

Site Evaluation Guide for Septic Systems

Items required to process your application:

1. Completed application form and fee:

Please make sure your application is complete. Incomplete applications will be returned.

2. A vicinity/locator map: On an 8½ x 11 sheet of white paper, show how to get to your property. If your property is remote or hard to find, please also describe in writing how to find it. Please flag the entrance to your property. If you have a large parcel, show on a sketch how to find the test hole area.

3. Preliminary site development plan: Show test hole locations, proposed and existing development, and physical features with corresponding measurements and distances. Show property lines, easements, roads, creeks, ponds and north direction on the plot plan. Show all existing and proposed wells and springs on your parcel and neighboring parcels. If property lines are within 200 feet of proposed development, lines must be flagged or staked from a known lot corner.

4. Tax lot map: A tax lot map obtained at your local county assessor's or planning department.

5. Test holes: The application will not be accepted until the test holes are dug. Areas to avoid if possible:

- Any area within 100 feet of lakes, year-round rivers, and streams, springs, proposed or existing wells (including neighbors' wells).

- Any area within 50 feet of an intermittent (flows for at least two months of the year, but not continuously throughout the year) stream or any pond, and irrigation ditches.
- Swale areas or land form depressions where surface water is likely to collect. Plants such as wiregrass, spike rush, and mint may be indicators of wet soil conditions.
- Slope greater than 45% (4.5 feet of drop in 10 linear feet).
- An area that has been filled or where soil is modified by cutting.
- Any unstable landforms or areas influenced by unstable landforms.
- Areas where groundwater is encountered near the ground surface.
- Areas with shallow soil depth (underlain by bedrock, claypans, etc.) that may restrict the movement of water, air and growth of plant roots.
- Areas to be developed for roads, buildings, etc. Stay at least 50 feet upslope from cuts greater than 30 inches in height.

6. Digging the test holes: The area you intend to use may contain underground utilities; prior to excavating, notification and clearance may be required. Call the Oregon Utility Notification Center at (503) 232-2987 or toll-free at 1-800-332-2344.

- Dig two or more test holes in the area of the proposed drainfield. Test holes should be approximately 75 feet apart. Test holes should be dug in accordance with the attached fact sheet: "*Test Pit Preparation for Onsite Sewage Evaluations.*"



Onsite Program
450 North Buena Vista
Burns, Oregon 97720
541-573-8174 or 6655

- The property owner is responsible for prevention of personal injury or property damage resulting from these holes.

7. Other information: The Site Evaluation Report consists of a copy of the field worksheet and a letter explaining the next steps to obtain an installation permit or the reasons for denial and review processes available. The field worksheet includes a site sketch, a description of soil profiles from the test holes provided and the site conditions. Soil profile notes indicate depth, soil texture, soil color, gravel content, and other soil properties that affect sewage treatment and disposal on the site. The sketch will show the location of the test holes, slope gradient and direction, most physical features (such as property lines, fences, roads, buildings, surface water bodies, water source, power poles, etc.) and other pertinent information.

A favorable Site Evaluation Report is a document that states the kind and size of the septic system for the initial system and the replacement system approved, and any special conditions or limitations of the specific site. The approval is valid until you or the next property owner obtain a permit and install the prescribed system. Any alteration (cutting, filling, well placement, etc.) of the natural conditions affecting the approved areas may invalidate the approval for the initial and replacement systems, making it impossible to issue an installation permit. You should retain this report and refer to it in the construction / installation permit application process.

Please include your name, township, range, section, and tax lot or account number on all maps and drawings that you submit.

Mail or hand-deliver the application, fee and attachments to:

Harney County Planning Dept.
450 North Buena Vista
Burns, Oregon 97720

For more information:

If you would like more information on Site Evaluations for Onsite Septic Systems, please call (541)573-8174

Site Evaluation Procedures & Criteria for Septic System Approval

Where is a septic system needed?

In areas where no sewer service is available, an Onsite Sewage Treatment and Disposal System, also known as a septic system, is needed to treat and properly dispose of sewage, which includes grey water. State law requires permits for onsite systems to ensure that they are constructed and sited in a manner that protects human health and the environment.

