

Zoning Clearances for Septic System Permits

PURPOSE

It is the intent of this policy to insure consistency within the internal divisions of PRMD in reviewing new projects with respect to zoning and septic system regulations and to avoid conflicts with septic system approvals in inappropriate zoning designations.

GENERAL

At times, septic system permits have been issued for septic systems which were intended to serve a use which was incompatible with the zoning. This has caused frustration and financial hardship for property owners and a perception that the project could be approved when it could not be.

A. Applicability. This policy will not apply to:

1. Repair permits for existing, malfunctioning septic systems where there is no change of use proposed.
2. Septic systems installed for remodeling of structures where there is no change in the building footprint, no additional square footage and no change in use.
3. Applications for septic system clearances for a building permit.

B. Planner, Permit Specialist, Environmental Health Specialist Responsibility. The staff Planner or Permit Specialist reviewing the septic system permit will review the proposed use for conformance to the Zoning Ordinance. If there is a conflict, the applicant will be notified in writing with a copy to the Environmental Health Specialist working on the permit application. If a discretionary approval is required (e.g. Use Permit, Design Review), the septic system permit will be held until the discretionary permit application is approved by the decision making body (BZA, Planning Commission, etc.).

The Environmental Health Specialist responsible for reviewing the septic system plans shall verify that the plans do not conflict with any building envelopes shown on Parcel Maps or Final Maps. If there are conflicts, the planner shall be consulted.

PROCEDURE

The staff person who initializes the septic system permit shall be responsible for notifying the applicant that a zoning clearance is necessary and forwarding the application to the appropriate staff person for review. A "Plan check submittal/resubmittal checklist" will be completed and

the box checked indicating that a Zoning Clearance is required. The pink copy will be provided to the applicant.

Septic system permits for single family residences on parcels where no other dwelling exists will be reviewed for zoning conformance by the Permit Specialists. All other projects, including second dwelling units and multiple dwellings on one parcel will be forwarded to the planning cubicle for zoning review (copy of yellow permit application and plot plan). The staff person reviewing the permit for zoning conformance will stamp the septic system plot plan “zoning clearance-septic permit only” and initial when the review is complete.

Where there is a conflict with zoning requirements, or where the septic permit cannot be issued until a discretionary approval is obtained, the applicant will be notified in writing with a copy to the Environmental Health Specialist working on the permit application.

The district Environmental Health Specialist will verify that the needed Zoning Clearance is obtained prior to approval of the septic system permit. This will also be checked by the Well and Septic Section program clerk before the status in Sierra is changed to “issued”.

Approved by:

/s/ Rich Holmer

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