

# Instructions for entering sanitary flow into ePermitting Customer Self Service (CSS) Application.<sup>i</sup>

CSS requires the Engineer to complete information for each combination of the following:

- Part #
- Mini-basin #
- Manhole #
- Flow quantity.

## 1. Click on the Add Row button.

Type of Development Served [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Type of Development Served is Required.

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Type Of Development Served - Plan Details

[+ Add Row](#)

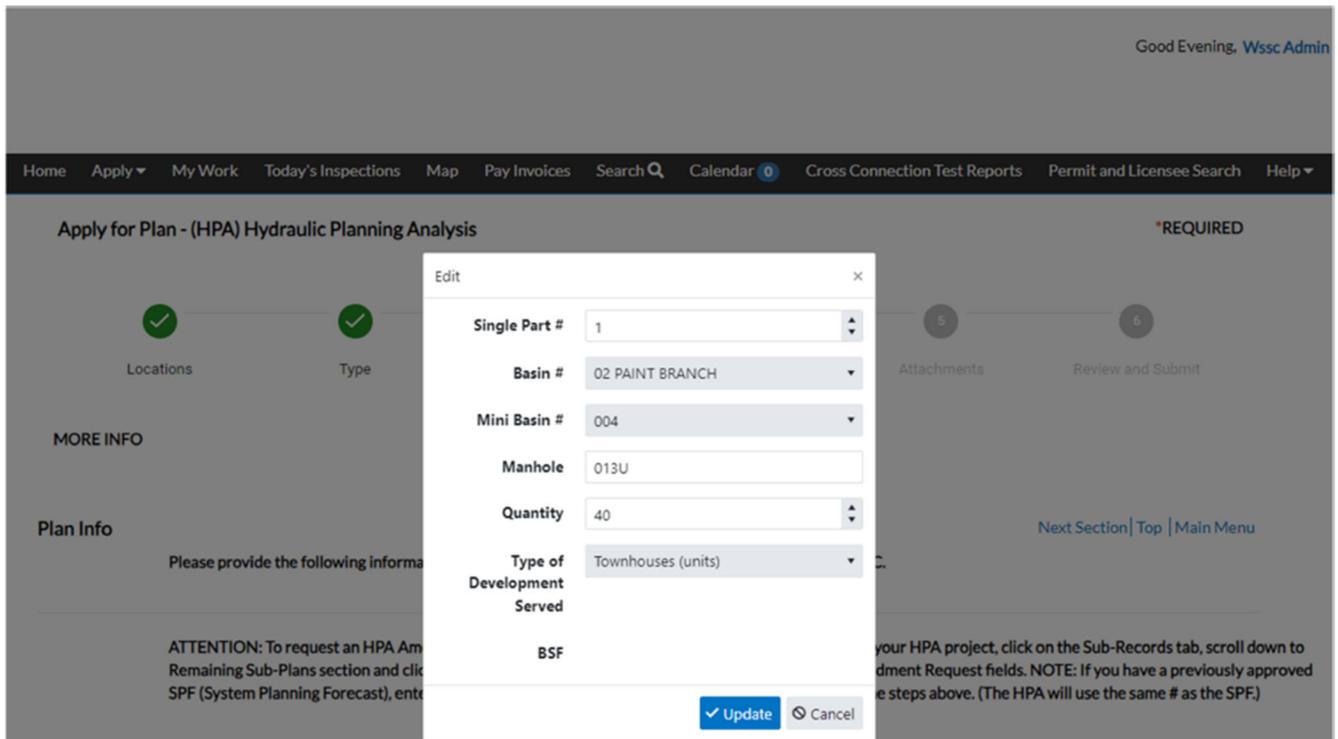
Single ...	Basin #	Mini Basin #	Manhole	Quantity	Type of Development Served	BSF

Project Owner/Applicant Contact Info [Previous Section](#) | [Top](#) | [Main Menu](#)

