



LINCOLN COUNTY
DEPARTMENT OF PLANNING & DEVELOPMENT
ON-SITE WASTE MANAGEMENT SECTION

210 SW 2ND STREET
 NEWPORT, OREGON 97365
 PH (541) 265-4192 | FAX (541) 265-6945
 lincolncountybldgdiv@co.lincoln.or.us

***Note: All septic application activity will incur a 5% Technology fee and a 3.5% Administrative fee.*

OFFICE USE ONLY

Received: _____

Permit #: _____

Pymt type: ON LINE -CK- CSH- CC: AMT: _____

MAP & TL: _____

TYPE OF APPLICATION (CHECK ONE)

<input type="checkbox"/> SITE EVALUATION <input type="checkbox"/> AUTHORIZATION NOTICE <input type="checkbox"/> EXISTING SYSTEM REPORT <input type="checkbox"/> ALTERATION PERMIT MAJOR MINOR <input type="checkbox"/> REPAIR- MAJOR (DRAINFIELD WORK) MAJOR <input type="checkbox"/> TANK REPLACEMENT / HOLDING TANK MINOR	<input type="checkbox"/> STANDARD <input type="checkbox"/> PRESSURIZED SYSTEM <input type="checkbox"/> CAPPING FILL <input type="checkbox"/> SAND FILTER (REQUIRES ADDITIONAL APPLICATION FORM) <input type="checkbox"/> ATT (REQUIRES ADDITIONAL FORMS AND CONTRACT W/ MAINT. PROVIDER) <input type="checkbox"/> RENEWAL PERMIT MAJOR MINOR
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OWNER NAME _____ PHONE _____

ADDRESS _____ EMAIL: _____

APPLICANT NAME _____ PHONE _____

MAILING ADDRESS _____ EMAIL: _____

INSTALLER NAME _____ DEQ LICENSE # _____ EXP. DATE: _____ PHONE _____

MAILING ADDRESS _____ EMAIL: _____

REQUIRED PROPERTY INFORMATION

LINCOLN COUNTY ASSESSOR'S MAP AND TAX LOT # _____

SUBDIVISION NAME, LOT, AND BLOCK DESCRIPTION _____ SIZE OF PROPERTY _____

STREET ADDRESS _____

IMPORTANT - NUMBER OF BEDROOMS CURRENTLY _____ NUMBER OF BEDROOMS REQUESTED _____

DIRECTIONS TO PROPERTY: _____

SITE READY FOR INSPECTION? YES _____ NO _____ IF NOT, WHEN? _____

HAVE YOU SUBMITTED A BUILDING/PLACEMENT PERMIT APPLICATION TO THIS OFFICE? YES NO

PURPOSE OF APPLICATION OR TYPE OF FACILITY TO BE SERVED _____

IS PROPERTY WITHIN A CITY OR A CITY'S URBAN GROWTH BOUNDARY? Y / N

IF ANSWER IS YES, THE CITY MUST SIGN OFF BEFORE APPLICATION IS SUBMITTED - SEE PAGE 2

SIGNATURE: _____ DATE: _____

Property Owner or Legal Representative Only

PLEASE ATTACH SCALED PLOT PLAN

**PLOT PLAN CHECKLIST
REQUIREMENTS PAGE**

CHECK EACH ONE OFF AS YOU COMPLETE PLOT PLAN

- Scale to be used.
- Property lines and lengths.
- Easement areas and existing underground drains.
- All streams, springs, etc.
- Proposed location and names of future structures (dwellings, shop, etc.)
- Drinking water source and water lines (include wells within 200 ft.)
- Test hole locations / or approved test hole locations.
- All cutbanks and / or escarpments greater than 50% in slope.
- Driveway and parking locations.
- Proposed septic tank location and size.
- Initial system location and dimensions, with grade shots.
- Name of initial system (standard, pressure bed, etc.)
- All planned distribution boxes, drop boxes, etc.
- Replacement system dimensions, with grade shots.
- Type of replacement system to be used. (To conserve room other than standard system may be designated.)
- Direction North.
- Any future cutbanks that may be created within 50 ft. of any system and which would be greater than 50 % in slope and 3 ft. in height.

*NOT REQUIRED ON SITE EVALUATION APPLICATIONS.

MINIMUM SEPARATION DISTANCES (Table 1)

<u>Item Requiring Setbacks</u>	<u>From Drainlines</u>	<u>From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units</u>
Wells	100 ft.	50 ft.
Temporary Abandoned Wells	100 ft.	50 ft.
Upslope Springs	50 ft.	50 ft.
Downslope Springs	100 ft.	50 ft.
Surface Waters	100 ft.	50 ft.
Intermittent Streams	50 ft.	50 ft.
Groundwater Drains	20 ft.	10 ft.
Upslope Curtain Drains	10 ft.	5 ft.
Downslope Curtain Drains / Footing Drains	50 ft.	10 ft.
Cutbanks Over 30 " High	25 ft.	10 ft.
Escarpments	25 ft.	5 ft.
Property Lines	10 ft.	5 ft.
Water Lines	10 ft.	10 ft.
Building Foundations	10 ft.	5 ft.
Underground Utilities	10 ft.	—

INSTRUCTIONS

SITE EVALUATION

Fee: \$1136.18

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) APPLICANT MUST SUPPLY TWO TEST HOLES PER SITE.
- 3) DIG THE HOLES WHERE YOU WOULD LIKE TO PLACE THE DRAINFIELD. AVOID LOW, WET AREAS AND ANY AREA THAT IS NOT AT LEAST 100 FEET FROM WELLS AND SURFACE WATER.
- 4) TEST HOLES MUST BE AT LEAST 2' WIDE X 4' LONG AT BASE, 5' DEEP, STEPPED AND SHOULD BE APPROXIMATELY 75' APART.
- 5) MARK TEST HOLES WITH STAKES AND RIBBONS. LABEL STAKES TO CORRESPOND WITH PLOT PLAN SUBMITTED.
- 6) CLEARLY MARK AND LABEL PROPERTY LINES AND CORNERS WITH STAKES AND RIBBONS.

