

# On-Site Sewage Disposal Application Packet

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This packet of materials should include all you need to begin your residential or commercial application for on-site sewage disposal. Below is a brief description of each type of septic application:

## **New Lot Development**

- ☐ Site Feasibility **(Step 1):** A soils evaluation to determine the suitability for an on-site septic system.
- ☐ Installation Permit **(Step 2):** A written document allowing the installation of a septic system.

## **Existing Septic Systems**

- ☐ Repair Permit: Repair or replacement of the drainfield (major) or septic tank (minor).
- ☐ Alteration Permit: Expand or change the location of the drainfield (major) or tank (minor).
- ☐ Authorization Notice: Place into service, reconnect to, change the use of, or increase bedrooms.
- ☐ System Evaluation: Evaluation of an existing system for bank loan, sale, or land partition.

## **Miscellaneous**

- ☐ Permit Renewal/Transfer: Permit renewals (1-year after expiration) or transfer (prior to expiration).
- ☐ Medical Hardship Renewal: Up to 5-year renewal of a Medical Hardship (Authorization Notice).

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## **IMPORTANT!**

Please note that it is the applicant's responsibility to provide all the required information on the application and any incomplete or inaccurate application may delay the permit review process.

**Processing your application will typically take 2 - 4 weeks**, depending on the number of applications being processed ahead of yours and the complexity of the site.

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**The application, payment and indicated papers must be returned to:**

Benton County Development Department

4500 SW Research Way

Corvallis, OR 97333

Phone: 541-766-6819

Hours: **Monday - Friday, 8:30 am - 4:30 pm, call ahead to verify lunch hour**

Email: [permitcheck@co.benton.or.us](mailto:permitcheck@co.benton.or.us)

If you have questions regarding application submittal, payment or zoning compliance status of a submitted application, please call Benton County Community Development. If you have specific questions regarding On-Site Sewage Disposal pertaining to the property, please call Benton County Environmental Health Division at 541-766-6841. For more information, please visit our website at [www.bentoncountyor.gov](http://www.bentoncountyor.gov)



# On-Site Sewage Disposal Application (Residential & Commercial)

**DIRECTIONS:** Please mark the appropriate application type. Fill in each blank on this form. Applications other than residential use must be reviewed by Environmental Health prior to submittal. When completed, mail or deliver the application form and an accurate plot plan to the Development Department. Fees are payable through checks, money orders or credit cards.

**Applications are considered incomplete until the Environmental Health Division receives a favorable Land Use Compatibility Statement with this application from the Development Department.** For more information please call the Benton County Environmental Health Division at 541-766-6841.

Site Feasibility <b>(Step 1)</b> .....	<input type="checkbox"/> Each Lot \$1,272	
Installation Permit <b>NEW (Step 2)</b> .....	<input type="checkbox"/> Standard, Saprrolite, Steep Slope, Seepage Trenches \$1,635	
.....	<input type="checkbox"/> Sand Filter, ATT, Capping Fill, Tile Dewater & Pressure Distribution \$2,326	
Repair Permit .....	<input type="checkbox"/> Major \$771 (Drainfield)	<input type="checkbox"/> Minor \$509 (Tank&other components)
Alteration Permit.....	<input type="checkbox"/> Major \$1,669 (Drainfield)	<input type="checkbox"/> Minor \$1,054(Tank/other components)
Authorization Notice <input checked="" type="checkbox"/> .....	<input type="checkbox"/> Field visit required \$1,054	<input type="checkbox"/> No field visit required \$526 (EH app)
System Evaluation <input checked="" type="checkbox"/> .....	<input type="checkbox"/> Field visit required \$923	<input type="checkbox"/> No field visit required \$395
Permit Renewal/Transfer .....	<input type="checkbox"/> Field visit required \$921	<input type="checkbox"/> No field visit required \$379
Medical Hardship <b>5 Yr. RENEWAL</b> .....	<input type="checkbox"/> Field visit required \$509	<input type="checkbox"/> No field visit required \$281

☒ Mark each drain line and expose septic tank and first drop box or distribution box for inspection.

Site address: \_\_\_\_\_

Assessor's Map and Tax Lot #'s: T\_\_\_\_, R\_\_\_\_, S\_\_\_\_, TL\_\_\_\_ Parcel size in acres: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Installer: \_\_\_\_\_ Phone: \_\_\_\_\_ DEQ license #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Building use: \_\_\_\_\_ Drinking water source: \_\_\_\_\_  
(home, shop, business, etc.) (private well, public utility, developed spring, etc.)