What is a "Site Evaluation"?

A *Site Evaluation* determines which type and size of system is suitable for your property. Before anyone can apply for a permit to install a septic system, a Site Evaluation must be performed by a County Onsite specialist.

Site Evaluation criteria

The suitability of a proposed site for a septic system is largely determined by the type and depth of soil and the depth to the water table. Other factors include the size of the property, how steep the site is, location of the system relative to streams, wells, cuts and fills, and whether sewer service is available. There must also be enough area available for a full system replacement in case the system fails. These criteria are prescribed in Oregon Administrative Rules (OAR) Chapter 304, Division 071 and 073. A copy of the rules can be obtained from Harney County Planning Dept. or from the Harney County website.

Site Evaluation process

Step 1: The Site Evaluation application form must be completely filled out, signed by the owner or legally authorized representative, and submitted to the Harney County Planning Dept. along with the fee.

A tax lot map, a detailed drawing of the proposed development, and directions to the property must be included.

You must also provide at least 2 test pits at least 75 feet apart (more are necessary for large systems) in the proposed drainfield area. The specific requirements for test pits are provided with the Site Evaluation information packet.

Step 2: After a completed application is received, a County Onsite Specialist will visit your property to perform the Site Evaluation. Depending on weather, test pit placement and if additional test pits need to be dug, more than one visit may be necessary. Harney County's goal is to respond to completed Site Evaluation applications within three (3) weeks of receiving them. However, during the fall/winter months it may take additional time.

Step 3: You will receive a *Site Evaluation Report* that specifies the approved area, the type and size of the septic system required and any special requirements.

Should the site be rejected, you have 90 days in which you may provide additional test pits for evaluation with no additional fees. In addition, the Site Evaluation Report will give you information on how to apply for a site evaluation report review and provide an opportunity to apply for a variance from the standards.

You must have a favorable Site Evaluation Report in order to apply for the permit. A permit application packet can be obtained from the Harney County Planning Dept. office.

What are the Site Evaluation fees?

Site Evaluation fee is —

For more information

Contact the Harney County Planning Dept (541)573-8174 or visit www.co.harney.or.us.



Onsite Program

450 North Buena Vista
Burns, Oregon 97720
541-573-8174 or 6655

Test Pit Preparation for Onsite Sewage Evaluations



When do you need a "Test Pit?"

When you apply for a permit to construct an onsite sewage disposal system, a County inspector will have to visit the proposed construction site. A *test pit* allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

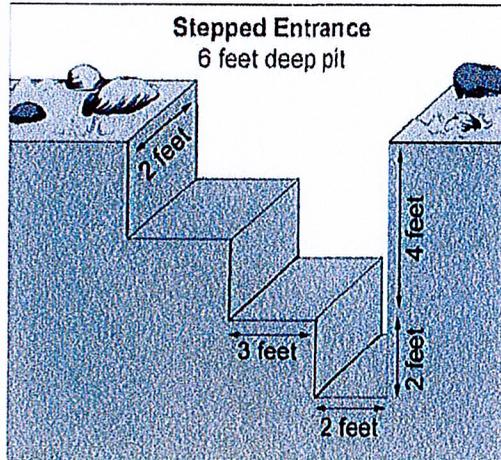
Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and shall not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

6-Foot test pits

At the *request of the inspector*, test pits may need to be excavated to a depth of 6 feet as shown in the figure below:

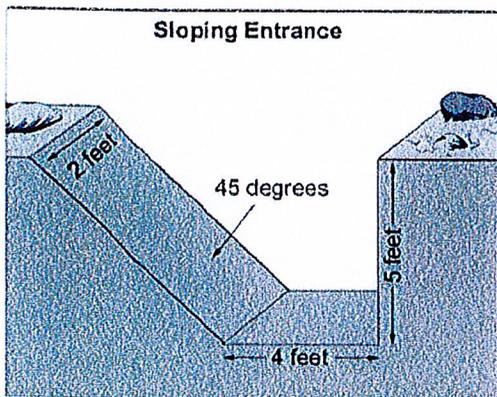


The entrance to a 6-foot test pit may be sloped or stepped as soil conditions warrant.

