

Guide

Site Evaluation Guide for Septic Systems

Items required to process your application:

1. **Completed Application Form and Fee:**

Please make sure your application is complete. Incomplete applications will not be processed. Please include your name, township, range, section, and tax lot or account number on all submitted paperwork, maps and drawings;

2. **Preliminary Site Development Plan:**

Plan must include: test hole locations, proposed and existing development, physical features with corresponding measurements and distances, property lines, easements, roads, creeks, ponds, a north arrow, existing and proposed wells and springs on your parcel and neighboring parcels, all property lines within 200 feet of proposed development, and property lines must be flagged or staked from a known lot corner.

3. **Notice Authorizing Representative Form:**

Required if someone other than the property owner is submitting the application.

4. **Test Holes:**

The application will not be accepted until the test holes are dug. Areas to avoid if possible:

- Any area within 100 feet of lakes, year round rivers, and streams, springs, proposed or existing wells (including neighbors' wells);
- Any area within 50 feet of an intermittent surface water (for at least two months of the year but not continuously throughout the year), including streams or ponds and irrigation ditches;
- Swale areas or land form depressions where surface water is likely to collect. Plants such as wiregrass, spike rush, and mint may be indicators of wet soil conditions;
- Slope greater than 45% (4.5 feet of drop in 10 linear feet);
- An area that has been filled or where soil is modified by cutting;
- Any unstable landforms or areas influenced by unstable landforms (NOTE: geotech report may be required for suspected unstable areas);

- Areas where groundwater is encountered near the ground surface;
- Areas with shallow soil depth (underlain by bedrock, claypans, etc.) that may restrict the movement of water, air and growth of plant roots; and
- Areas to be developed for roads, buildings, etc. Stay at least 50 feet upslope from cuts greater than 30 inches in height.

5. **Digging the Test Holes:**

The area you intend to use may contain underground utilities; prior to excavating, notification and clearance may be required. Call the Oregon Utility Notification Center at (503) 232-2987 or toll free at 1-800-332-2344

- Two test holes are required in the area of the proposed drainfield. Test holes should be approximately 75 feet apart. Test holes should be dug in accordance with the attached fact sheet: "**Test Hole Preparation for Onsite Sewage Evaluations.**"

6. **Other Information:**

The Site Evaluation Report consists of a copy of the field worksheet and a letter explaining the next steps to obtain an installation permit or the reasons for denial and review processes available.

The field worksheet includes a site sketch, a description of soil profiles from the test holes provided and the site conditions. Soil profile notes indicate depth, soil texture, soil color, gravel content, and other soil properties that affect sewage treatment and disposal on the site. The sketch will show the location of the test holes, slope gradient and direction, most physical features (such as property lines, fences, roads, buildings, surface water bodies, water source, power poles, etc.) and other pertinent information.

A favorable Site Evaluation Report is a document that states the type and size of the septic system for the initial system and the replacement system that is approved as well as special conditions or

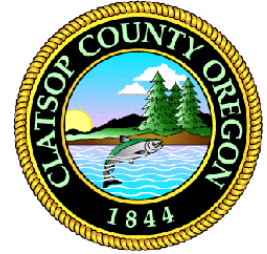
limitations of the site. The approval is valid until you, or the next property owner, obtain a permit and install the prescribed system. Any alteration (cutting, filling, well placement, etc.) of the natural conditions affecting the approved areas may invalidate the approval of the Site Evaluation Report, making it impossible to issue an installation permit. You should retain this report and refer to it in the construction/installation permit application process.

Mail or hand-deliver applications, fees and attachments to:

**Clatsop County Env. Health
Onsite Septic Program**
820 Exchange Street, Suite 100
Astoria, OR 97103
Phone: 503-325-9302
EnvHealth@co.clatsop.or.us



Fact Sheet



Test Pit Preparation for Onsite Sewage Evaluations

When do you need a "Test Pit"?

When you apply for a permit to construct an onsite sewage disposal system, A County inspector will have to visit the proposed construction site. A Test pit allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation".

Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

The bottom of the pit shall be at least two (2) feet wide and four (4) feet long.

The depth shall be at least 4.5 feet long and not exceed five (5) feet.

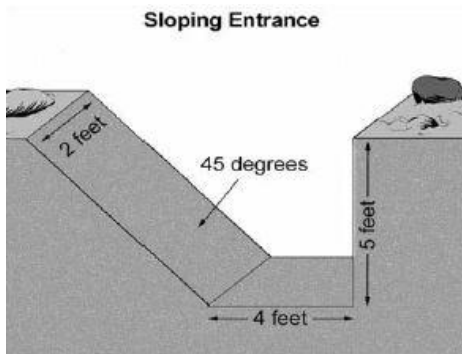
In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than five (5) feet.

