



PROCEDURES FOR COMPLETING AN APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

- STEP 1 Obtain a zoning clearance verification from the RMA/Planning Division.
STEP 2 Complete an EHD form, "Bedroom Equivalents and Fixture Units Worksheet".
STEP 3 Submit a completed "APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM" form.

Provide the information requested on lines 1 through 18 on the application. Make sure the mailing address and telephone numbers are current.

- STEP 4 Submit one copy of the floor plan of the structure(s).
STEP 5 Submit one copy of the soil engineering report containing percolation data, boring logs, and system design, recommendations. Include any other pertinent data. All soils reports are required to have been completed within a 12-month period prior to submittal of the application.
STEP 6 Submit three copies of a scaled plot plan (*1 in. = 20 ft., 1 in. = 40 ft., or 1 in. = 50 ft.*) depicting the proposed system. The plot plan must include:

1. All existing and proposed structures (*including garage*)
2. Septic tank(s)
3. Distribution box(es) - if required
4. Primary disposal system
5. 100% expansion area
6. Water wells within 300 feet of the sewage disposal system
- * 7. Property lines and easements
8. Trees
9. Test holes and borings
10. Lakes and streams (*intermittent or live*)
11. Rock outcroppings
12. Road cuts (*with approximate height*)
13. Contour lines or other indication of slope
14. Paved areas (*including driveway*)
15. Water lines (*public mains and on-site distribution lines*)
16. Existing on-site sewage systems
- * 17. Public sewer lines

- * **It is the applicant's responsibility to determine the location of the nearest public sewer line. The appropriate local sewer agency should be contacted for this information. It is also the applicant's responsibility to determine the exact location of all property lines and easements.**

- STEP 7 If you are proposing a subsurface sand filtration system, submit the form, "SUBSURFACE FILTER BED WITH SEWAGE DISPOSAL PIT" or the form, "BASAL SUBSURFACE FILTER BED".
STEP 8 Pay the application fee which is determined by the OWTS type and the size of the septic tank.

***** PRECAUTIONS *****

The following are common problems which result in application processing delays:

1. Failure to fill in the application completely.
2. Failure to provide a current (*less than one year old*) soils report.
3. Failure to pay the correct fee for the system proposed (*alternate systems such as sand filters require an additional fee*).
4. Application filled out with incorrect information (*wrong address, incorrect fixture units, wrong pit, or trench sizes*).
5. Illegible plot plans or insufficient detail provided, i.e., water lines and driveways not identified, contour lines without elevations.
6. Inadequate lot size for the proposed system.
7. Systems proposed under pavement.
8. Improperly designed systems proposed in bedrock.
9. Failure to provide the owner's address and phone number.