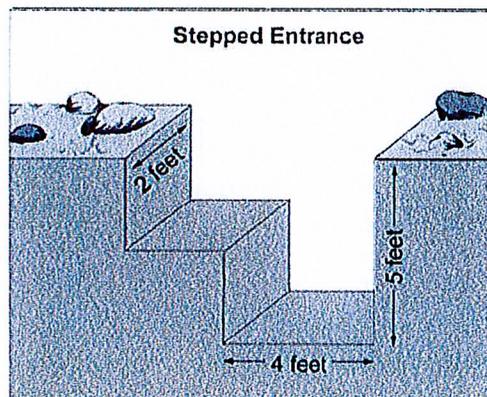
Onsite Program
450 North Buena Vista
Burns, Oregon 97720
541-573-8174 or 6655

Providing Access to the Standard Test Pits:

For easy access, one end of the test pit shall be either:



Sloped at approximately 45 degrees or less if the soils are dry or loose.



Stepped when soils are wet.

All spoils need to be a minimum of 2 feet from the pit edge.

Department of Environmental Quality LAND USE
 COMPATIBILITY STATEMENT (LUCS) for Onsite
 Wastewater Treatment System Permits



WHAT IS A LUCS? The Land Use Compatibility Statement is the process used by the DEQ to determine whether DEQ permits and other approvals affecting land use are consistent with local government comprehensive plans. The LUCS form is included in the onsite permit application approval packet.

Onsite Program
 450 North Buena Vis
 Burns, Oregon 97720
 541-573-8174 or 665

WHY IS A LUCS REQUIRED? Oregon law requires state agency activities that impact land use be consistent with local comprehensive plans and land use regulations. Oregon Administrative Rules (OAR) Chapter 340, Division 18 identifies agency activities or programs that significantly affect land use and the process for ensuring consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all DEQ permits, registrations under general permits, and certain other approvals and certifications that affect land use. **This form only applies to onsite wastewater treatment system permits and activities.** *WPCF applicants must complete DEQ's General LUCS form.*

HOW TO COMPLETE A LUCS:

Step	Who Does It	What Happens
1	Applicant	Completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.
2	City or County Planning Office	Completes Section 2 of the LUCS by determining if the activity or use meets all local planning requirements, and returns to the applicant the signed and dated LUCS form with findings of fact for any local reviews or necessary planning approvals.
3	Applicant	Includes the completed LUCS with findings of fact with the DEQ permit or approval submittal application to the DEQ.

A permit cannot be issued if the proposed facility does not comply with all applicable local land use requirements. The applicant is responsible for working with the local planning office to comply with land use requirements.

WHERE TO GET HELP: Questions about the LUCS process can be directed to the Harney County Department staff at 1-541-573-8174.

CULTURAL RESOURCES PROTECTION LAWS: *Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object, or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.*

TABLE 1
OAR 340-071-0220

MINIMUM SEPARATION DISTANCES

Items Requiring Setback	From Subsurface Absorption Area Including Replacement Area	From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units
1. Groundwater Supplies and Wells.	*100'	50'
2. Springs:		
• Upgradient.	50'	50'
• Downgradient.	100'	50'
**3. Surface Public Waters:		
• Year round.	100'	50'
• Seasonal.	50'	50'
4. Intermittent Streams:		
• Piped (watertight not less than 25' from any part of the on-site system).	20' 50'	20' 50'
• Unpiped.		
5. Groundwater Interceptors:		
• On a slope of 3% or less.	20'	10'
• On a slope greater than 3%:		
• Upgradient.	10'	5'
• Downgradient.	50'	10'
6. Irrigation Canals:		
• Lined (watertight canal).	25'	25'
• Unlined:		
• Upgradient.	25'	25'
• Downgradient.	50'	50'
7. Cuts Manmade in Excess of 30 Inches (top of downslope cut):		
• Which Intersect Layers that Limit Effective Soil Depth Within 48 Inches of Surface.	50'	25'
• Which Do Not Intersect Layers that Limit Effective Soil Depth.	25'	10'
8. Escarpments:		
• Which Intersect Layers that Limit Effective Soil Depth.	50'	10'
• Which Do Not Intersect Layers that Limit Effective Soil Depth.	25'	10'
9. Property Lines.	10'	5'
10. Water Lines.	10'	10'
11. Foundation Lines of any Building, Including Garages and Out Buildings.	10'	5'
12. Underground Utilities.	10'	—
* 50-foot setback for wells constructed with special standards granted by WRD.		
**This does not prevent stream crossings of pressure effluent sewers.		

