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<td></td>
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<tr>
<td>18 8.125(5)(A)2</td>
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<tr>
<td>19 8.125(5)(B)</td>
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<tr>
<td>20 8.125(5)(C)</td>
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<tr>
<td>21 8.125(5)(D)1. A</td>
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<td>23 8.125(5)(D)3</td>
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<td>25 8.125(5)(D)7 8.130(3)(B)2</td>
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<td>26 8.125(5)(D)8 8.125(6)(F)6</td>
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<td>27 8.125(6)(D) 8.180(2)</td>
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<td>28 8.125(6)(F)</td>
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<tr>
<td>29 8.125(7)(A) 8.125(7)(C)</td>
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### 11.0 PUMP STATION CHECKLIST

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<td>32 8.130(3)(B)</td>
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<tr>
<td>33 8.130(3)(D)</td>
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<tr>
<td>34 8.130(3)(F) 8.140(8)(J)</td>
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<td>35 8.130(3)(G)</td>
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<td>36 8.130(6)</td>
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### 12.0 SUCTION LIFT PUMP AND SUBMERSIBLE PUMP STATION CHECKLIST

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<td>☐</td>
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<td>43 8.130(4)(B)</td>
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<tr>
<td>44 8.130(5)(A)</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

### 13.0 CERTIFICATION STATEMENT

I hereby certify that the design plans and specifications for this project, to the best of my knowledge, conform to the requirements listed above. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I hereby certify that this plan, specification, and/or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Missouri.

For any question answered "NO" provide explanation. Provide any useful comments on design for review engineer:

---

Missouri Professional Engineer’s Seal:

![SEAL]

Name: David P. Van Leer  
Street Address: 530A East Independence Drive  
City: Union  
State: MO  
ZIP Code: 63084  
Phone Number: 636-584-0540  
Email: dvanleer@cochraneng.com
NOTE ► PLEASE READ THE ACCOMPANYING INSTRUCTIONS BEFORE COMPLETING THIS FORM

1.0 APPLICATION INFORMATION (Note – If any of the questions in this section are answered NO, this application may be considered incomplete and returned.)

1.1 Is this a Federal/State funded project? □ YES □ N/A Funding Agency:  

□ YES Date of Approval: □ NO □ N/A  

1.2 Has the Department of Natural Resources approved the proposed project’s engineering report?  
□ YES □ NO  

1.3 Is a copy of the appropriate plans* and specifications* included with this application?  □ YES □ NO  

1.4 Is a summary of design* included with this application?  □ YES □ NO  

1.5 Is the appropriate fee or JetPay confirmation included with this application?  □ YES □ NO  

* Must be affixed with a Missouri registered professional engineer's seal, signature and date.

2.0 PROJECT INFORMATION

2.1 NAME OF PROJECT  
Sanitary Sewer Extension and Lagoon Closure for the Sunrise Valley Apartments

ADDRESS: 16 Julie Ridge Lane  
CITY: Washington  
STATE: MO  
ZIP CODE: 63090  
COUNTY: Franklin

2.2 Legal Description: NE 1/4 SW 1/4 SW 1/4 Sec. 33, T 44N, R 1W

2.3 Project Components (check all that apply):  
□ Gravity sewers □ Pumping stations □ Force mains □ Alternative sewer system □ Other (Describe below.)

2.4 PROJECT DESCRIPTION  
Construction of 1,601 linear feet of 8-inch diameter gravity sewer, (10) 48-Inch diameter manholes, and all appurtenances necessary for connection and routing of existing sewer system to Cobblestone Creek gravity sewer system and treatment plant. Demolition and closure of existing lagoon cells and effluent outfalls removed.

