



## **ON-SITE WASTEWATER TREATMENT SYSTEM PERMIT PROCESS FULL SYSTEM, UPGRADES, ALTERATIONS, REPAIRS AND VAULTS**

Prior to any work on an Onsite Wastewater Treatment System (OWTS), a permit needs to be obtained from the Environmental Health Department. This packet is to assist you with completing the requirements to obtain your permit. The Environmental Health staff will review your completed application and issue your permit upon approval.

### **GENERAL INFORMATION**

Many areas of the mountains are served by individual private wells and private on-site septic systems, but there are some public districts and private corporations which provide water and sanitation services. You will need to determine if your property is within the existing or expansion boundaries of such a district, as the Environmental Health Department will not issue any permits where connection is possible within a Sanitation District unless the Sanitation District provides written consent for the property to install an OWTS within the district boundaries and forgo connection to the public sewer service.

In accordance with the Clear Creek County OWTS Regulations, any structure or land site where people live, work or congregate shall contain adequate sanitary sewage disposal systems and shall not discharge any effluent to the surface of the ground, in excavations, or into the surface waters of the State; all systems must be approved by the Environmental Health Department.

All OWTS must be designed by a Colorado Licensed Professional Engineer. Visit our website for a list of Colorado Licensed Professional Engineering Companies who are familiar with working in our county. All licenses are checked with the Department of Regulatory Agencies (DORA).

All installations, alterations, repairs, upgrades to an OWTS must have a valid OWTS permit and work cannot commence until the permit is *issued* by the Environmental Health Department. All installations, alterations, repairs or upgrades must be performed by a County Licensed OWTS contractor.

All construction permits are valid for a period of one (1) year. If construction has not been completed within one (1) year from the issuance date, the permit may be renewed one time. The renewal fee must be paid prior to the permits expiration date, or full fees must be remitted.

For the purpose of inspecting and enforcing the County's OWTS Regulations and the terms and conditions of any permit issued, the Environmental Health Department has authorization to freely enter upon private property conduct required tests, take samples, monitor compliance and make inspections.

Please note that these are requirements for the Environmental Health Department only; additional submittal requirements may be required for other applicable County permits and reviews.

### **ENVIRONMENTAL HEALTH DEPARTMENT DIRECTORY:**

1111 Rose Street, PO Box 2000, Georgetown, CO 80444

Fax: (303)569-1103,

Website: [www.clearcreekhealth.org](http://www.clearcreekhealth.org)

**Environmental Health Technician:** (303) 679-2428; [EH@co.clear-creek.co.us](mailto:EH@co.clear-creek.co.us)

**Environmental Health Manager:** (303) 679-2420; [champson@co.clear-creek.co.us](mailto:champson@co.clear-creek.co.us)

**Inspection Hotline:** (303) 670-7535 – OWTS INSPECTIONS ONLY

## **MINIMUM SUBMITTAL REQUIREMENTS FOR AN OWTS PERMIT**

### **OWTS Application**

The application must be completely filled out signed and dated. A contractor who is licensed to install in Clear Creek County must be provided. Please visit our website for a list of Licensed OWTS Contractors. If you would like to have Contractor who is currently licensed, they must contact us and obtain a license prior to the permit being issued. All applications must be accompanied by the applicable permit fee.

### **Proof of Water Supply**

Proof of legal water supply (e.g., private well permit, deep grouted well permit, tap receipt for public system, cistern) is required prior to the issuance of the permit. If you have not received a well permit from the State, but have an application that is being processed, you may submit a copy of the application at the time of your OWTS Application. A copy of your well permit will be required prior to final inspection and sign off from the Public and Environmental Health Department. If you have not received a well permit, or need a copy of a well permit please contact Colorado Division of Water Resources at (303) 866-3581.

### **Design Document, Soils Report and Site Plan**

These documents report must be stamped by a Colorado Licensed Professional Engineer.

#### *Design Document*

The design document shall include a brief description of the facility, its proposed use, basis and calculations of design flow and influent strength. The design document is required to have all details as outlined in section 13.11 of the Clear Creek County OWTS Regulations.

#### *Soils Report and Investigation*

A written report shall describe the results of the preliminary investigation, reconnaissance, and detailed evaluations of the site and soils. The report may be in text and/or tabular form and shall include a drawing locating features relative to the proposed OWTS location and test locations. The report may be included as part of the OWTS design document. The soils investigation must be conducted by a competent technician meeting requirements found in Section 13.13 of the Clear Creek County OWTS Regulations. For more information on detailed soil investigation please refer to Section 13 of the Clear Creek County OWTS Regulations.

