LINN COUNTY ENVIRONMENTAL HEALTH PROGRAM
PO BOX 100, 315 SW 4TH AVE, 2ND FLOOR, ALBANY, OR 97321
PHONE (541) 967-3821 FAX (541) 924-6904
http://www.co.linn.or.us/health/eh/eh.htm

FACT SHEET:
AUTHORIZATION NOTICE – FIELD VISIT

GENERAL INFORMATION

Authorization Notices are evaluations of existing sewage disposal systems to determine if the system is adequate for a specific proposed use, prior to making connection to or changing the use of the system. Portions of the system must be uncovered for inspection, and in some cases, the tank will have to be pumped. We make observations regarding construction and operation of the system, soil and groundwater characteristics and system replacement potential.

When required as part of a land use action, mobile home placement permit, or building permit application, the Authorization Notice must be approved before these other actions can be completed. In most cases, all applications can be submitted at the same time. **Authorizations are valid for up to one year. They are specific and valid only for the owner and the proposal as represented on the application.**

In some cases, an Authorization Notice is the logical first step to begin an evaluation process. It may then be converted to a permit to repair, replace, alter, or increase the capacity of the sewage disposal system as needed. In that event, the fee for the Authorization Notice will be transferred toward the permit fee if the owner and proposal remain the same. Test pit(s), plans for system construction, and a fee balance may be required before the permit will be issued.

In the event that an application is incomplete and additional action by or information from the applicant is required for completion, we will close the file one year after the application date and the application fee will be forfeit. A new application and fee will be required to re-activate the file.

APPLICATION INSTRUCTIONS

Complete the application form and include **all** of the information requested. The property owner or the owner's legally authorized representative must sign the application. If signed by an agent, the agent must submit a written contract, power of attorney, or other documentation of authority. A detailed plot plan must accompany the application and must include all of the items listed under "Required Plot Plan Information". We will provide you with a scaled outline of your property to assist you in drawing a plot plan. A sample plot plan is available.

You must indicate on the application when the site will be ready for inspection.

A copy of a pumper's report must be included with the application if the system is more than 10 years old. (See below for more information)

Submit the completed application, plot plan, fee, and **pumper's report** (if required) to this office.

UNCOVERING THE SYSTEM

For our evaluation of the septic system, the inspection lids on the septic tank and the distribution box or first drop box must be uncovered. Sufficient soil should be removed so the lid may be opened without soil falling into the box. It is not necessary for the applicant to remove the lids of either the septic tank or the distribution box or drop box. If the system does not have a distribution box or drop box, the junction where the pipe from the septic tank meets the drainfield must be uncovered. A diagram showing typical system layouts is available for your reference.

The lids of the septic tank and distribution box MUST be uncovered for inspection.

It is necessary to uncover the septic tank lid so that we may determine the type of tank and its exact location. Uncovering the distribution box or drop box enables us to remove the lid and evaluate the system's performance.

PUMPING

In addition to exposing the tank lid and box, it may be necessary to have the septic tank pumped:

If your septic tank has not been pumped within the last ten years, you must have the septic tank pumped and you must provide us with a copy of the pumper's report along with your application.

If you can show that your septic tank has been pumped within the last ten (10) years, pumping will not be required. You must submit the pumper's report or billing along with your application.

If your septic system is less than ten (10) years old, **and** we have a permit record of the system, the pumping requirement may be waived.

FEES

Fees are indicated on a separate fee schedule.

A portion of each application fee is paid to the Oregon Department of Environmental Quality to support statewide program administration and training. Please see the current Linn County Fee Schedule for the current surcharge amount.

If preparation for the evaluation has not been completed when the sanitarian arrives, and the inspection must be rescheduled, a reinspection fee will be charged.

LAND USE COMPATIBILITY STATEMENT

A favorable Land Use Compatibility Statement (LUCs) must be received before we can issue or sign off on any permit. Upon receipt, your application will be forwarded to the local Planning Authority for completion of the LUCs. If the LUCs is not approved, or otherwise not favorable, you will be notified prior to us proceeding with your application. Once notified, you may choose to withdraw your application and request a refund, or ask that we place your application on hold until any conditions are met.

THE AUTHORIZATION NOTICE WILL NOT BE ISSUED UNLESS THE PUMPER'S REPORT

OR BILLING IS RECEIVED OR THE PUMPING REQUIREMENT HAS BEEN WAIVED.

