

ON-LOT SEWAGE PERMIT PROCEDURE

1. Complete and sign application with copy of your deed and a plot map of your property and written permission form owner if applicant is not the owner. *Must appear in person to Council office*
2. Pay application fee at the time of application.
3. Call your assigned sewage enforcement officer to make an appointment along with your back hoe operator. (paid by applicant). Have available a copy of your application and plot map. (if map is available)
4. **In the event the applicant cancels the appointment the day before there is a \$50.00 additional charge and if canceled the same day as the appointment there is a \$75.00 additional charge.**
5. The site investigation includes the probe test (pit test) and requires your back hoe operator and you or your representative to be present.
6. If the pit passes, then we're ready for the percolation test and after you have prepared the 6 perc holes then call your SEO to complete same. If the pit test fails, a letter of permit denial is sent from the SEO.
7. If your testing develops a suitable site, the WCSC sends you (2) two copies of the site investigation sheet and a copy of recognized sewage system designer list. If you fail the perc portion at this stage, and you don't qualify for an alternate type system, a letter of denial is sent from the SEO.
8. Your ready to have (2) two copies of your system design submitted to the WCSC for the SEO to approve and if your are not subdividing, we are ready to issue your permit. A planning module must be completed and submitted to the DEP for approval if you are involved in a sub-division or a 2nd dwelling on the same property.
8. Your permit application file remains open for at least 12 months from the last activity if a permit is not issued. The permit when issued is good for 3 years from issue date.
9. Your application file while active and the permit itself can be transferred at your written request.
10. Your permit will be issued only if your application is complete. To be complete includes providing all the necessary information, system design approval and payment of all original application fees and any additional fees created during the testing process.

There is no fee refunding after making the initial appointment with the SEO., There is a \$25.00 office charge if the application is cancelled prior to the initial appointment with the SEO.

Edition 5/10

WASHINGTON COUNTY SEWAGE COUNCIL

Connect to Existing System Procedure

Applicant makes application at the WCSC office, pays the appropriate fee. The applicant is given a copy of the application as a receipt which also shows the requirement to eventually uncover the inlet of their septic tank for the SEO's inspection.

Application is recorded on the computer and assigned a number.

A copy of the worksheet is faxed to the appropriate municipality for their review and permission signature and then return faxed to our office.

When the worksheet is returned to the Council office and the municipality has signed off as OK to proceed, the office assigns the application to a Sewage Enforcement Officer (SEO) and faxes a copy of the application to her/him therefore providing the application number, contact persons phone number and location of the property to be inspected.

The applicant is then called by our office and instructed to call the assigned SEO in order to make the appointment to complete the first inspection and at that time is reminded to uncover the inlet of the septic tank. **In the event the applicant cancels the appointment the day before there is a \$50.00 additional charge and if canceled the same day as the appointment there is a \$75.00 additional charge.**

The SEO examines the situation and reports to the Council office that it either passes or fails.

The office then provides a letter to the applicant indicating the SEO's decision. If it passed then the deemed adequate letter is used by the applicant to apply for their building permit in lieu of needing a sewage permit. If the site fails it will be necessary for the land owner to come back into our office and apply for a system repair application in order to place a new residence on the site.

Copies of the letter in both cases go to the municipality for their information.

When the residence is completed and is connected to the existing on lot sewage system, the property owner leaves the connection open and calls the SEO to come and make his/her final inspection to verify the connection is in compliance.

There is no fee refunding after making the initial appointment with the SEO, There is a \$25.00 office charge if the application is cancelled prior to the initial appointment with the SEO. Edition 5/10

Washington County Sewage Council

EXISTING SYSTEM CONNECTION

MUNICIPALITY _____ DATE _____

APPLICANTS NAME _____

ADDRESS _____

Phone No. _____

Property location _____

**MUST PREPARE SITE SO SEO CAN
DETERMINE LOCATION OF TANK INLET**

MARK ONE ITEM ONLY:

1. _____ the exiting on-lot system was occupied within the last 12 months.
2. _____ the existing on-lot system was vacated prior to the last 12 months, however, connection to this system is acceptable to the municipality if it meets the WCSC rules.
3. _____ the existing on-lot system was vacated prior to the last 12 months, however, connecting to this system is not acceptable to our municipality.