Number of bedrooms \_\_\_\_\_; or employees, seating, etc. \_\_\_\_\_  
(residential) (commercial)

If you are remodeling or replacing a home, do you plan on adding or deleting bedrooms? \_\_\_\_\_

If yes, current # of bedrooms: \_\_\_\_\_ Proposed # of bedrooms (after remodel/replacement): \_\_\_\_\_

**For site feasibility, repair, and alteration, date test holes ready: \_\_\_\_\_ or call EH when ready.**

**\*From November - April have installer call EH at 541-766-6841 to coordinate digging test pits in inclement weather.**

**PERMIT REQUIREMENTS FOR ALBANY RESIDENTS ONLY:** The City of Albany Development Department must complete a Land Use Compatibility Statement. Call 541-917-7553 for further directions. Proposal has been reviewed and found to be: Compatible or; \_\_\_\_\_ Not compatible \_\_\_\_\_ with LCDC Acknowledged Comprehensive Plan.

Signed: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make checks payable and deliver completed applications to: Benton County Development Department**  
4500 SW Research Way, Corvallis, Oregon 97333 **M-F. 8:30 am - 4:30 pm. call ahead to verify lunch hour**

Owner's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



# On-Site Sewage Disposal System Plot Plan

**Benton County Health Department • Environmental Health Division**  
4500 SW Research Way • P.O. Box 3020 • Corvallis, OR 97339-3020

Site #: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Type: \_\_\_\_\_

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Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Assessor's Map and Tax Lot Numbers: T\_\_\_\_\_, R\_\_\_\_\_, Sec\_\_\_\_\_, TL\_\_\_\_\_ Parcel: \_\_\_\_\_

Site Address: \_\_\_\_\_

**(Draw your plot plan in the area below)**

# Itemized Plot Plan Checklist

Your plot plan should show all of the following listed below. The more accurate and detailed your plot plan, the faster we can process your application. **Inaccurate or incomplete plot plans may be returned to the property owner.**

- ☐ Owner's name and Assessor's map and tax lot numbers.
- ☐ North arrow.
- ☐ A scale of 1 inch = 50 feet (ft.) is preferred. The accuracy of all dimensions and measurements given are more critical than the actual scale of the plot plan.
- ☐ Dimensions of all property lines. If your lot is larger than what will fit on a one-page plot plan, please show your entire lot on an additional plot plan in a smaller scale, such as 1 inch = 100 ft.
- ☐ Appropriate road names.
- ☐ All easements and right-of-ways.
- ☐ Proposed and existing buildings and driveways. Please identify each building and give dimensions.
- ☐ Distances from at least two property lines for existing and proposed buildings.
- ☐ Proposed and/or existing septic tank and disposal fields locations. This should also include a secondary (also referred to as a repair or replacement) field location.
- ☐ Proposed or actual test hole locations. *\*See example of test hole below.*
- ☐ Slope directions and contour intervals, if applicable.
- ☐ All creeks, ponds, rivers, springs, and lakes (year-round or intermittent) that are either on your parcel or on neighboring parcels within 100 ft. of your property lines.
- ☐ All wells or proposed wells on your parcel or neighboring parcels within 100 ft. of your property lines.

**NOTE:** Plot plans submitted for installation permits must be consistent with the Site Approval Plot Plan issued by the Environmental Health office. Use common reference points where possible.

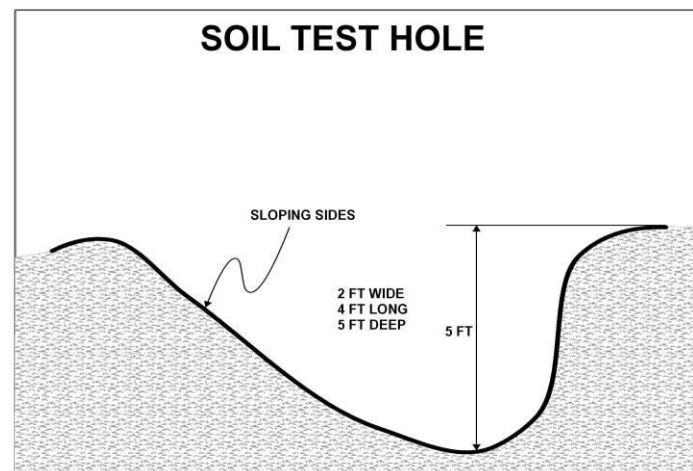
## Soil Test Holes for Site Feasibilities, Major Repairs, and Other Applications as Required

The individual making the request for the site inspections shall be responsible for having the test holes dug. All holes must be 2 ft. wide, 4 ft. long, and 5 ft. deep on slopes of less than 25%. On slopes 25 - 45%, 6 ft. test holes will be required. A sloping side on the downhill end of all test holes is required.

