

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. **Vicinity / Locator Map:**

On an 8½ by 11 inch sheet of white paper, provide directions to your property. If your property is hard to find, please include a written description how to find it. Please flag the entrance to your property. If you have a large parcel, show on a sketch how to find the test holes.

3. **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.

4. **Tax Lot Map:**

A tax lot map obtained at your local county assessor's or planning department.

5. **Land Use Compatibility Statement:**

This **must** be approved and signed by your county and/or city planning department.

6. **Notice Authorizing Representative Form:**

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

7. **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.

8. **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.**"

9. **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
Community Development**
800 Exchange Street, Suite 100
Astoria, OR 97103
Phone: 503-325-8611
Fax: 503-338-3606
comdev@co.clatsop.or.us
<http://www.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:

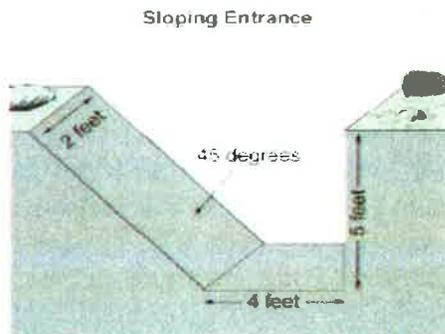
The bottom of the pit shall be at least two (2) feet wide and four (4) feet long.

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.

6 Foot test pits

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



The entrance to a six (6) foot test pit may be sloped or stepped as soil conditions warrant.

Clatsop County Public Health

820 Exchange Street, Suite 100
Astoria, OR 97103

Phone: 503-325-8500
Fax: 803-325-8678

health@co.clatsop.or.us
<http://www.co.clatsop.or.us>

Clatsop County Community Development

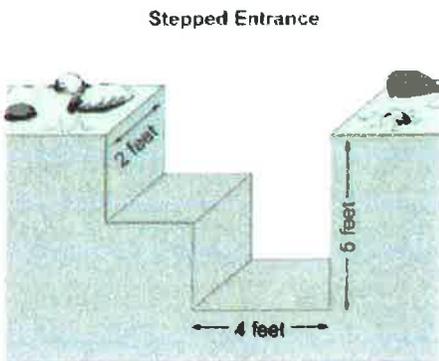
800 Exchange Street, Suite 100
Astoria, OR 97103

Phone: 503-325-8611
Fax: 503-338-3606

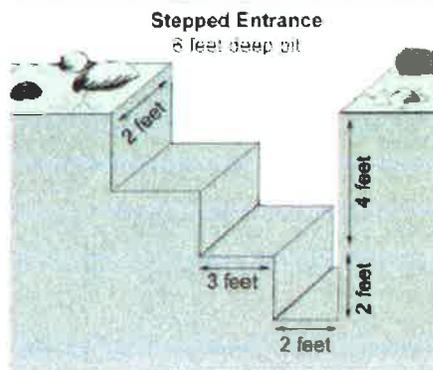
comdev@co.clatsop.or.us
<http://www.co.clatsop.or.us>

Providing Access to the Standard Test Pits

For easy access, one end of the test pit shall be either



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



Stepped when soils are wet

All spoils need to be a minimum of two (2) feet from the pit edge



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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

Site Evaluation

Construction

Permit Repair

Major

Minor

Alteration Permit

Major

Minor

Renewal Permit

Existing System Evaluation

Permit Transfer

Permit Reinstatement

Authorization Notice for:

Connecting to an Existing System Not in Use

Replacing a Mobile Home or House with Another

Mobile Home or House

The Addition of One or More Bedrooms

Personal Hardship

Temporary Housing

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)

_____ To act as my agent in performing
(Authorized Representative – Please Print)
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: _____



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Land Use Compatibility Statement (LUCS) For Onsite Wastewater Treatment System Permits

WHAT IS A LUCS? The Land Use Compatibility Statement is the process used to determine whether Onsite Wastewater Treatment permits and other approvals affecting land use are consistent with local government comprehensive plans. The LUCS form is included in the onsite permit application approval packet.