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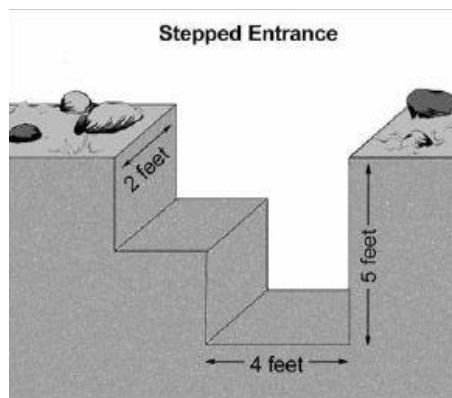
Providing Access to the Standard Test Pits

For easy access, one end of the test pit shall be either Sloping or Stepped; see examples below.

All excavated dirt/rock needs to be a minimum of two (2) feet from the pit edge



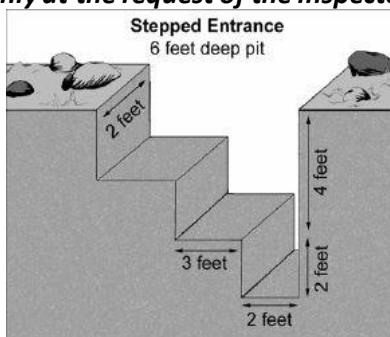
**Sloped at approximately 45 degrees or less
If the soils are dry or loose**



Stepped when soils are wet

6 Foot test pits

Only at the request of the inspector, test pits may need to be excavated to a depth of six (6) feet as shown below.





Clatsop County

Environmental Health/Onsite Septic Program

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Onsite Septic Program**
820 Exchange St., Suite 100
Astoria, OR 97103
(503) 325-9302 phone
(503) 325-9303 fax
EnvHealth@co.clatsop.or.us email

Application for Onsite Sewage Treatment System

A. Property Owner Information

Name _____ Mailing Address (Street, PO Box, City, State, Zip) _____ Phone Number _____

B. Legal Property Description

Township _____ Range _____ Section _____ Tax Lot _____ Tax Account Number _____ Acreage or Lot Size _____
County _____ Subdivision Name _____ Lot _____ Block _____

Property Address: _____
(Street, City, State, Zip)

Directions to Property _____

C. Existing Facility / Proposed Facility / Water Information

Existing Facility

- ☐ Single Family Residence

Number of Bedrooms _____
☐ Other _____

Proposed Facility

- ☐ Single Family Residence

Number of Bedrooms _____
☐ Other _____

Water Supply

- ☐ Public _____
Name _____
☐ Private _____
Well, Spring, Shared

D. Type of Application

- | | | |
|--|---|--|
| <input type="checkbox"/> Site Evaluation | <input type="checkbox"/> Renewal Permit | <input type="checkbox"/> Authorization Notice for: |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Existing System Evaluation | <input type="checkbox"/> Connecting to an Existing System Not in Use |
| <input type="checkbox"/> Permit Repair | <input type="checkbox"/> Permit Transfer | <input type="checkbox"/> Replacing a Mobile Home or House with Another |
| <input type="checkbox"/> Major | <input type="checkbox"/> Permit Reinstatement | <input type="checkbox"/> Mobile Home or House |
| <input type="checkbox"/> Minor | <input type="checkbox"/> Compliance Record Review | <input type="checkbox"/> The Addition of One or More Bedrooms |
| <input type="checkbox"/> Alteration Permit | | <input type="checkbox"/> Personal Hardship |
| <input type="checkbox"/> Major | | <input type="checkbox"/> Temporary Housing |
| <input type="checkbox"/> Minor | | <input type="checkbox"/> Other-Please Specify _____ |

If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes.

By my signature I certify that the information I have furnished is correct and hereby grant Clatsop County and its' authorized agents' permission to enter onto the above described property for the sole purpose of this application

Signature _____ Date _____

Applicant's Name (Please Print Legibly) _____ Applicant's Phone _____ Applicant's E-Mail Address _____

Applicant's Mailing Address _____

Applicant is the ☐ Owner ☐ Authorized Representative ☐ Licensed Septic Installer

☐ Authorization Attached

Installers Name _____



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Notice Authorizing Representative

I, _____, have authorized
(Property Owner – Please Print)

(Authorized Representative – Please Print) To act as my agent in performing
the activities necessary to obtain site evaluations, permits, and other onsite wastewater treatment program services provided by Clatsop County on the property described below in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility.