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PO BOX 100
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PHONE: (541) 967-3821
FAX: (541) 924-6904

OFFICE USE ONLY

DATE RECEIVED:	RECEIVED BY:
FEE:	RECEIPT #:
TRANSFER TO/FROM:	
RECORD #:	
PIN:	

APPLICATION FOR ON-SITE SEWAGE DISPOSAL

A. OWNER INFORMATION

☐ Title holder ☐ Contract purchaser ☐ Legal Representative

Name | Contact Person *(if owner is a Business, Trust, etc.)*

Mailing address | City | State | Zip

Phone Number | Second Phone Number

B. APPLICANT INFORMATION *(if different from owner)*

☐ Authorization or contract enclosed

Name *(include name of contact person if applicant is a Business, Trust, etc)* | Relationship to owner

Mailing address | City | State | Zip

Phone Number | Second Phone Number

C. PROPERTY DESCRIPTION

Township | Range | Section | Tax Lot | Property size *(Acreage)*

Site Address *(☐ existing address, or ☐ address of adjacent property)* | City | State | Zip

Directions to Property

WATER SUPPLY

☐ Existing Private Well/Spring ☐ Proposed Private Well/Spring ☐ Public Water System

D. APPLICATION TYPE

☐ Site Evaluation ☐ Major Repair Permit ☐ Major Alteration Permit ☐ Authorization Notice

☐ Site Evaluation Amendment ☐ Minor Repair Permit ☐ Minor Alteration Permit ☐ Planning Review

☐ Construction/ Installation Permit ☐ Permit transfer ☐ Permit renewal

APPLICATION FOR ON-SITE SEWAGE DISPOSAL

OFFICE USE ONLY
RECORD #:
PIN:

E. PROPOSAL

Does this application concern an existing system? ☐ Yes ☐ No **Is the system failing?** ☐ Yes ☐ No

What is connected to the system?

☐ Single Family Residence – # of Bedrooms: ☐ Add. Hardship Residence – # of Bedrooms:

☐ Commercial – Type of business:

Max # of Shifts: Max # of employees/Shift:

Fixtures *(type and # of each)*:

What will be connected to the system after any changes are made?

☐ Single Family Residence – # of Bedrooms: ☐ Add. Hardship Residence – # of Bedrooms:

☐Commercial – Type of business:

Max # of Shifts: Max # of employees/Shift:

Fixtures *(type and # of each)*:

Will the size of the property change? ☐ Yes ☐ No **Proposed lot size** *(acres)***:**

What portion of the property does this application concern? *(West side, Parcel A, etc)***:**

****When will the site be ready for inspection?**** *(Test pits ready/system uncovered, etc)*:

Specific Proposal – *What do you want to do on this property?*

F. REQUIRED PLOT PLAN INFORMATION

*Check each **existing or proposed** feature below as: **N/A** (not applicable) or **Shown** (labeled on your plot plan)*

N/A	Shown		N/A	Shown	
☐	☐	All wells/water lines	☐	☐	Lakes, springs, streams, ditches, etc.
☐	☐	Neighboring wells/waterlines	☐	☐	Neighboring waterbodies (w/in 100')
☐	☐	Buildings and fences	☐	☐	Field drainage tiles (French drain, etc.)
☐	☐	Septic tanks & drainfields	☐	☐	Test pits (w/ distance to property lines)
☐	☐	Roads, driveways, parking	☐	☐	Direction of Slope
☐	☐	Areas of excavation (cuts/fills)	☐	☐	Easements, deed restrictions, etc

By my signature, I certify that all information provided on this application and the accompanying plot plan or system plan is correct; and I hereby grant the Department of Environmental Quality and its authorized agents permission to enter onto the above-described property for the purpose of this application.