#### *Site Plan*

The site plan must be to scale (common scale required). The submitted site plan may not be smaller than 8.5" x 11", and may not be larger than 11" x 17". All additional site plan requirements may be found in Section 13.10 of the Clear Creek County OWTS Regulations. All items must be included on the site plan in order for it to be accepted. **An example site plan is included in this information packet. This site plan is to show what information we need on the site plan pursuant to the Clear Creek County On-site Wastewater Treatment System Regulations.**

### **Construction Site Sanitation Agreement**

All construction sites must provide sanitation facilities for workers on the site. Please complete the Construction Site Sanitation Form to acknowledge your understanding and assurance that sanitation facilities shall be provided. Use of existing onsite household toilet facilities is not an option for OWTS Permits unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations. Use of a camper/trailer for sanitation purposes must be approved by the Clear Creek County Zoning Department.

### **Zoning Verification Form**

All projects are subject to prior approval by the Clear Creek Zoning Department. All permits receive a zoning verification review at the time of submittal. For any questions regarding this process or form, please contact (303) 679-2436.

### **Landowner Authorization Form (if applicable)**

A Landowner Authorization Form is required for instances where the property owner (as listed on record) is not the applicant for the project. This form must be notarized by a Notary Public.

### **Directions and Access to Site**

Please include directions from the nearest major highway or any landmarks that may be useful in finding the site, and any gates and entry codes that will be needed to access your property. All sites must be adequately marked at the access point from the roadway, especially those that are not addressed at the point of application.

## **OPERATION AND MAINTENANCE REQUIREMENTS**

The property owner is responsible for proper maintenance of the OWTS and for abatement of any nuisance arising from its failure. In order to maintain your OWTS and prevent failure, which can result in contamination to your well and other wells in the vicinity, your OWTS should have a regular schedule of inspection, maintenance and cleaning. **According to the OWTS regulations, if you are using a Higher Level Treatment System an Operating Permit will be required.** The following table gives the guidelines for a minimum schedule of maintenance:

<b>OWTS MAINTENANCE RECOMMENDATION &amp; REQUIREMENTS</b>			
<b>Type of Component</b>	<b>Recommended Inspection Period</b>	<b>Required Cleaning or Pumping</b>	<b>Additional Permits Required</b>
<b>Septic Tanks</b>	Annually	Every 2-4 years	Use Permit – upon conveyance of property
<b>Vaults, privy vaults, holding tanks</b>	Annually	When Vault reaches 75% capacity	Use Permit – upon conveyance of property  May require an Operating Permit upon conditions of the permit
<b>Aeration, mechanical, or higher level treatment units</b>	Per Operating Permit Requirements	Per Operating Permit Requirements	Use Permit – upon conveyance of property  Operating Permit verifying it has a current Operations and Maintenance Contract with a licensed NSF/NAWT inspector
<b>New Technology Devices</b>	Per permit conditions or Operating Permit Requirements	Per permit conditions or Operating Permit Requirements	Use Permit – upon conveyance of property  May require an Operating Permit upon conditions of the permit.

The Clear Creek County OWTS regulations require the cleaning of all OWTS be performed by companies or individuals who hold a valid Systems Cleaner License from the Public and Environmental Health Department. Please visit our website for a list of active OWTS Cleaners.

# CHECKLIST FOR OWTS PERMIT SUBMITTAL

Included on the following page is a checklist that the Clear Creek Environmental Health Department will use when a permit is being applied for. This checklist covers minimum requirements to be able to submit for an OWTS permit. If any of the items on this list are missing, we will not be able to accept the submittal.

Please ensure that you, and your designing engineer have reviewed the documents for completion prior to submittal.

## PREPARING FOR YOUR PERMIT

After receiving all the required documentation for your OWTS Permit, the review process will begin. The Environmental Health Department will review your engineering documents to ensure the engineering proposal meets all applicable regulations and restrictions. Once the department is satisfied with the engineering review, the design will be assessed against the site during a Site Evaluation. If all requirements are met and no revisions are needed, then the permit will be issued. Construction may commence upon receipt of the issued permit.

