

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: CONSTRUCTION/INSTALLATION PERMITS

GENERAL INFORMATION

Installation permits are issued for construction of new sewage disposal systems to serve new site development. A favorable Site Evaluation for the property must be completed and issued before applying for an Installation permit. Plans for construction of the system must be submitted with the application.

Installation permits are only issued to the owner of the property, a contract purchaser in control of the property, or the owner's legal representative. A contractor may apply for the owner, but the contractor must provide a copy of the contract for the work, and the permit will be issued in the owner's name.

Permits expire one year after the date of issuance. Permits may be renewed or reinstated by the original permittee; they must be renewed before they expire or reinstated within one year after the expiration date of the permit. Permits may be transferred from the original permittee to a new property owner **if the new owner applies before the original permit expires, and if no other changes in the permit are needed.** Permit transfer does not extend the valid period before permit expiration.

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

1. Have a completed Site Evaluation for an on-site sewage disposal system.
2. Gather the required documents for an application. This includes the following:
 - On-Site Sewage Disposal System Application and Land Use Compatibility Statement (LUCS)
 - Report of Evaluation for On-Site Sewage Disposal
 - Aerial Photo, Application Plot Plan, and Application System Plan
 - Sample Plot Plan and Sample System Plan/Elevation Profile
 - Stakeout Guide if you are preparing your own plans or are installing your own system
 - On-Site System Material List
 - Preserve Your Suitable Disposal Areas: Know Your Setbacks guide
 - Self Installer's Guide (Optional)
3. Fill out the application and stake out the system. All systems must be staked out in order to accurately complete the Application System Plan. Any stakeout is subject to a field inspection.
4. Return the completed application and pay the permit fee. The completed application will include the following:
 - On-Site Sewage Disposal System Application and Land Use Compatibility Statement (LUCS)
 - Application Plot Plan, Application System Plan, Elevation Profile, and tank schematic with float switch settings if pumping is required (Obtain this from the manufacturer of the tank you have selected)
 - On-Site System Material List
 - Any additional, required information needed for the installation of a Pressurized Distribution system, Capping Fill, Sand Filter or ATT
5. We will then review the application and, if necessary, visit the site and review the stakeout. If all the information is complete and correct, we will issue the permit to install the system. If we need additional information, we will contact you.

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.

TIMELINES AND FEES

We will respond to applications for installation permits within 20 days after the completed application is received. Permits are sent out or can be picked up at the Environmental Health office as soon as the paperwork is completed.

- Fees are indicated on a separate fee schedule.
- Permit fees for commercial systems are based on system size and type.
- 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 work must be rescheduled, a re-inspection fee may be charged.

CONSTRUCTION SEASON

Generally, the installation of the system is only allowed during the summer and fall months, when soil conditions are dry. This helps to ensure that the system will function satisfactorily. Exceptions to this rule may be made on a case-by-case basis.

SELF-INSTALLERS

Sewage disposal systems may be installed either by a licensed sewage disposal service, or by the property owner. Please notify our office if you intend to install your own system so we can provide you with additional information and consultation.



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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 |
| <input type="checkbox"/> | <input type="checkbox"/> All wells/water lines |
| <input type="checkbox"/> | <input type="checkbox"/> Neighboring wells/waterlines |
| <input type="checkbox"/> | <input type="checkbox"/> Buildings and fences |
| <input type="checkbox"/> | <input type="checkbox"/> Septic tanks & drainfields |
| <input type="checkbox"/> | <input type="checkbox"/> Roads, driveways, parking |
| <input type="checkbox"/> | <input type="checkbox"/> Areas of excavation (cuts/fills) |

- | | |
|--------------------------|--|
| N/A | Shown |
| <input type="checkbox"/> | <input type="checkbox"/> Lakes, springs, streams, ditches, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> Neighboring waterbodies (w/in 100') |
| <input type="checkbox"/> | <input type="checkbox"/> Field drainage tiles (French drain, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> Test pits (w/ distance to property lines) |
| <input type="checkbox"/> | <input type="checkbox"/> Direction of Slope |
| <input type="checkbox"/> | <input type="checkbox"/> 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 _____

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.

<u>Setbacks from:</u>	<u>Approved disposal area</u>	<u>Tanks, sand filter, effluent line etc.</u>
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: <ul style="list-style-type: none"> ● Upgradient ● Downgradient 	50' 100'	50' 50'
4. Surface Public Waters: * <ul style="list-style-type: none"> ● Year Round ● Seasonal 	100' 50'	50' 50'
5. Intermittent Streams: <ul style="list-style-type: none"> ● Piped (watertight not less than 25' from any part of the on-site system) ● Unpiped 	20' 50'	20' 50'
6. Groundwater Interceptors: <ul style="list-style-type: none"> ● On a slope of 3% or less ● On slope greater than 3% <ul style="list-style-type: none"> ○ Upgradient ○ Downgradient 	20' 10' 50'	10' 5' 10'
7. Irrigation Canals: <ul style="list-style-type: none"> ● Lined (watertight canal) ● Unlined: <ul style="list-style-type: none"> ○ Upgradient ○ Downgradient 	25' 25' 50'	25' 25' 50'
8. Cuts Manmade in Excess of 30 inches (top of downslope cut): <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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.