Owner Signature Date

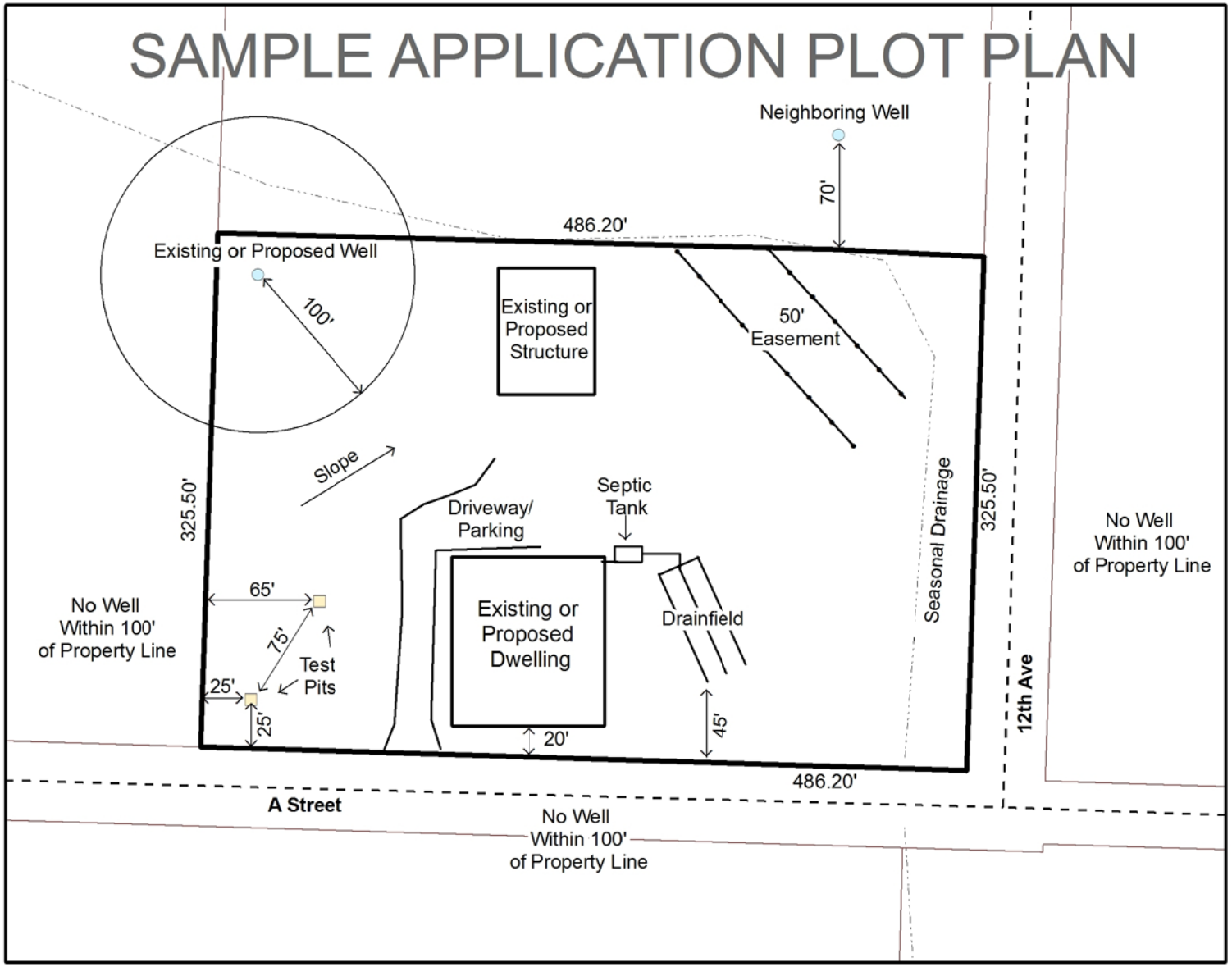
Applicant Signature Date

County Courthouse, Room 115
PO Box 100 Albany, OR 97321

Linn County Department of Health Services

Environmental Health Program

Phone (541) 967-3821
Fax (541)926-2060



Application Plot Plan

Property ID: 00S00W000 00000
Record Number: 00000
Date Produced: 1/11/2008

REQUIRED PLOT PLAN INFORMATION

- -Owner Name
- -Legal Description/Map #
- -North arrow
- -Property dimensions
- -Neighboring wells/waterlines (w/in 100' of property line)
- -All wells/waterlines on property
- -Roads, driveways, parking areas
- -Buildings and fences
- -Septic tanks and drainfields
- -Areas of excavation (cuts, fills)
- -Easements, deed restrictions, etc.
- -Lakes, springs, streams, ditches, etc.
- -Neighboring water bodies (w/in 100' of property line)
- -Field drainage tiles (French drain, etc)
- -Test Pits (w/ distance to property lines)
- -Direction of slope

Wells
Test pits
Drainages

N

By my signature I certify that the information provided on this plot plan is complete and accurate.