A minimum of two test holes per site is required. The holes should be spaced approximately 75 ft. apart across the slope and 35 ft. up and down the slope. They will then be in opposite, high and low corners of the proposed disposal field area.

Be sure to take adequate safety precautions to prevent children and livestock from entering these holes.

During the months of November through April, it is often possible for Environmental Health staff to meet a backhoe on the site. You must call ahead to make these arrangements. The applicant is responsible for notifying the Environmental Health Division at 541-766-6841 when the test holes are ready.



**\* No Fieldwork can be done until the test holes are ready \***

# SAMPLE

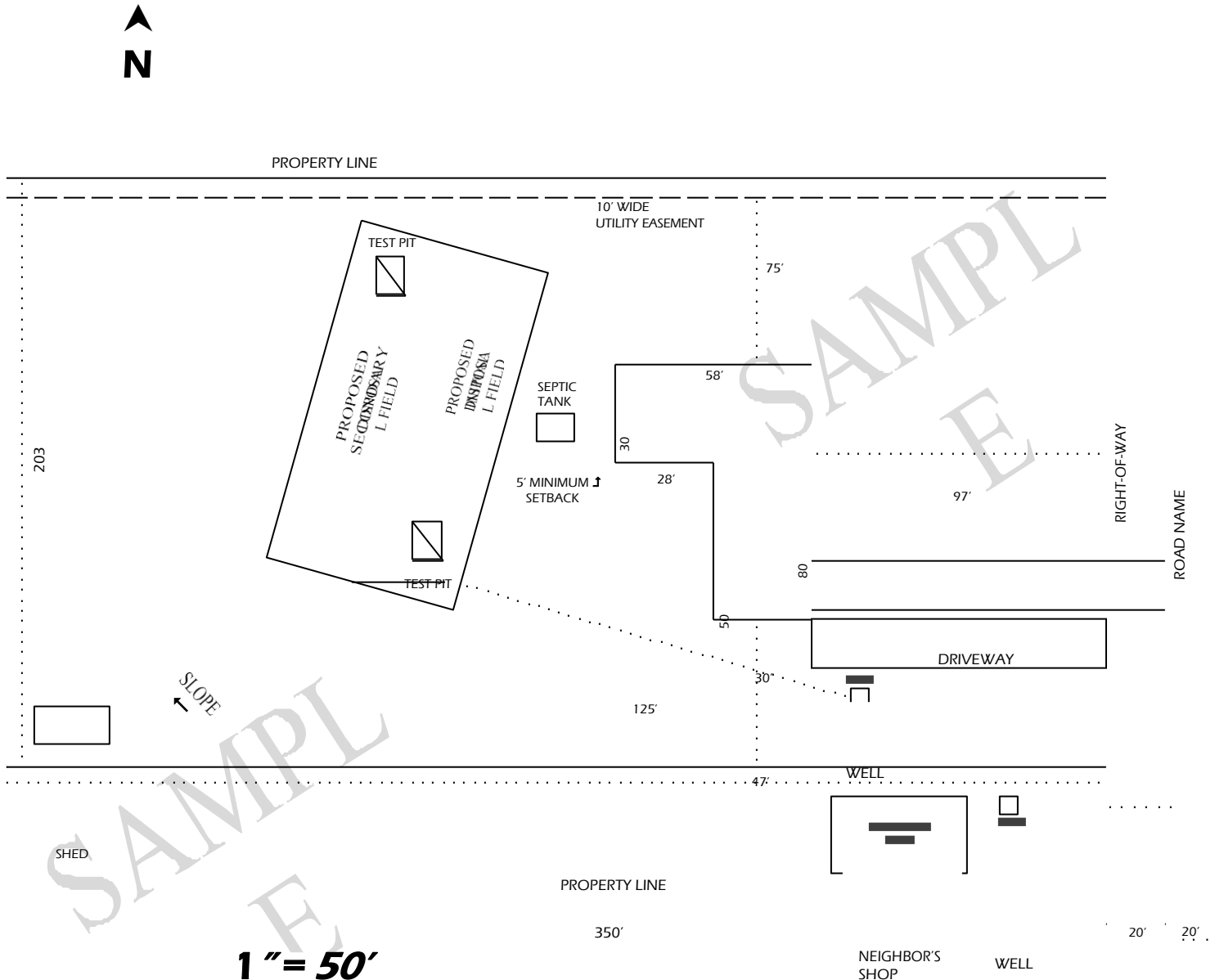
## Onsite Sewage Disposal Plot Plan

**Benton County Health Department • Environmental Health Division**  
4500 SW Research Way • P.O. Box 3020 • Corvallis, OR 97339-3020