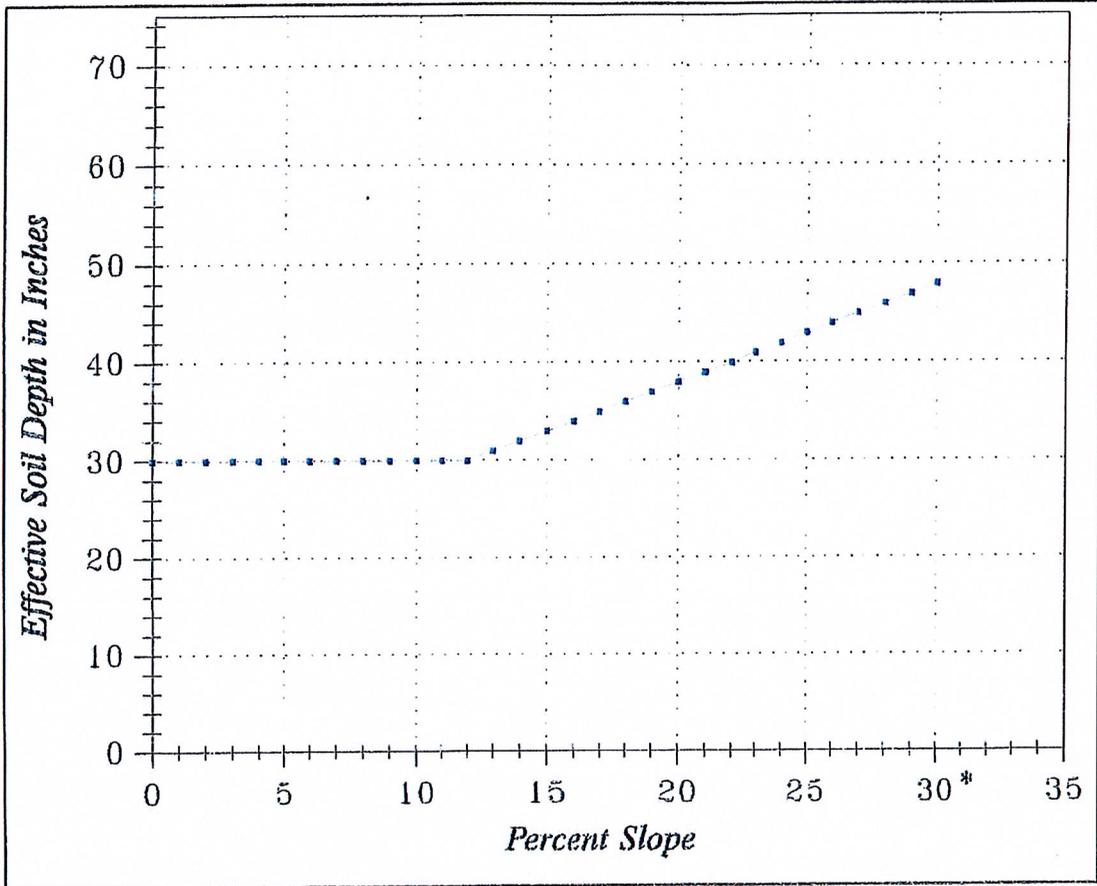
TABLE 2
OAR 340-071-0220
QUANTITIES OF SEWAGE FLOWS