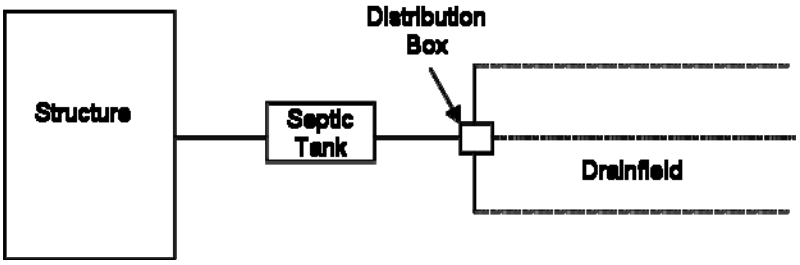
1 inch equals 100 feet

Applicant's Signature

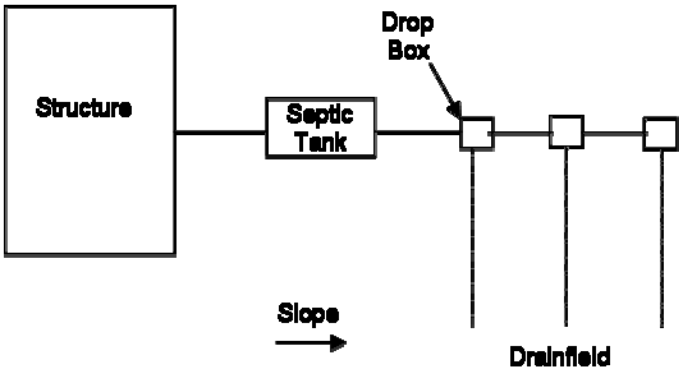
Date

COMMON DRAINFIELD LAYOUTS

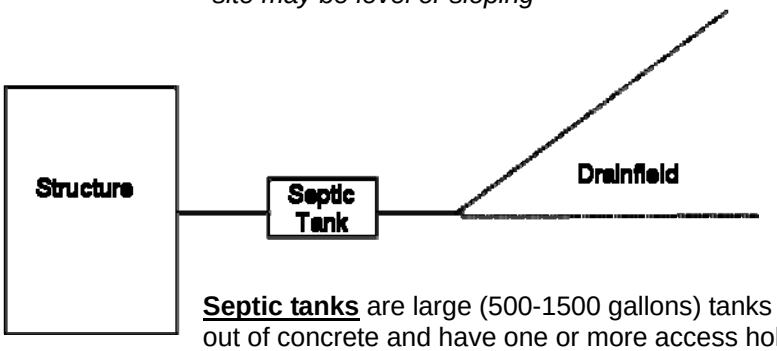
1. Septic tank, distribution box, drainfield
   ** generally used on level ground*



2. Septic tank, drop boxes, drainfield
   ** generally used on sloping ground*

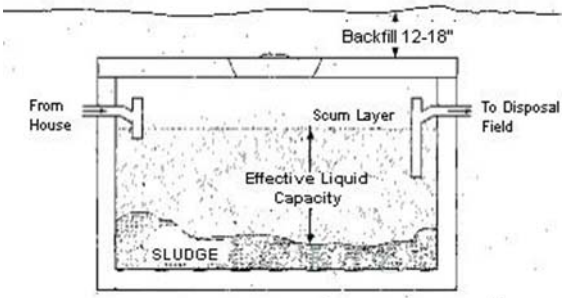


3. Septic tank, drainfield
   ** generally older systems*
   ** site may be level or sloping*



The Septic Tank

The function of the tank is to allow separation of the solids from the raw sewage so that the remaining liquid (effluent) can be absorbed into the soil without clogging the soil. The heavier solid particles in the sewage settle to the bottom of the tank, forming a layer of sludge. Lighter materials, including fats and grease, float to the surface, forming a scum layer. Bacteria called anaerobes, living in the septic tank without oxygen, slowly digest up to 50 percent of the solids, converting them into gases and liquids, and thereby reducing sludge build up.



As the tank fills with sludge and grease, **efficiency of treatment decreases. It must be periodically removed by pumping out the septic tank contents, which will be discussed in a later section.**

Septic tanks are large (500-1500 gallons) tanks that settle out and store solids. They are typically made out of concrete and have one or more access holes (about 2 feet across) for inspection and cleaning. Septic tanks may also be made out of fiberglass, polyethylene (plastic) or older tanks may be made out of steel. Steel tanks may be round and have an access lid as large as the tank diameter (5' across or more). Polyethylene tanks have smaller access holes, like a concrete tank. Typically, effluent moves out of the septic tank and into the drainfield by gravity. If the drainfield is higher than the septic tank, the septic tank will have a pump. Pumps require occasional checking, cleaning, and replacement.

Distribution boxes and **Drop boxes** are small concrete or polyethylene vaults which distribute effluent from the septic tank into the drainfield lines.

The **drainfield** is a network of newer plastic chambers, or, pipes or tiles surrounded by gravel that allow effluent to seep into the soil. The size of the drainfield depends on the texture and effective depth of the soil.