AUTHORIZATION NOTICE

Fee: \$1027.68

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) APPLICANT MUST UNCOVER SEPTIC TANK LID FOR INSPECTION BY SANITARIAN.
- 3) UNCOVER ANY DISTRIBUTION OR DROP BOXES.
- 4) MARK ENDS OF DRAINLINES WITH RIBBONS AND STAKES.

EXISTING SYSTEMS CHECK

Fee: \$919.18

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) APPLICANT MUST UNCOVER SEPTIC TANK LID FOR INSPECTION BY SANITARIAN.
- 3) MARK LOCATION OF ANY DISTRIBUTION, OR DROP BOXES AND ENDS OF DRAIN LINES.

CONSTRUCTION PERMITS

Fee: \$1450.83 - Standard
\$2101.83 - Capping Fill or Pressure Distrib.
\$2438.18 - Sand Filter or Alternative System

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) IF REQUIRED, STAKE OUT INITIAL AND REPAIR SYSTEMS, LABEL STAKES TO SHOW WHICH SYSTEM EACH DRAINLINE REPRESENTS.
- 3) ATT'S REQUIRE SIGNED CONTRACT WITH A LICENSED MAINTENANCE PROVIDER.

REPAIR PERMITS

Fee: \$1081.93 - Major Repair (Drainfield Work)
\$593.68 - Tank Replacement

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) INDICATE THE SYSTEM FAILURE ON THIS PLOT PLAN.
- 3) SHOW THE REPAIR YOU OR YOUR INSTALLER PROPOSES.
- 4) TEST HOLES MAY BE REQUIRED. TEST HOLE MUST BE AT LEAST 2' WIDE X 4' LONG AT BASE, 5' DEEP, AND STEPENED.

ALTERATION PERMITS

Fee: \$1461.68 - Major
\$593.68 - Minor

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."
- 2) SHOW THE EXISTING SYSTEM.
- 3) SHOW THE PROPOSED ALTERATION.
- 4) INDICATE THE REASON FOR AN ALTERATION.
- 5) TEST HOLES MAY BE REQUIRED. TEST HOLE MUST BE AT LEAST 2' WIDE X 4' LONG AT BASE, 5' DEEP, AND STEPENED.

PERMIT RENEWAL

Fee: \$919.18 - Major
\$485.18 - Minor

- 1) SUBMIT DETAILED PLOT PLAN. DRAWN TO SCALE. SHOWING REQUIREMENTS LISTED ON "REQUIREMENTS PAGE."

HOLDING TANK

Fee: \$593.68 - Holding Tank Installation

- 1) PUMPING CONTRACT WITH A LICENSED PUMPER COMPANY.

RE-INSPECTION

Fee: \$162.75

- 1) CONTROL PANEL INSPECTION PAST EXPIRATION.

***Note: All septic application activity will incur a 5% Technology fee and a 3.5% Administrative fee.*

PLANNING REQUIREMENT

COUNTY PLANNING DEPARTMENT USE ONLY

Please check the following, if applicable:

ZONE: _____ LEGAL LOT: _____ FLOOD: _____ GEOLOGIC HAZARDS: _____ WETLANDS: _____ UGB: _____

ESTUARY: _____ RECESSION SETBACKS: _____ SHORELAND BOUNDARY: _____ ROAD ACCESS PERMIT: _____ WATER

SUPPLY _____ DATE OF LOT CREATION _____ OR PRE-1974 COMMENTS: _____

WAS THE APPLICANT ADVISED? YES NO

THE ABOVE PROPOSAL: IS COMPATIBLE WITH LINCOLN COUNTY CODE. COMPATIBLE WITH
IS NOT COUNTY LAND USE CODE.
 COMPATIBILITY CANNOT BE DETERMINED UNTIL THE FOLLOWING APPROVALS ARE
OBTAINED: _____

PLANNING OFFICIAL

SIGNATURE: _____ DATE: _____

CITY PLANNING

THE ABOVE PROPOSAL: IS COMPATIBLE CITY LAND USE REGULATIONS AND OR MUNICIPAL CODE.
IS NOT COMPATIBLE CITY LAND USE REGULATIONS AND OR MUNICIPAL CODE.

COMMENTS: _____

CITY PLANNING OFFICIAL

SIGNATURE: _____ DATE: _____

LINCOLN CITY PUBLIC WORKS DEPARTMENT (if within UGB of Lincoln City)

CALL 24 HOURS IN ADVANCE FOR APPOINTMENT (541) 996-2154

EROSION CONTROL PLAN IS NOT REQUIRED EROSION CONTROL PLAN

HAS BEEN APPROVED

LINCOLN CITY PUBLIC

WORKS DEPARTMENT SIGNATURE: _____ DATE: _____