

# Septic System Application Requirements

WLS-008

❖ **Purpose:** This form is to provide a checklist to guide you through the Septic System application process. Please read and follow these directions carefully to reduce unnecessary delays. ❖

## On-site Septic System Permit Procedure (New Development)

Where public sewer is not available to a property proposed for development, installation of a septic system is required. Prior to permit application for a septic system installation, a pre-perc soils evaluation, and percolation test must be performed by your septic consultant and by the Well & Septic staff. In addition, a groundwater determination (a test conducted during the rainy season at a specific time period) may be required. If these tests are approved, a permit application to install the system can be submitted to the Permit and Resource Management Department (PRMD).

The following items must be submitted:

1. \_\_\_\_\_ A completed Septic System permit application form. (yellow application)
2. \_\_\_\_\_ Two copies of the site plan (see requirements in form number [CSS-019](#)).
3. \_\_\_\_\_ Two copies of the floor plans.
4. \_\_\_\_\_ Four copies of the septic system design. Some designs must be prepared by a Registered Civil Engineer or Registered Environmental Health Specialist in private practice. PRMD staff can help make this determination.
5. \_\_\_\_\_ Filing Fee - See the current PRMD Well & Septic Fee Schedule.

**Non-standard/experimental septic systems** require the following to be submitted for an operational permit. As a requirement for permit issuance for non-standard septic systems, and at times, large commercial septic systems, the property owner must agree to maintain an annual operational permit. The property owner also agrees to monitor the non-standard system throughout the year, submit semi-annual reports, and pay the annual permit fee. The permit fee covers the cost of an annual monitoring inspection, review of reports and annual reporting to the Regional Water Quality Control Board (RWQCB). The easement deed and agreement allows PRMD Well & Septic staff and/or RWQCB to enter the property to conduct the monitoring process.

1. \_\_\_\_\_ Operational Permit Application form
2. \_\_\_\_\_ Notarized Easement Deed and Agreement form
3. \_\_\_\_\_ Notarized Permit Conditions for Nonstandard Sewage Disposal System

The septic system permit must be issued before the corresponding building permit(s) can be issued. A PRMD Registered Environmental Health Specialist (REHS) is available at the front cubicle to answer general questions from 9:00 a.m. to 4:00 p.m. (Wednesdays, 10:00 a.m. to 4:00 p.m.).

The specific district REHS Staff are also available daily from 7:30 a.m. to 9:00 a.m. (except Wednesdays) to discuss individual development proposals and permit applications. We recommend that you make an appointment to see the REHS assigned to your district.

## Septic System Site Plan Requirements

The site plan shall comply to PRMD's Minimum Standard Site Plan handout ([CSS-019](#)). The plan shall also include the following information:

1. \_\_\_\_\_ Location of buildings, swimming pools, patios, retaining walls, large trees and cut banks.
2. \_\_\_\_\_ Location of all existing and proposed wells, springs, lakes, ponds, marsh areas, streams, and drainage ditches or channels within 150' of any portion of the septic system (expansion area included). If these features are offsite they must be shown on the site plan.

### Sonoma County Permit and Resource Management Department

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## Septic System Design Requirements

The septic system design shall include the following information:

1. \_\_\_\_\_ Minimum scale 1" = 20 feet; paper size 8.5" x 11" or folded to 8.5" x 11".
2. \_\_\_\_\_ North arrow.
3. \_\_\_\_\_ Contour map or direction of slope of ground indicated by arrow(s) with accurate percent of slope indicated in the area of the leach field.
4. \_\_\_\_\_ Location of all existing and proposed wells, springs, lakes, ponds, marsh areas, streams, and subsurface and surface drainage ditches or channels within 150 feet of any portion of the septic system (septic expansion area included). If these features are offsite they must be shown on the design plan.
5. \_\_\_\_\_ Cross section of leach line and interceptor drain (if required).
6. \_\_\_\_\_ Location of existing septic systems, existing and/or proposed easements, water lines, and underground utilities.
7. \_\_\_\_\_ Equipment specification sheets (i.e. pumps, pre-treatment units)
8. \_\_\_\_\_ Design calculations
9. \_\_\_\_\_ Location of soil percolation test holes and profile holes.
10. \_\_\_\_\_ Location of designated 200% reserve leach field area. If the lot was created prior to October 1971, a 100% reserve leach field area is required.

## Septic System Setback Requirements

Stability of slopes and travel of sewage shall be considered in the location of system components. Leaching trenches and septic tanks shall be located in accordance with the following minimum requirements:

<b>Minimum Horizontal Distance Required From:</b>	<b>Septic Tank</b>	<b>Leaching Trenches (including future expansion area)</b>	<b>Non Standard Systems</b>
Building or structures (a) (h)	5 feet	8 feet	10 feet (h)
Property line and easements	5 feet	5 feet	10 feet (h)
Water supply wells	50 feet (b)	100 feet	100 feet
Perennially flowing streams (c)	50 feet	100 feet	100 feet
Drainage course or ephemeral stream (d)	25 feet (e)	50 feet	50 feet
Ocean, lake or reservoir	50 feet (e)	100 feet	100 feet
Large trees (l)	(l)	(l)	(l)
Disposal field	5 feet	6 feet	(j)
Domestic water pipe	5 feet	5 feet	5 feet
Distribution box	5 feet	4 feet	(j)
Fill areas	(j)	15 feet	15 feet
Cut banks, natural bluff, sharp changes in slope (f)(g)	25 feet	25 feet	50 feet
Swimming pools & pool decks	5 feet	8 feet	25 feet

**Footnotes:**

- (a) Including driveways, parking areas, and paved areas.
- (b) Must be IAPMO approved and pass watertightness test.
- (c) As measured from the line which defines the limit of a ten-year frequency flood.
- (d) As measured from the edge of the watercourse.
- (e) As measured from the high water line.
- (f) A man made excavation of the natural terrain in excess of 3 feet.
- (g) Where soil depth or depth to ground water below the leaching trench is less than five feet, a minimum setback of 50 feet is required.
- (h) If structure or property line is down hill from the system, then the setback is 25 feet.
- (l) Areas with trees are considered on a case by case basis.
- (j) Determined on a case by case basis.