Type of Establishment		Column 1	Column 2
		Gallons Per Day	Minimum Gallons Per Establishment Per Day
Airports		5 (per passenger)	150
Bathhouses and swimming pools		10 (per person)	300
Camps: (4 Persons per Campsite, where Applicable)	Campground with central comfort stations	35 (per person)	700
	With flush toilets, no showers	25 (per person)	500
	Construction camps — semi-permanent	50 (per person)	1000
	Day camps — no meals served	15 (per person)	300
	Resort camps (night and day) with limited plumbing	50 (per person)	1000
	Luxury camps	100 (per person)	2000
Churches		5 (per seat)	150
Country clubs		100 (per resident member)	2000
Country clubs		25 (per non-resident member present)	—
Dwellings:	Boarding houses	150 (per bedroom)	600
	Boarding houses — additional for non-residential boarders	10 (per person)	—
	Rooming houses	80 (per person)	500
	Condominiums, Multiple family dwellings — including apartments	300 (per unit)	900
	Single family dwellings	300 (not exceeding 2 bedrooms)	450*
	Single family dwellings — with more than 2 bedrooms	75 (for third & each succeeding bedroom)	450
Factories (exclusive of industrial wastes — with shower facilities)		35 (per person per shift)	300
Factories (exclusive of industrial wastes — without shower facilities)		15 (per person per shift)	150
Hospitals		250 (per bed space)	2500
Hotels with private baths		120 (per room)	600
Hotels without private baths		100 (per room)	500
Institutions other than hospitals		125 (per bed space)	1250
Laundries — self-service		500 (per machine)	2500
Mobile home parks		250 (per space)	750
Motels — with bath, toilet, and kitchen wastes		100 (per bedroom)	500
Motels — without kitchens		80 (per bedroom)	400
Picnic Parks — toilet wastes only		5 (per picnicker)	150
Picnic Parks — with bathhouses, showers, and flush toilets		10 (per picnicker)	300
Restaurants		40 (per seat)	800
Restaurants — single-service		2 (per customer)	300
Restaurants — with bars and/or lounges		50 (per seat)	1000
Schools:	Boarding	100 (per person)	3000
	Day — without gyms, cafeterias, or showers	15 (per person)	450
	Day — with gyms, cafeterias and showers	25 (per person)	750
	Day — with cafeteria, but without gyms or showers	20 (per person)	600
Service Stations		10 (per vehicle served)	500
Swimming pools and bathhouses		10 (per person)	300
Theaters:	Movie	5 (per seat)	300
	Drive-in	20 (per car space)	1000
Travel trailer parks — without individual water and sewer hookups		50 (per space)	300
Travel trailer parks — with individual water and sewer hookups		100 (per space)	500
Workers:	Construction — as semi-permanent camps	50 (per person)	1000
	Day — at schools and offices	15 (per shift)	150

* Except as otherwise provided in these rules.

TABLE 3
OAR 340-071-0220

SLOPE, EFFECTIVE SOIL DEPTH RELATIONSHIP



* When slope exceeds 30 percent, rules on steep slope systems apply. (Refer to OAR 340-71-0310.)

TABLE 4
OAR 340-071-0220

Minimum length of absorption trench (linear feet) required per 150 gallons projected daily sewage flow determined from soil texture versus effective soil depth.			
Effective Soil Depth	Soil Group		
	A	B	C
18" to Less than 24"	125	150	175
24" to Less than 36"	100	125	150
36" to Less than 48"	75	100	125
48" or more	50	75	125

* Soil Group A — Sand, Loamy Sand, Sandy Loam.
 Soil Group B — Sandy Clay Loam, Loam, Silt Loam, Silt, Clay Loam.
 Soil Group C — Silty Clay Loam, Sandy Clay, Silty Clay, Clay.
 * If sand grains are fine or very fine, site according to Group B soils.

TABLE 5
OAR 340-071-0220

Minimum length of absorption trench (linear feet) required per 150 gallons projected daily sewage flow determined from soil texture versus depth to temporary groundwater.			
Depth to Temporary Groundwater	Soil Group		
	A	B	C
24" to Less than 48"	100	125	150
48" or More	50	75	125

* Soil Group A — Sand, Loamy Sand, Sandy Loam.
 Soil Group B — Sandy Clay Loam, Loam, Silt Loam, Silt, Clay Loam.
 Soil Group C — Silty Clay Loam, Sandy Clay, Silty Clay, Clay.
 * If sand grains are fine or very fine, site according to Group B soils.