### STAKING OUT YOUR SITE

Your site must be staked out at the time the OWTS permit is applied for. The following must be staked in order for the Environmental Health Department to conduct a site evaluation:

- Corners of all Structures (if not built)
- Property Lines
- Well
- Driveway
- Septic Tank(s)
- Soil Treatment Area
- Any other property improvements that may impact the OWTS

## Onsite Wastewater Treatment Systems Permit Submittal Tracking Sheet

CONTACT INFORMATION		FOR COUNTY USE ONLY	
Owner Name:	Permit #:	Permit Fee Collected	<input type="checkbox"/>
Owner Phone #:	Site Address or Parcel #:		
Owner E-mail:	Type of Permit:		
Applicant Name:	Major Component - \$1023	Minor Component - \$600	
Applicant Phone #:	Reviewed By:		
Applicant E-mail:	Date:	Time:	

REQUIRED LAND USE FORMS	YES	NO
OWTS Permit Application		
Erosion Control Agreement		
Zoning Verification Form		
Construction Site Sanitation Agreement		
Landowner Authorization <input type="checkbox"/> N/A – owner and applicant are same and have been verified		
SITE PLAN REQUIREMENTS		
<b>*As required per Section 6 of the Clear Creek County On-site Wastewater Treatment System Regulations*</b>		
Drawing to scale – minimum site plan size allowed 8.5 x 11"		
North arrow, scale and dimensions		
Contours or percent slope with direction		
Existing and Proposed: Location of all components of the OWTS		
Location of test pits		
Existing and Proposed: structures, driveways, construction access, etc.		
Setback distances to water supplies, surface water physical and health impact features on the property and neighboring properties requiring setbacks		
Established benchmark and horizontal and vertical reference points to proposed OWTS components		
Proposed elevation of the infiltrative surface of soil treatment area from benchmark		
Estimated depth of periodically saturated soils and bedrock, and flood elevations		
Design Document Requirements		
<b>*As required per Section 6 of the Clear Creek County On-site Wastewater Treatment System Regulations*</b>		
Company name, name of professional engineer, address, phone number, email address		
Graphic soil log for each test pit, name and credentials of competent technician, date of evaluation and excavation		
Setback distances from components to features listed in Table 8-2 and Table 8-1, existing onsite or within applicable setback limits		
Description of site and proposed use, basis and calculations for design flow and strength		
Calculation for each component, including pressure calculations if pump/siphon used		
Layout of soil treatment area and components		
Design manuals, technical material (component specs)		

**ACCEPTED**

Minimum submittal review requirements have been met and the submittal has been accepted by the Community Development Division for further evaluation. Your submittal will now begin being processed. Individual departments may require additional information in order to complete the final review. Any additional submittal conditions must be met within three months of notification or the application will be returned COD to the applicant.

**NOT ACCEPTED**

Minimum submittal review requirements have not been met and the submittal is considered incomplete and cannot be accepted at this time. Please see the above checklists for items marked "NO" and make the required changes prior to resubmitting.

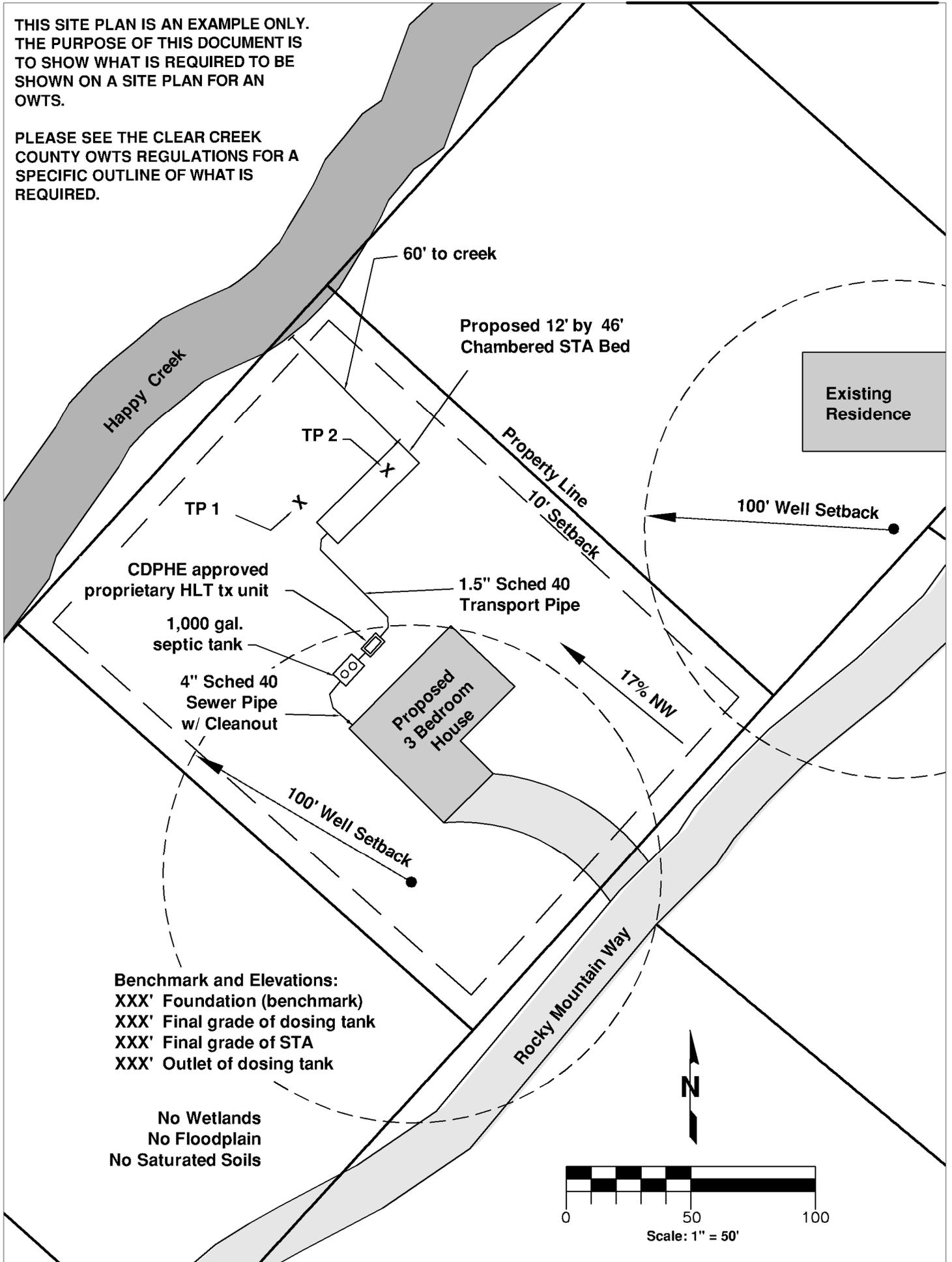
*I/we hereby acknowledge that all items listed above are required prior to the permit being processed.*