PRINT NAME OF PERSON FROM THE MUNICIPALITY _____

POSITION _____
(signature)

RETURN TO THE WCSC OFFICE

550 Washington Road, Washington, PA 15301, 724-223-0504, FAX 724-223-0508

SEWAGE ENFORCEMENT OFFICER _____
(print name)

PASS _____ FAIL _____

edition date 11/11 _____
(signature)

See back for procedure information

10 Acre Exemption Procedure

Applicant makes application at the WCSC office, pays the appropriate fee. The applicant is given a copy of the confirmation form as a receipt which also shows the requirement to qualify for the 10 Acre Exemption.

Application is recorded on the computer and assigned a number.

A copy of the worksheet is faxed to the appropriate municipality for their review and permission signature and then return faxed to our office.

When the worksheet is returned to the Council office and the municipality has signed off as OK to proceed, the office assigns the application to a Sewage Enforcement Officer (SEO) and faxes a copy of the application to her/him therefore providing the application number, contact persons phone number and location of the property to be inspected.

The applicant is then called by our office and instructed to call the assigned SEO in order to make the appointment to complete the inspection. **In the event the applicant cancels the appointment the day before there is a \$50.00 additional charge and if canceled the same day as the appointment there is a \$75.00 additional charge.**

The SEO examines the situation and reports to the Council office that it either passes or fails.

The office then provides a letter to the applicant indicating the SEO's decision. If it passed then the completed and signed confirmation form is sent to the applicant and then used to apply for their building permit in lieu of needing a sewage permit. If the site fails it will be necessary for the land owner to come back into our office and apply for an application to perc the lot in order to place a new residence on the site.

Copies of the cover letter and the signed confirmation form or the denial letter which ever applies goes to the municipality for their information.

In the event the property is sold to persons other than qualified direct relatives of the original qualified person prior to system installation the 10 acre exemption can not be used and the property would have to be perc tested and a permit issued in order to construct a residence on the property.

There is no fee refunding after making the initial appointment with the SEO, There is a \$25.00 office charge if the application is cancelled prior to the initial appointment with the SEO. Edition 5/10

Washington County Sewage Council

EXISTING SYSTEM CONNECTION

MUNICIPALITY _____ DATE _____

APPLICANTS NAME _____

ADDRESS _____

Phone No. _____

Property location _____

**MUST PREPARE SITE SO SEO CAN
DETERMINE LOCATION OF TANK INLET**

MARK ONE ITEM ONLY:

1. _____ the exiting on-lot system was occupied within the last 12 months.
2. _____ the existing on-lot system was vacated prior to the last 12 months, however, connection to this system is acceptable to the municipality if it meets the WCSC rules.
3. _____ the existing on-lot system was vacated prior to the last 12 months, however, connecting to this system is not acceptable to our municipality.

PRINT NAME OF PERSON FROM THE MUNICIPALITY _____

POSITION _____
(signature)

RETURN TO THE WCSC OFFICE

550 Washington Road, Washington, PA 15301, 724-223-0504, FAX 724-223-0508

SEWAGE ENFORCEMENT OFFICER _____
(print name)

PASS _____ FAIL _____

edition date 11/11 _____
(signature)

See back for procedure information

On Lot Septic Dye Test Procedure

Applicant makes application at the WCSC office, pays the appropriate fee and is instructed not to have the tank pumped prior to the dye test. The tank must be full in order to do a proper dye test. If the fee is not paid at time of application, a check must be mailed to our office and the test will be done, but the results not released until payment is received. We don't want payments made to the SEO at the time of the testing for obvious reasons.

Application is recorded on the computer and assigned a dye test number.

The office assigns the application to a Sewage Enforcement Officer (SEO) and faxes a copy of the application to her/him therefore providing the dye test number, contact persons phone number and location of the property to be tested.

The applicant is provided the phone number of the assigned SEO and is instructed to call the SEO in order to make the appointment to do the test and is instructed to uncover the inspection cover of the septic tank to verify that there is a tank and that it is full.

The SEO examines the situation and places dye in all the waste areas in the home and runs app. 100 gals of water.

The SEO waits for at least a half hour and examines the property and ways adjoining to determine if any dye comes to the surface or is discharged into a stream or storm drain.