TABLE 6
OAR 340-071-0100

SOIL TEXTURAL CLASSIFICATION CHART

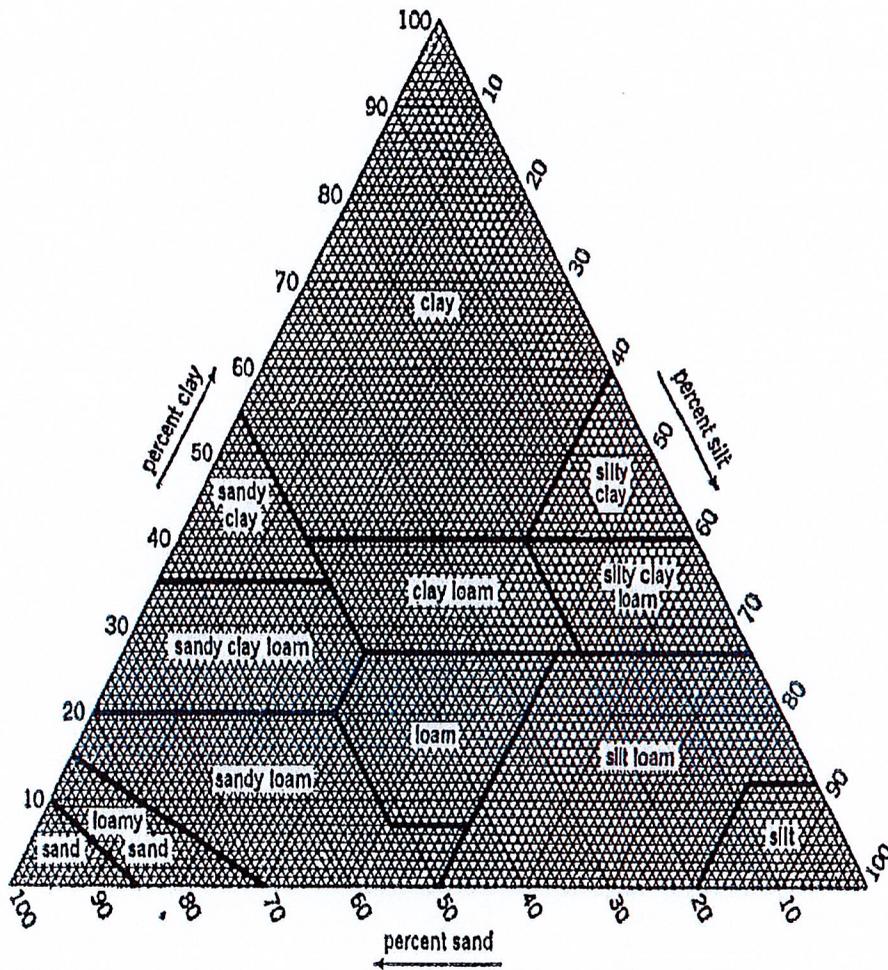


TABLE 7
OAR 340-071-0100

USDA SOIL CLASSIFICATION SIZES OF SOIL SEPARATES

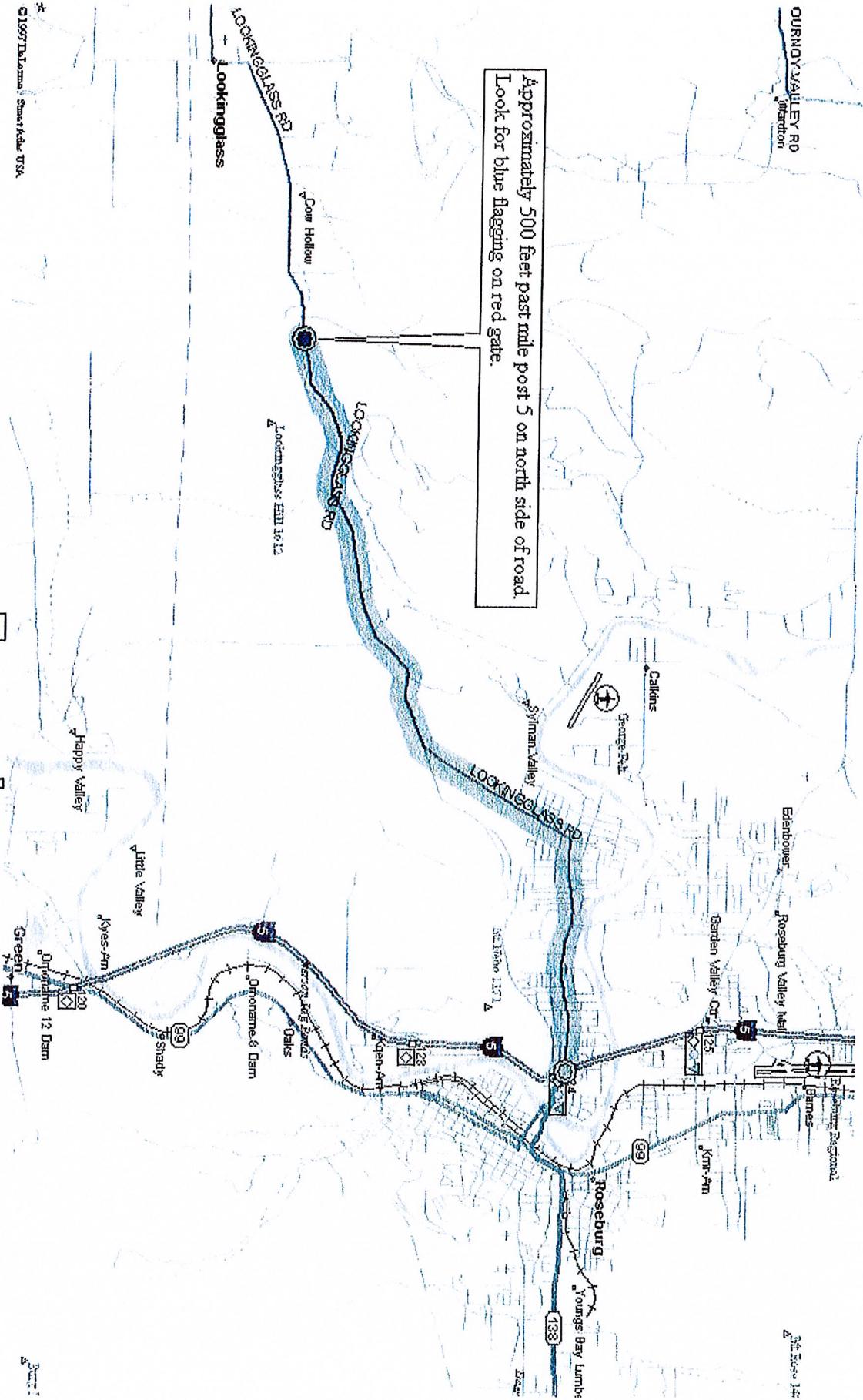
	Sieve Sizes	Millimeters
Clay		.002
Silt		
Very Fine Sand	270	.050
	200	.075
	140	.1
Fine Sand	60	.25
Medium Sand	35	.5
Coarse Sand	18	1.0
Very Coarse Sand	10	2.0
Fine Gravel	4	4.75
	3/8"	9.5
	1/2	12.5
Coarse Gravel		
	3"	76.2
Cobbles		

TABLE 8
OAR 340-071-0330

**MINIMUM SEPARATION DISTANCES FOR
NONWATER-CARRIED WASTE DISPOSAL FACILITIES**

	Self-Contained Nonwater-Carried Waste Disposal	Unsealed Earth Type Privies, Gray Water Waste Disposal Sump and Seepage Chambers
Groundwater supplies including springs and cisterns	50'	100'
Surface public waters, excluding intermittent streams	50'	100'
Intermittent streams	50'	50'
Property line	25'	25'