\*Contact Person Name

## 2. On the pop-up screen, fill in the following information:

- The HPA **part number**. Only enter one part at a time. If a part has multiple development types, then it will require multiple rows.
- The Wastewater **Basin**, select from the drop-down list.
- The **mini basin** number for the mini-basin the sewer line will connect to.
- The **manhole** number of the manhole the sewer line will connect to. If connection will require a new manhole on an existing sewer, use the number of the manhole just upstream of the new manhole.
- The **quantity** of the type of development (ex. Townhouses, Single family dwelling units, Apartments, etc.). If in doubt, select the type of development first to see the units to be used.
- The **type of development**. If there are multiple types, a row will be needed for each type for that Part and manhole.
- The BSF field information is automatically calculated later.



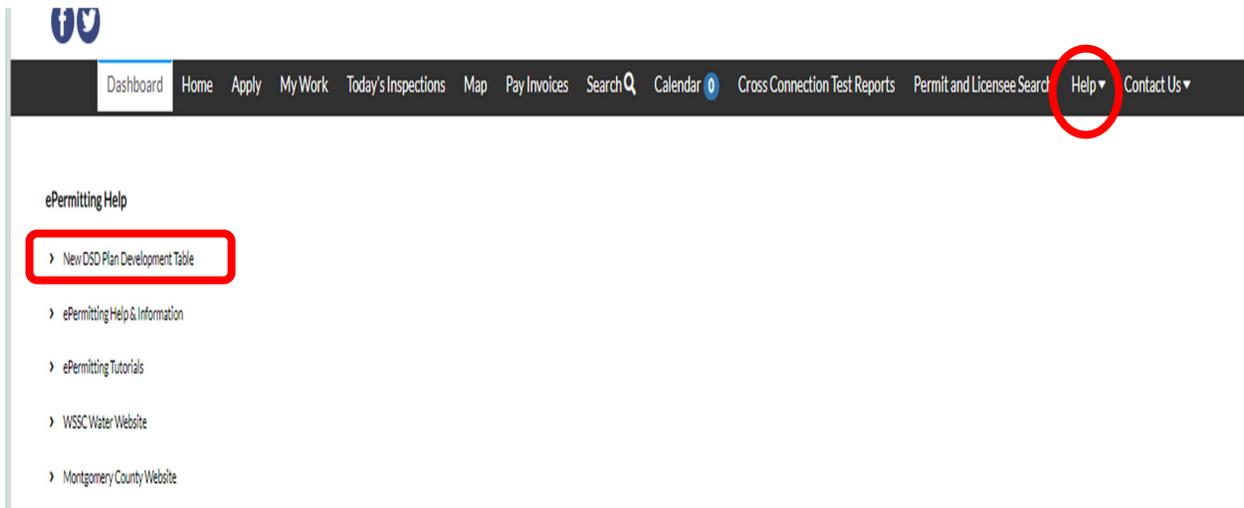
Add additional rows, as required.

Type Of Development Served - Plan Details							
+ Add Row							
	Single ...	Basin #	Mini Basin #	Manhole	Quantity	Type of Development Served	BSF
	2	02 PAINT BRANCH	003	M003	10	Single-family Detached (units)	
	1	02 PAINT BRANCH	004	013U	40	Townhouses (units)	
	2	02 PAINT BRANCH	004	M003	25	Single-family Detached (units)	

Examples when additional rows will be needed for:

- Multiple types of development.
- Discharge into multiple minibasins
- Discharge into multiple manholes
- Multiple parts.

**After the changes become effective, the above directions for entry of development information in the Plan Development Type Table will be available on the application screen.**



## Note

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<sup>i</sup> Some projects will not involve added flow. For such projects and for System Planning Forecasts, the system will still require an entry. For such an entry, select basin and minibasin, enter 000 under Manhole, enter 0 under Quantity, and choose Other for Type of Development.