In the event there is a suspicious visible area, but no dye shows the SEO may come back the next morning to see if dye shows.

The office then provides a letter to the applicant indication that no dye was visible. If the SEO found visible dye, then the letter so indicates.

Copies of the letter in both cases go to the municipality for any further action.

1. The fee for the dye test is \$155.00 and if there is a follow up test the additional cost is \$125.00
2. The dye test should take place within 5 days from application and the results should go to the applicant within 2 working days.

The procedure if the dye test is serving the purpose to satisfy an appeal by the property owner of an SEO malfunction call is as follows. The dye test is performed by the SEO that made the malfunction call. In the event the test shows no dye, the application fee is returned and the malfunction is closed. The refund is approved at the next regular monthly meeting of the WCSC operating committee and placed in the mail the same day.

DYE TEST APPLICATION

Application No. _____

Date _____

(Municipality)

**APPLICANT MUST UNCOVER THE SEPTIC
TANK INSPECTION LID PRIOR TO SEO VISIT.**

Applicant: _____ Phone _____

Address _____

PROPERTY OWNER _____

Location of test _____

CONTACT FOR ENTRY _____ Phone _____

Name _____

.....
\$155.00 Fee Paid _____ Check no. _____

CONTACT IS INSTRUCTED TO CALL THE SEO FOR APPOINTMENT
SEO MEANS SEWAGE ENFORCEMENT OFFICER

SEO: _____ Phone _____ Date _____

Test date _____ Passed _____ FAILED _____

(SEO signature)

Important: In the event the SEO arrives at the site and then is unable to complete the dye test, there is an additional charge of \$125.00 each for any additional visits or if there is no additional visit, there is no refund of the original application fee. In the event the applicant cancels the appointment the day before the appointment there is an additional charge of \$50.00 and if the cancellation is the same day of the appointment the additional charge is \$75.00.

W.C.S.C. MALFUNCTION PROCEDURE

- A. When a member of the public has a complaint.
1. Person complains to the municipality, the WCSC or the DEP.
 2. Municipality completes the WCSC authorization form
 3. WCSC assigns a malfunction number and enters it into the general malfunction file and the member municipality's file by property owner and road address.
 4. WCSC assigns the malfunction to an SEO.
 5. The SEO completes the investigation and files same with the WCSC including a neat ledge able diagram of the problem.
 6. If there is a malfunction the WCSC completes a certified letter, has the SEO sign the letter and it is mailed to the property owner. We set a deadline into our software program as our reminder.
 7. Our file letter gives the property owner 14 working days to come into our office and make out a repair application and directs the property owner to complete their repair in a reasonable time frame. We generally wait 30 days before further action.
 8. If the property owner fails to complete an application in the allotted time frame, we complete and have the SEO sign a citation which is mailed to the appropriate District Judge and invoice the Municipality for the malfunction fee.
 9. We await the results and if the property owner pays the fine, we cite him again and ask for the fine amount to be increased.
 10. If the property owner comes in and completes the application we set a deadline for start of repair and enter it into our software in the computer for our reminder and follow up.
- B. When the SEO finds a malfunction other than above, that needs attention, we ask for their report and we proceed with items no. 6 thru 10 above.
- C. When a property owner voluntary applies for a repair and it is determined that there is a discharge to the surface or a stream, we allow an acceptable amount of time for them to complete the repair and if they don't we send a follow up letter setting a deadline prior to citing the property owner. If they ignore our deadline, we proceed with citing them.

W.C.S.C. MALFUNCTION PROCEDURE

- D. When a planning module is required and we find that the residual parcel has an existing residence with a malfunction, we require a new repair application for that parcel and require proper perc testing and in order to qualify for planning approval we must find a site suitable intended for a standard type sewage septic system. If we find such a site suitable we set a deadline to complete the repair on the residual parcel and proceed with the planning module. In the event we can't find a site suitable then the planning stops until the DEP decides to change their regulations to include Drip Irrigation and A/B soil systems as standard type systems, but we follow thru with the residual malfunction the same as any other malfunction, except we usually give the property owner more time. This situation could mean either an alternate type system or a holding tank installation as a last resort.
- E. When the property owner disputes the malfunction call, they are offered the opportunity to make application for a dye test, pay the appropriate fee and if no dye shows, their full fee will be returned and the malfunction closed. In the event the dye shows, we are back to the regular procedure for malfunctions and there is no fee refunding. Any refunding is approved at the WCSC operating committee's next regular monthly meeting and the check is placed in the mail the same day.