WHY IS A LUCS REQUIRED? Oregon law requires activities that impact land use be consistent with local comprehensive plans and land use regulations. Oregon Administrative Rules (OAR) Chapter 340, Division 28 identifies activities or programs that significantly affect land use and the process for ensuring consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all Onsite Wastewater Treatment permits, registrations under general permits, and certain other approvals and certifications that affect land use. **The attached form applies only to onsite wastewater treatment system permits and activities. WPCF applicants must complete a General LUCS Form.**

HOW TO COMPLETE A LUCS:

Step	Who Does It	What Happens
1	Applicant	Completes Section 1 of the LUCS and submit it to the county planning office.
2	City or County Planning Office	Completes Section 2 of the LUCS by determining if the activity or use meets all local planning requirements, and returns to the applicant the signed and dated LUCS form with findings of fact for any local reviews or necessary planning approvals.
3	Applicant	Includes the completed LUCS with findings of fact with the permit or approval submittal application to the county.

A permit cannot be issued if the proposed facility does not comply with all applicable local land use requirements. The applicant is responsible for working with the local planning office to comply with land use requirements.

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object, or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470. Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.

SECTION 1 – TO BE COMPLETED BY APPLICANT

1. Applicant Name/Property Owner: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____
2. Property Information:
County: _____ Tax Lot No: _____
Township: _____ Range: _____ Section: _____
Physical Address: _____
Block: _____ Lot: _____
Subdivision Name (if applicable): _____
3. This proposed facility is for:
 An individual, single family dwelling
 Describe the type of development, business or facility and the provided services or products: _____

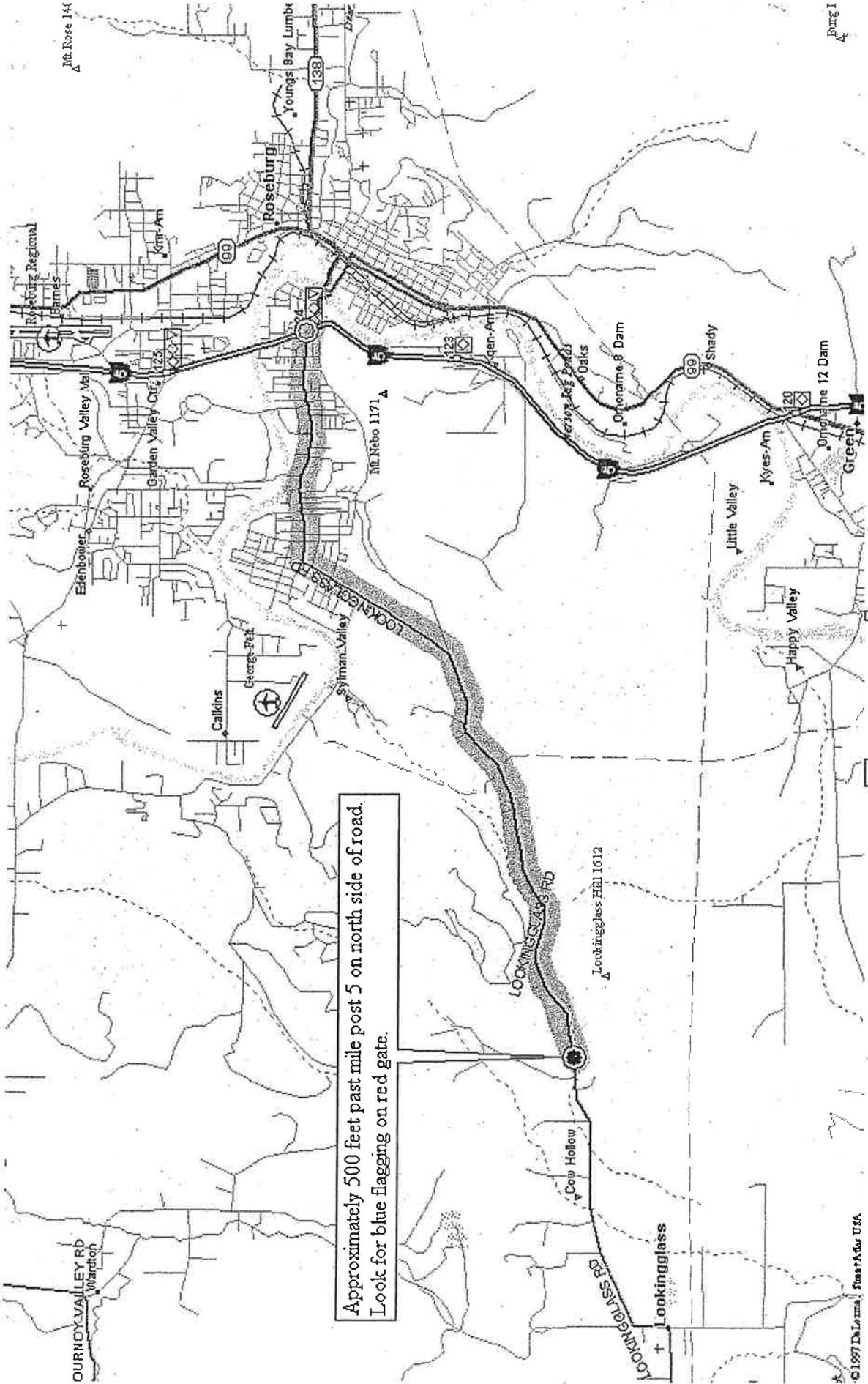
4. Permit or approval being requested:
 Construction-Installation permit for: New Construction Repair Alteration
 Non-water-carried facility requests (for example, pit, privy/vault toilet for campgrounds)
 Authorization Notice for: Replacement of dwelling Bedroom Addition
 Other changes in land use involving potential sewage flow increases