Site #: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Type: \_\_\_\_\_

Owner: John & Mary Doe Date: 4/31/00  
Applicant: ABC Builder  
Assessor's Map and Tax Lot Numbers: T 11 R 5 Sec 23DA TL 5501 Parcel: #1 Site  
Address: 4567 Main Street, Anywhere, USA

**(Draw your plot plan in the area below)**



**Indicate North arrow and scale.**

**Your plot plan can be computer generated or hand drawn.**

## Minimum Separation Distances

Items Requiring Setback	From Subsurface Absorption Area Including Replacement Area	From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units
1. Groundwater Supplies and Wells.	*100'	50'
2. Springs: <ul style="list-style-type: none"> <li>Upgradient.</li> <li>Downgradient.</li> </ul>	50' 100'	50' 50'
**3. Surface Public Waters: <ul style="list-style-type: none"> <li>Year round.</li> <li>Seasonal.</li> </ul>	100' 50'	50' 50'
4. Intermittent Streams: <ul style="list-style-type: none"> <li>Piped (watertight not less than 25' from any part of the on-site system).</li> <li>Unpiped.</li> </ul>	20' 50'	20' 50'
5. Groundwater Interceptors: <ul style="list-style-type: none"> <li>On a slope of 3% or less.</li> <li>On a slope greater than 3%: <ul style="list-style-type: none"> <li>Upgradient.</li> <li>Downgradient.</li> </ul> </li> </ul>	20' 10' 50'	10' 5' 10'
6. Irrigation Canals: <ul style="list-style-type: none"> <li>Lined (watertight canal).</li> <li>Unlined: <ul style="list-style-type: none"> <li>Upgradient.</li> <li>Downgradient.</li> </ul> </li> </ul>	25' 25' 50'	25' 25' 50'
7. Cuts Manmade in Excess of 30 Inches (top of downslope cut): <ul style="list-style-type: none"> <li>Which Intersect Layers that Limit Effective Soil Depth Within 48 Inches of Surface.</li> <li>Which Do Not Intersect Layers that Limit Effective Soil Depth.</li> </ul>	50' 25'	25' 10'
8. Escarpments: <ul style="list-style-type: none"> <li>Which Intersect Layers that Limit Effective Soil Depth.</li> <li>Which Do Not Intersect Layers that Limit Effective Soil Depth.</li> </ul>	50' 25'	10' 10'
9. Property Lines.	10'	5'
10. Water Lines.	10'	10'
11. Foundation Lines of any Building or Structure, Including Garages and Out Buildings.	10'	5'
12. Underground Utilities.	10'	—
* 50-foot setback for wells constructed with special standards granted by WRD.		
** This does not prevent stream crossings of pressure effluent sewers.		



**Department of Environmental Quality**

725 SE Main Street, Roseburg OR 97470  
(541) 440-3338



## LETTER OF AUTHORIZATION

Let it be known that \_\_\_\_\_  
Print Name

Has been retained to act as agent to perform all acts for development on my property identified below.  
These acts include: Pre-application conference, filing applications and/or other required documents relative to all zoning applications, on-site permits, well water permits, addressing forms, access permits, manufactured dwelling permits, and building permits.

\_\_\_\_\_  
Property Situs or Road Address

And described in the records of Benton County as:

Township\_\_\_\_\_Range\_\_\_\_\_Section\_\_\_\_\_Tax Account(s)\_\_\_\_\_Tax Lot(s)\_\_\_\_\_

Township\_\_\_\_\_Range\_\_\_\_\_Section\_\_\_\_\_Tax Account(s)\_\_\_\_\_Tax Lot(s)\_\_\_\_\_

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

**PROPERTY OWNER:**

Signature:\_\_\_\_\_Date:\_\_\_\_\_

Printed Name:\_\_\_\_\_

Address:\_\_\_\_\_Phone:\_\_\_\_\_

City, State, Zip\_\_\_\_\_Fax:\_\_\_\_\_

Email \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature:\_\_\_\_\_Date:\_\_\_\_\_

Printed Name:\_\_\_\_\_

Address:\_\_\_\_\_Phone:\_\_\_\_\_

City, State, Zip\_\_\_\_\_Fax:\_\_\_\_\_

Email \_\_\_\_\_