Locating your septic tank: Septic tanks are usually located fairly close to the house (5' is the minimum distance from foundations). Likely areas are near the kitchen or bathroom plumbing. The top of the tank is usually 0-2 feet below the ground surface. The Environmental Health Department may have a record of your septic tank location. Records are unlikely for systems put in before 1974. Most septic tank pumpers will locate the tank and expose the lid for you for a fee.

Preserve Your Suitable Disposal Areas: KNOW YOUR SETBACKS

A site evaluation is the first step in the process of obtaining a construction permit for an on-site sewage disposal system. For alteration and repair permits, we often waive the fee, formality and some of the restrictions of the site evaluation. Nevertheless, we also delineate an "approved disposal area" for every on-site permit. Two separate areas may be designated for the initial and replacement systems, or a single large disposal area may be designated for both. Sometimes site and soil conditions necessitate the approval of two different types of systems for the initial and replacement areas. Alteration and repair permits may or may not have a designated replacement area.

An on-site sewage disposal system should effectively do two things: Treat and dispose of septic tank effluent. It's obvious when the disposal part isn't working, and we want to make sure the treatment part works to avoid ground water pollution. An approved disposal area, for either the initial or replacement system, may not be altered in any way that will impact the installation or the proper functioning of a disposal system. A system must be installed in native, unaltered soil. Severe soil or site alteration may render an area unsuitable for sewage disposal and void any previous site approvals. The two major problems we find are soil disturbances and setback issues.

Oregon Administrative Rule 340-71-220(e) states that a site is only suitable for sewage disposal if it "… has not been filled or the soil has not been modified in a way that would, in the opinion of the Agent, adversely affect functioning of the system." Decisions about sites that have been disturbed must be made at the site and on a case-by-case basis. To avoid problems, do not cut, level or fill the approved area. Felling trees and pulling up stumps with big, heavy tractors on clayey soils in the winter rain is a recipe for voiding your approval. Laying a driveway through the middle of your approved area will usually void your approval. **Before making any changes to the approved area, call us for consultation at (541) 967-3821.**

Table 1 of Oregon Administrative Rule 340-71 lists all the necessary setbacks and is found on the other side of this form. We designate approved areas based on the information supplied on the plot plan with the application. If a feature that requires a setback, such as a neighbor's well, is not disclosed on the plot plan, the required setback may later invalidate the approval. Any changes to the site, such as drilling a new well, must adhere to the required setbacks or the approval may be voided. Different setbacks apply to different site and soil conditions. **If the setbacks that pertain to your site are unclear, call us for a consultation at (541) 967-3821, before making any changes near the approved area.**

The following are some general setbacks. They are by no means all the setbacks that apply to your site.

Setbacks from:	**Approved disposal area**	**Tanks, sand filter, effluent line etc.**
Wells (on or adjacent to property)	100'	50'
Year round water bodies	100'	50'
Seasonal water bodies	50'	50'
Downslope cuts	50'	25'
Water lines	10'	10'
Building foundations	10'	5'
Underground utilities	10'	
Property lines	10'	5'

See the back side of this page for complete list.

Table 1

OAR 340-071-0220

MINIMUM SEPARATION DISTANCES

Items Requiring Setbacks	From Sewage Disposal Area, Including Replacement Area	From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units
1. Groundwater Supplies	100'	50'
2. Temporarily Abandoned Wells	100'	50'
3. Springs: ● Upgradient ● Downgradient	50' 100'	50' 50'
4. Surface Public Waters: * ● Year Round ● Seasonal	100' 50'	50' 50'
5. Intermittent Streams: ● Piped (watertight not less than 25' from any part of the on-site system) ● Unpiped	20' 50'	20' 50'
6. Groundwater Interceptors: ● On a slope of 3% or less ● On slope greater than 3% ○ Upgradient ○ Downgradient	20' 10' 50'	10' 5' 10'
7. Irrigation Canals: ● Lined (watertight canal) ● Unlined: ○ Upgradient ○ Downgradient	25' 25' 50'	25' 25' 50'
8. Cuts Manmade in Excess of 30 inches (top of downslope cut): ● Which intersect layers that limit effective soil depth within 48 inches of surface ● Which do not intersect layers that limit effective soil depth	50' 25'	25' 10'
9. Escarpments: ● Which intersect layers that limit effective soil depth ● Which do not intersect layers that limit effective soil depth	50' 25'	10' 10'
10. Property Lines	10'	5'
11. Water Lines	10'	10'
12. Foundation Lines of any Building, Including Garages and Out Buildings	10'	5'
13. Underground Utilities	10'	--

*This does not prevent stream crossing of pressure effluent sewer.