PROPERTY IDENTIFICATION

Property Situs or Road Address

And described in the records of Clatsop County as:

Township _____ Range _____ Section _____ Tax Lot _____ Map ID _____
Township _____ Range _____ Section _____ Tax Lot _____ Map ID _____

PROPERTY OWNER:

Name: _____ Email: _____
Mail Address: _____ City/State/Zip _____
Phone: _____ FAX: _____
Signature: _____ Date: _____

AUTHORIZED REPRESENTATIVE:

Name: _____ Email: _____
Mail Address: _____ City/State/Zip _____
Phone: _____ FAX: _____
Signature: _____ Date: _____

SITE DEVELOPMENT PLAN SHOWING TEST PITS LOCATION

Property ID: _____ Site Address: _____

Applicant Signature: _____ Date: _____

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

Required Information

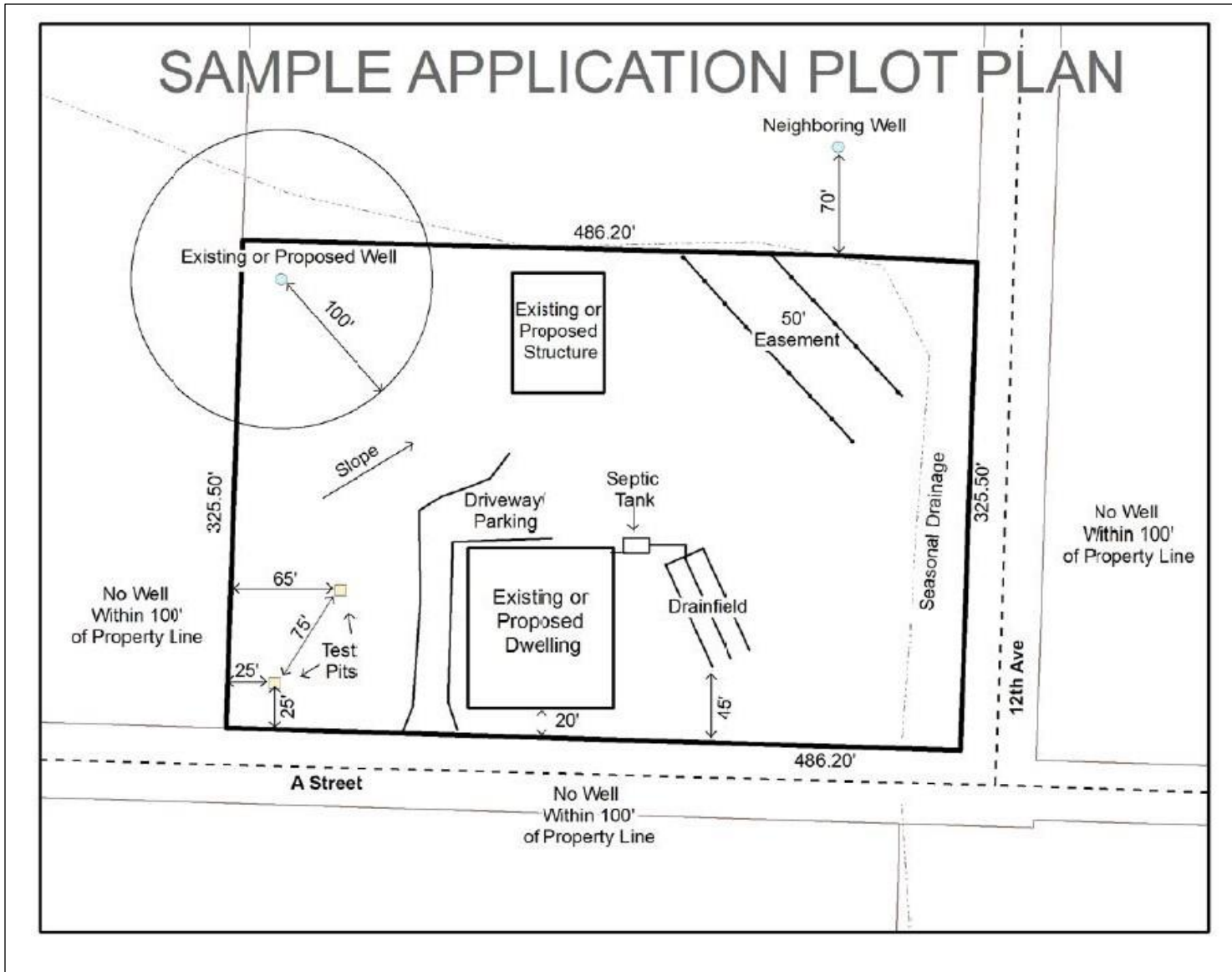
- Owner name
- Legal description, map number
- North arrow
- Property dimensions
- Neighboring wells/waterlines w/in 100'
- All wells/waterlines on property
- Roads, driveways, parking areas
- Buildings and fences
- Septic tanks and drain fields
- Areas of excavation (cuts, fills)
- Easements, deed restrictions,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

Legend

- Wells
- Test Pits
- Drainage



1 inch = 20 feet



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