2.5 DESIGN INFORMATION  
A. Population or number of lots to be served by this extension: 55 PE  
B. Estimated flow to be contributed by this extension: Design Average Flow: 5.5k gpd Design Peak Hourly Flow: 968 gph  
C. Industrial Wastes: Type: Flow: gpd  
D. Receiving Sewer: Size: 8 inches Capacity: 446 gpm

3.0 PROJECT OWNER

NAME: CJ, Inc. and the Vali Group, LLC  
EMAIL ADDRESS: cfazio@cincoprops.com  
TELEPHONE NUMBER WITH AREA CODE: 636-238-3233

CB Engineering - DBA Cochran  
630A East Independence Drive  
Union, MO 63084  
(636) 584-0540  
UNITED BANK OF UNION  
UNION, MO 63094  
80-528/819

Three Hundred and no/100

PAY TO THE ORDER OF
MISSESOURI DEPARTMENT OF NATURAL RESOURCES

DATE 10/15/20  
CHECK NO. 44541  
AMOUNT $300.00

AUTHORIZED SIGNATURE

44541
1. PROJECT INFORMATION

NAME OF PROJECT: Sanitary Sewer Extension and Lagoon Closure for SVA

ADDRESS: 16 Julie Ridge Lane

PROJECT DESCRIPTION: Construction of 1,601 linear feet of 8-inch diameter gravity sewer, (10) 48-Inch diameter manholes, and all appurtenances necessary for connection and routing of existing sewer system to Cobblestone Creek gravity sewer system and treatment plant. Demolition and closure of existing lagoon cells and effluent outfalls removed.

2. PROJECT OWNER

NAME: C.J., Inc. and the Vallie Group, LLC

ADDRESS: 1717 Sublette Avenue

3. CONTINUING AUTHORITY: A continuing authority is a company, business, entity or person(s) that will be operating the facility and/or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined time period, such as a certified operator or analytical laboratory. To access the regulatory requirement regarding continuing authority, 10 CSR 20-6.010(2), please visit https://s1.sos.mo.gov/cms/images/adruies/csr/current/10CSR20-6010-2.pdf. A continuing authority's name must be listed exactly as it appears on the Missouri Secretary of State's (SoS's) webpage: https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS.

CONTINUING AUTHORITY NAME: Public Water Supply District No. 1 of Franklin County

ADDRESS: 3021 Highway A, Suite 101

PRINTED NAME: Terry McDaniel

DATE: 10-13-20

4. RECEIVING WASTEWATER TREATMENT FACILITY: The treatment facility agrees to accept and maintain the capacity to treat the wastewater flow from this project.

RECEIVING TREATMENT FACILITY NAME: FCPWSD #1 - Cobblestone Creek Estates

ADDRESS: Graystone Drive

MISSOURI STATE OPERATING PERMIT #: MO-0015538

DESIGN FLOW (GPD): 22,200

EXISTING AVERAGE DAILY FLOW (GPD): 3,128

REMAINING AVERAGE DAILY FLOW CAPACITY (GPD): 13,772

AUTHORIZED SIGNATURE:

PRINTED NAME: Terry McDaniel

DATE: 10-13-20

MAIL COMPLETED FORM TO:

MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM
ATTN: ENGINEERING SECTION
P.O. BOX 176
JEFFERSON CITY, MO 65102-0176

MO 780-2584 (22-19)
TO: MoDNR  
Water Protection Program  
1101 Riverside Drive  
Jefferson City, MO 65101  

DATE: October 15, 2020  
PROJECT NO.: 19-7878  
RE: Sanitary Sewer Extension &  
Lagoon Closure for Sunrise Valley Apartments  

SENT VIA:  
☒ First Class Mail  ☐ Email  ☐ Hand-Delivery  ☐ Picked Up  
☐ United Parcel Service: ☐ Next Day Air  ☒ Ground  ☐ Second Day Air  

ATTACHED PLEASE FIND:  
☒ Plans  ☒ Specifications  ☐ For Your Use  ☒ Approved as Submitted  
☐ Prints  ☐ Change Order  ☐ As Requested  ☐ Approved as Noted  
☐ Letter  ☒ Other  ☐ Other  

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REMARKS:  

COPY TO:  

SIGNED: Jessica Nigh, Executive Assistant