MALFUNCTION AUTHORIZATION FORM

Malfunction No. _____

Date * _____

Municipality * _____

Property location * _____

Owner * _____

Address * _____ Phone * _____

Contact person at property location _____ Phone * _____

The Washington County Sewage Council (circle one) **is** or **is not** authorized to follow through with a citation to the local District Justice if the malfunction is not cleared under our normal procedure.

(Authorized Municipal Signature)

Fee of \$100.00 will be invoiced if the property owner delays in making application or the inspection results in no malfunction.

SEO assigned _____ Date assigned _____ Date inspected _____

Malfunction occurring: yes _____ no _____

Certified letter sent _____ Date _____ Certified mail no. _____

Repair application no. _____ Date _____

Citation issued _____ Date _____ Citation No. _____

SEO NOTES:

* These items must be clearly completed
SEO to make a diagram on back showing the house, lot and the malfunction area.

MALFUNCTION AUTHORIZATION FORM

Malfunction No. _____

Date * _____

Municipality * _____

Property location * _____

Owner * _____

Address * _____ Phone * _____

Contact person at property location _____ Phone * _____

The Washington County Sewage Council (circle one) **is** or **is not** authorized to follow through with a citation to the local District Justice if the malfunction is not cleared under our normal procedure.

(Authorized Municipal Signature)

Fee of \$100.00 will be invoiced if the property owner delays in making application or the inspection results in no malfunction.

SEO assigned _____ Date assigned _____ Date inspected _____

Malfunction occurring: yes _____ no _____

Certified letter sent _____ Date _____ Certified mail no. _____

Repair application no. _____ Date _____

Citation issued _____ Date _____ Citation No. _____

SEO NOTES:

* These items must be clearly completed

SEO to make a diagram on back showing the house, lot and the malfunction area.

ALL SUBDIVISIONS REQUIRE A PLANNING MODULE

DEP RULES AND REGULATIONS DICTATE
THAT THE MUNICIPALITY MUST ACCEPT
THE SEWAGE SITUATION ON EVRY LOT IN
THE SUBDIVISION

HOW?

1. The lot could have an existing structure with an existing septic system. An approved visual inspection is required
2. The lot could be perc approved with a site suitable test location.
3. The 10 acre exemption applies to the lot.
4. The non-building waiver applies if the parcel is 40 acres or more or the lot is a line shift with a z line to adjacent lot that has an existing septic system.
5. The lot has a public sewer line hook up permit.

Subdivisions that don't require perc testing do require a planning module, but aren't required to have DEP approval.

SUBDIVISION PROCEEDURE

1. A subdivision may alter the long range sewage plan for the Municipality
2. All subdivisions must comply with the PA Code, Title 25, Chapter 71.
3. Every lot in any subdivision must deal with sewage prior to submittal to the municipality.
4. There are five (5) ways to deal with sewage on each lot:
 1. Approved perc test,
 2. Public sewage line to property and tap in fee paid,
 3. A 10 acre exemption (if allowed in your municipality),
 4. Lot has an existing non malfunctioning septic system and
 5. Non-building waiver.
5. If the non-building waiver applies, it must be shown on the subdivision survey indicating exactly which lot the waiver applies. If the lot is other than the residual, the DEP non-building waiver form (3800-FM-WSFR0349) must be completed. Non-building waiver only applies to lots of 40 acres or more unless a smaller lot is Z lined onto an adjacent lot with an existing (non- malfunctioning) septic system or an approved perc "site suitable".
6. All subdivisions require a planning module and the planning module should be a part of the subdivision submittal to the Planning Commission or the Supervisors if there is no planning commission. Subdivisions that have no actual perc testing are not submitted to the DEP.
7. If the subdivision involves perc testing and it is satisfactory to the municipality, the municipality should approve the subdivision subject to DEP approval. You then sign off on the planning module and make sure it is returned to the WCSC office for submittal to the DEP. You should hold the original milar copy of the subdivision until you receive your "Deemed Adequate" letter from the DEP.
8. If there is no testing it still requires a planning module and if satisfactory to the municipality, you approve it at the meeting and send a copy to our office for record keeping. It won't be sent to the DEP for approval.

