



Onsite Wastewater Process and Guidance Site and Soil Evaluation

Purpose

The purpose of a site and soil evaluation is to determine if an onsite wastewater system is feasible in a specific location on the property and for a specific project proposed by the property owner or authorized agent. The property may not be feasible for the specific project proposed, but may be for another type of project. The site and soil evaluation is to determine if an onsite wastewater system is feasible, not to determine if the lot is a suitable building lot.

Review Process

- Step 1. Hire a level 1 or higher Onsite Wastewater Professional (OSWP) to perform evaluation
- Step 2. Apply for site and soil evaluation review. Submit your application by clicking [here](#).
- Step 3. Environmental Health (EH) staff will schedule a site visit. You must coordinate scheduled visit with your OSWP
- Step 4. Meet at site. EH staff will review OSWP's evaluation and issue approval
- Step 5. You'll receive approval letter and invoice
- Step 6. OSWP issues formal site and soil evaluation report (This report must be included along with the design in the application for an Onsite Wastewater System Permit)

Fees and Scheduling

A Fee of \$79.00 is required for the evaluation review site visit. An invoice will be sent once the site visit is complete. If necessary, mileage and extra time may be assessed at the rates posted below. Once the application is received EH staff will contact you to schedule your evaluation review. It will be your responsibility to coordinate the scheduled date and time with the onsite wastewater professional who will be performing the evaluation. If the appointment is missed you will still be charged the site visit fee and you will need to contact the department to reschedule.

Evaluation Requirements

Soil Evaluation pits shall be dug by backhoe near but not within the proposed absorption field. Pits shall be dug to a minimum depth of 10ft or 4ft below the proposed depth of the absorption field.

Soil evaluations will not be allowed if any portion of the soils are frozen. Percolation testing, if necessary, will not be allowed during cold weather periods unless the ambient air temperature is above 35 degrees Fahrenheit for a minimum of 48 hours.

Design and Installation

Report Requirements

Once EH staff visit the site and are able to review and approve the evaluation process. Your onsite wastewater professional will need to provide a formal site and soil evaluation report. This report will need to be submitted along with your design if you choose to apply for an onsite system permit. This report must contain the following:

1. A plat including the location of each exploration pit with an assigned numerical code.
2. Depth and detailed soil profile of each pit
3. Detailed soil texture analysis and associated hydraulic loading rates
4. Detailed percolation test logs, analysis and associated hydraulic loading rates (if applicable)
5. Ground water table monitoring information (If applicable)
6. Additional site-specific information as requested

Design Requirements

Once the site evaluation has been approved your onsite wastewater professional (Level 2) will design the onsite system. The design must be submitted and approved by the health department before installation begins. Any changes to the design during

installation must first be approved by the designer and the health department. An approved copy of the designs must be onsite at all times during installation.

Final Inspection

Before any components of the onsite system are covered by barrier material or back fill, a final inspection must be completed by the health department. The septic tank must be filled to the outlet 24 hours prior to final inspection. The septic permit fee must be paid before final inspection.

FEE SCHEDULE

ONSITE WASTEWATER	2022 FEE	ADDITIONAL FEES
Site and Soil Evaluation Review	\$79.00	
Basic Septic Permit (Plan Review, Final Inspection, Permit)	\$344.00	\$40.00 State Fee
Alternative Wastewater System	\$557.00	\$40.00 State Fee
Onsite Consultation/Inspection	\$79.00	
Mileage per mile (over 15-mile radius)	\$0.50	