SECTION 2 – TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

5. Property Zoning: _____ Zoning Minimum Parcel Size _____
6. The facility is located: inside city limits inside UGB outside UGB
7. Does the proposed facility comply with all applicable local land use requirements: Yes No
- If you answered "Yes" above, was this compliance based on:
 Compliance with local comprehensive plans and land use requirements (provide a citation to the applicable provisions)
 Conditional approval (provide findings and citation or attach a copy of the applicable land use decision)
 Measure 49 waiver (provide Department of Land Conservation and Development approval number)
Either provide reasons for affirmative compliance decision or attach findings of fact: _____

8. Planning Official Signature: _____
Print Name: _____ Date: _____
Title: _____ Telephone: _____

EXAMPLE A
VICINITY LOCATOR MAP



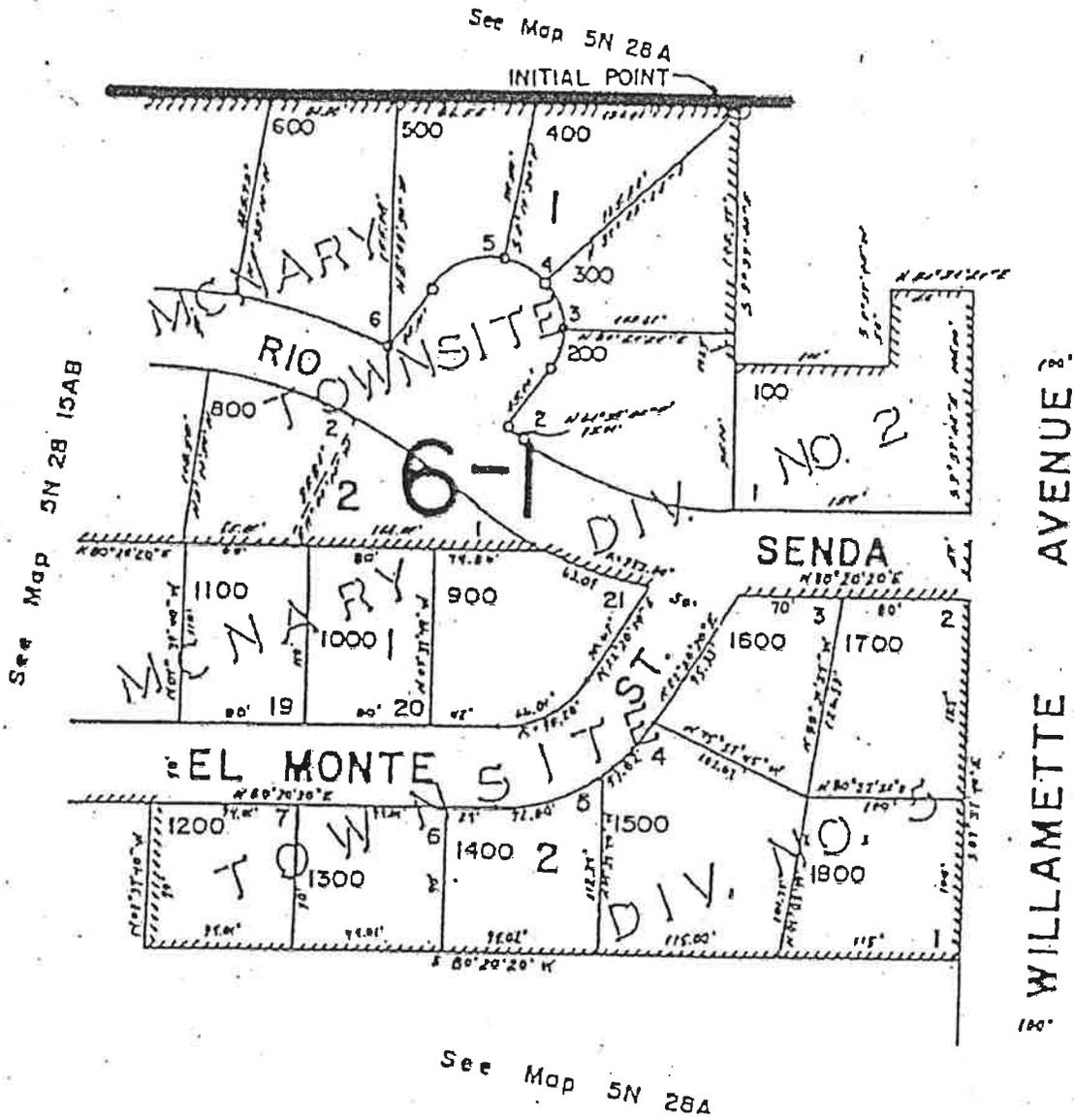
Approximately 500 feet past mile post 5 on north side of road.
Look for blue flagging on red gate.