PROCESSING PROCEDURE

SEWAGE FACILITIES PLANNING MODULE

COMPONENT No. 1

ABBREVIATIONS:

Planning Module ----- (PMC)
Washington County Sewage Council ----- (WCSC)
Sewage Enforcement Officer ----- (SEO)
Dept. of Environmental Protection ----- (DEP)

1. Subdivider must complete and sign form No. 3800-FM-WSFR0350
2. After the survey map is completed and sewage testing done, the SEO must sign the PMC in two (2) places.
3. Now the PMC along with the 16 items shown in Section G, 1., a project narrative and an unsigned copy of the survey must be submitted to the WCSC or can be prepared for you by the WCSC prior to being submitted to your municipality Planning Commission.
4. The Planning Commission along with your Zoning officer of your municipality sign Section I of form 3800-FM-WSFR0350 and they then present the package to the Borough Council or Township Supervisors.
5. The Borough Council or Township Supervisors approve the subdivision (SUBJECT TO DEP APPROVAL). At this meeting they complete and sign Section J of form 3800-FM-WSFR0350 and submit the entire PMC package to the WCSC. The municipality should hold the original mylar copy of the subdivision until they receive DEP approval notice.
6. The WCSC reviews the PMC Package and if complete, sends it on to the DEP Water Quality Specialist at the DEP.
7. The DEP will respond with their approval and upon receipt of same, the WCSC thru the SEO issues the Sewage Permit/s for the lot/s applicable and the municipality gives the subdivider the original mylar copy of the signed and sealed plot map.

Edition 2/2/06

WASHINGTON COUNTY SEWAGE COUNCIL

FILING PROCESS

- I Test the lot for sewage permit
- II Survey the property
- III Complete the planning Module
 - a. complete entire module
 - b. obtain all information and documents in section G
 - c. Have developer sign section G, page 3 at bottom right area.
 - d. WCSC can help complete the module for municipal approval and DEP submission at a cost of \$100.00. Pay your fee and make the appointment at the council office.
- IV Submit planning module along with necessary documents to your municipality. (You or they submit it back to the WCSC office and the WCSC submits it to the DEP.)
- V When DEP approves the planning module and your SEO approves your system design, the SEO issues your sewage permit and you're now ready to obtain your building permit at the office of your municipality

SECOND DWELLING CONSTRUCTED ON A SINGLE LOT

October 24, 2001

The Dept. of Environmental Protection rules and regulations with regard to development planning make this situation a sub-division by flow and therefore it requires their planning approval.

All the same requirements that apply to a 2 lot sub-division apply to the above situation.

1. A survey of the property
2. Locate the test site on the survey
3. Locate the existing dwelling and it's existing system and any existing well or spring on the survey.
4. Locate any surface water on the survey
5. Locate all existing and proposed right-of-ways on the survey
6. Show orientation to North on the survey

There must be a visual inspection of the on-lot septic system for the original dwelling and if there is a malfunction, there has to be a repair permit application, testing for a new absorption field if required and a site suitable letter or a permit issued which every applies before we can submit the plan for DEP approval. All of this holds up issuing a permit for the new dwelling.

The same logic for this requirement is because the reason for the planning is to verify that if the area for the new system is the only place to repair the existing malfunctioning system, then you wouldn't want to add to the problem by eliminating that site and by law the malfunctioning system should be repaired in the first place. Secondly, the property owner could submit a plan to sub-divide after the second dwelling was permitted on the property, thus avoiding the normal procedure.

The above is not a change in any law or rules and regulations, it has merely been brought to our attention by the DEP so we must follow thru accordingly.

This adds an additional \$25.00 cost to the permit application for planning module review.

Sincerely,



Thomas F. Wright, Administrator

WASHINGTON COUNTY SEWAGE COUNCIL

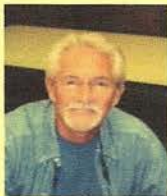
Office and Field Personnel



Thomas F. Wright, Chairman



Richard Folle, Administrator



Raymond L. Calvert, SEO cert. # 03246



Stanley Glumac, SEO cert. # 03334



J. Michael Baran, SEO cert. # 02686



Heath Glumac, SEO cert. # 03818