



Submittal Requirements

For Water System Plans and Small Water System Management Program

Documents required as part of your WSP or SWSMP application submittal:

- Complete electronic copy of WSP or SWSMP document that includes all figures, maps, appendices, etc.
- Electronic file of the Water Service Area (WSA) boundary¹
- Completed Pierce County [WSP Review Requirement Guidelines](#)
- Completed [DOH Local Government Consistency Review Checklist](#)
- Signed [Standard Service Agreement \(SSA\)](#)²
- \$500.00 non-refundable deposit mailed to:
Pierce County Planning & Public Works
Attn: Long Range Planning
2401 S 35th St, Ste 2
Tacoma, WA 98409

Resubmittals

- Submit only changed pages that address review comments (i.e., maps or figures)
- Cover letter clearly describing how the comments were addressed, and where comments can be found in the submittal
- Electronic copy of the document that includes the proposed changes to the document
- Electronic file of changed WSA boundary per review comments
- Signed [Standard Service Agreement \(SSA\)](#)²

Email submittals to pcpermits@piercecounitywa.gov

¹ GIS Shapefile is preferred. If a CAD file is submitted, the service area needs to be designated by polylines, not hatching, to enable the file to be imported as layer into GIS. The projected coordinate system shall be: NAD_1983_HARN_StatePlane_Washington_South_FIPS_4602_Feet

² SSA is only required if one is not previously on file, or if WSA boundary is proposed to be modified. The submitted SSA shall include an attached map that clearly depicts the system's water service area. The map should be no larger than 11x17 in size