



SUTTER COUNTY COMMUNITY SERVICES DEPARTMENT

Animal Control
Building Inspection
Emergency Services
Environmental Health
Fire Services
Planning

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SUTTER COUNTY ENVIRONMENTAL HEALTH

How to Apply for an On-Site Wastewater Disposal Permit

In order to properly evaluate applications for on-site wastewater disposal permits, Environmental Health requires a completed application and clear comprehensive plans. This is necessary in order to verify that a project complies with all applicable laws and regulations. The following is a chronological summary of the application process:

- I. Submit completed application and plot plan,
- II. Perform soil testing, site review, and provide any other information required by Environmental Health,
- III. Submit on-site wastewater disposal design,
- IV. Review by Environmental Health and,
- V. Permit processing.

1. Application and Plot Plan

- A. Complete permit application with signature and date
- B. Submit clearly drawn scale drawing showing the exact locations of the following items, whether existing or proposed:
 1. Scale used and north arrow,
 2. Name of person preparing plot plan,
 3. Property lines,
 4. Paved areas (including driveways, sidewalks, patios, pool decks, etc.),
 5. Unpaved areas subject to vehicular traffic,
 6. Structures (including pools, carports, decks, shops, covered patios, gazebos, etc.)
 7. On-site wastewater disposal system (septic tank, sewer lines, cleanouts, leach lines, distribution system, etc.)
 8. On-site wastewater disposal system 100% disposal field replacement area,
 9. Slope of lot (on slopes show contour lines),
 10. Well and abandoned wells,
 11. Off-site wells, abandoned wells located less than 100 feet from property lines,

12. Water lines,
13. Trees within 10 feet of on-site wastewater disposal system or 100% disposal field replacement area,
14. Streams, canals, culverts, ditches, lakes, ponds, areas subject to flooding, stormwater runoff or inundation, and any body of water (intermittent or perennial),
15. Streams, canals, culverts, ditches, lakes, ponds, areas subject to flooding, stormwater runoff or inundation, and any body of water (intermittent or perennial) within 50 feet of property lines,
16. Ten-year flood plain,
17. Ten year flood plain within 100 feet of property,
18. Cutbanks, escarpments, man-made cuts,
19. Easements,
20. Minimum Usable Sewage Disposal Area (MUSDA)
21. Other: _____

Note: It may not be possible to show items 7 and 8 for new projects until soil testing and site review have been completed, but a general area proposed for these items must be designated on the plot plan. For repair of existing system show all items listed.

II. Soil Testing, Site Review and Other Information

- A. In order to determine on-site wastewater disposal requirements, Environmental Health requires soil testing. This involves excavating at least two (2) soil test holes in the area proposed for wastewater disposal. These holes should be spaced so as to give an accurate representation of the disposal area, about 75 feet apart. If your property is part of a recently approved subdivision, soil testing may have already been done.

Soil test holes are 8 feet deep x 2 feet wide x 6 feet long with a landing at 5 feet. Test holes are usually spaced seventy-five (75) feet apart. When completed, call Environmental Health (822-7400) to arrange for an inspection. Environmental Health can usually inspect test holes within 2 working days of notification. Based on soil evaluation, Environmental Health will either provide wastewater disposal requirements or require additional testing. Additional tests may include, but not necessarily be limited to, the following:

1. Additional and/or deeper soil test holes *;
2. Percolation tests;
3. Evaluation by a registered soil scientist, civil engineer, or geologist,
4. Wet-weather testing;
5. Wet-weather groundwater observation.

- B. A site review is usually performed by Environmental Health at the same time as soil testing, in order to verify the accuracy of the plot plan.

- C. Based on the type of project (commercial, industrial, residential, etc.) and the estimated sewage flows, Environmental Health may require additional information and/or review by the Regional Water Quality Control Board.
- D. Permits will be denied at this point if site conditions fail to meet applicable standards.

*In marginal soils, it is advisable to coordinate the soil excavation equipment and the evaluator in case additional test holes are needed. Contact Environmental Health for recommendations.

III. On-Site Wastewater Disposal Design

Submit a plot plan complying with Section 1B, which shows the following:

- A. Layout of on-site wastewater disposal system and 100% disposal field replacement area;
 - B. Exact location of soil test holes, percolation tests, groundwater monitoring, and other tests.
- IV. Environmental Health will review all information submitted for compliance with applicable laws and regulations.
- V. Permit will be issued, denied or modifications will be requested.