Example

TAX LOT MAP

NE ¼ NE ¼ Sec. 15 T.5N R.28E.W.M.

Umatilla County



Example

Licensed Sewage Disposal Services

Carlson Contracting, Inc.
Flint Carlson #33563
PO Box 157, Hammond, OR 97121
Phone: 503-861-2408
FAX: 503-861-2408
Cell: 503-741-0409
carcon@pacifier.com

Complete Septic Service
Jerry Lebo #37864
41092 Ziak-Gnat Creek Lane, Astoria, OR 97103
Phone: 503-458-6870
FAX: 503-458-5289
Cell: 503-338-8722

George Owen
Septic System Design
89647 Manion Drive, Warrenton, OR 97145
Phone: 503-717-8681
Cell: 503-717-2477
gntlmangeorge@gmail.com

Keith Keranen Excavating, Inc.
Keith Keranen #38452
37194 Highway 26, Seaside, OR 97138
Phone: 503-717-2200
FAX: 1-800-446-0263
kkeraneninc@hotmail.com

Kinney & Sons
Steve Kinney #186315
91569 George Hill Road, Astoria, OR 97103
Cell: 503-791-3481
sdkinney@centurytel.net

Hartman Construction Co.
Dean Hartman #38331
PO Box 158, Warrenton, OR 97146
Cell: 503-440-2092

Bill Hughes Excavation LLC
Bill Hughes #36171
42824 Old Highway 30, Astoria, OR 97103
Phone: 503-458-6706
FAX: 503-458-6706
Cell: 503-741-6706
Bchexc@gmail.com

Robert Martens Excavation
Robert Martens #37547
92859 Walluski Loop Road, Astoria, OR 97103
Phone: 503-325-0615
FAX: 503-325-0615
Cell: 503-440-2724
Martens92861@charter.net

Bob McEwan Construction, Inc.
Michael McEwan #37079
PO Box 2845, Gearhart, OR 97138
Phone: 503-738-3569
FAX: 503-738-4198
Cell: 503-440-0223
mmcewan3569@charter.net

Osburn-Olson, LLC
Ryan Osburn #38583
1369 Stillwater Court
Seaside, OR 97138
Phone: 503-717-3907
FAX: 503-717-8613
grosburn@hotmail.com

Cascade Phillips dba Seacoast Portable, Inc.
Bruce Phillips #38164
34781 Beeline Lane
Astoria, OR 97103
Phone: 503-325-9071
FAX: 503-325-9118
Bruce.phillips@unitedsiteservices.com

Dave Roberts Contracting, Inc #38149
PO Box 3424, Bay City, OR 97107
Phone: 503-377-4444
FAX: 503-377-4112
Cell: 503-801-1316

Sweet Septic & Portable Service
Brad Sweet #37303
PO Box 67, Manzanita, OR 97130
Phone: 503-436-9759
sweetseptic@charter.net

Vinson Brothers
Dennis Vinson #36845
92740 Knappa Dock Road, Astoria, OR 97103
Phone: 503-458-6561
FAX: 503-458-6763
Cell: 503-741-0170
Vbc.dennis@gmail.com

Ed's Septic Tank Cleaning Services
Clyde McDonald
92042 Koppisch Road
Astoria, OR 97103
Phone: 503-458-6521
Phone: 503-741-0673