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

THIS SITE PLAN IS AN EXAMPLE ONLY.  
THE PURPOSE OF THIS DOCUMENT IS  
TO SHOW WHAT IS REQUIRED TO BE  
SHOWN ON A SITE PLAN FOR AN  
OWTS.

PLEASE SEE THE CLEAR CREEK  
COUNTY OWTS REGULATIONS FOR A  
SPECIFIC OUTLINE OF WHAT IS  
REQUIRED.





COUNTY USE ONLY  
PERMIT #:

### Onsite Wastewater Treatment System (OWTS) Permit Application New Installation, Alteration, Repair, Upgrade or Vault

Installation, alteration, repair or excavation of an OWTS cannot commence until after the OWTS permit is issued

#### TYPE OF PERMIT AND FEE

\*\* All fees include a \$23 State surcharge for OWTS permits \*\*

Major Construction (\$1023)  
2 OR MORE MAJOR COMPONENTS

Minor Construction (\$600)  
1 MAJOR COMPONENT ONLY

#### TYPE OF OWTS PROPOSED

Septic Tank and Soil Treatment Area

Septic Tank Only

Special Toilet (composting/incinerating)

Higher Level Treatment System

Soil Treatment Area Only

Vault or Vault Privy

Other: \_\_\_\_\_

#### SITE INFORMATION

PHYSICAL ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ SIZE OF PARCEL: \_\_\_\_\_

LEGAL WATER SUPPLY:  Private Well  Deep Grouted Well  Other: \_\_\_\_\_  
 Public Water System  Cistern/Hauled-in

#### CONTACT INFORMATION

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street No, Name or PO Box City State Zip

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street No, Name or PO Box City State Zip

ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street No, Name or PO Box City State Zip

PERMIT TO BE:  Picked up at County Annex by Owner -OR-  Mailed to Owner  
 Picked up at County Annex by Contractor  Mailed to Contractor

**ATTACH ALL APPROPRIATE DOCUMENTS AS NOTED IN THE PACKET FOR SUBMITTAL. APPROVAL MUST BE GIVEN BY THE CLEAR CREEK COUNTY ENVIRONMENTAL HEALTH DEPARTMENT PRIOR TO BACKFILLING OR CONSTRUCTING ANY PORTION OF THE SYSTEM.**

I certify that the information I have provided is true and correct to the best of my knowledge.  
I have read, understand and will comply with the above information and attached documentation.  
I understand that an OWTS Permit must be issued prior to submitting an application for a building permit.  
I understand that the granting of an OWTS Permit does not indicate any implied approval of any other permit, land use request or variance application.  
I understand by signing this application, I grant permission for county representatives to enter my property for all necessary inspections and field work.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date