EXAMPLE A
VICINITY LOCATOR MAP



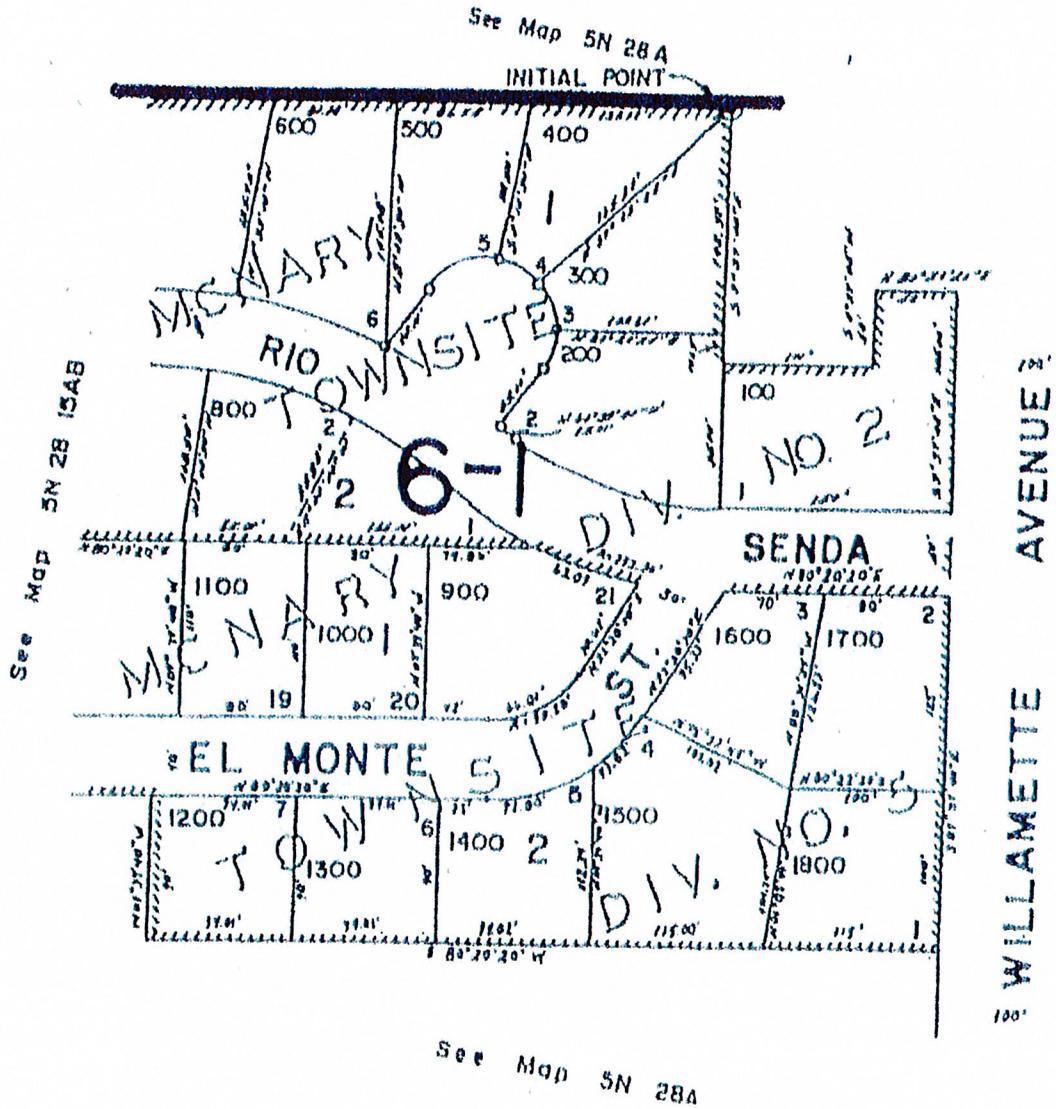
Example

* 01997 Daleman, Smart & Dale USA

TAX LOT MAP

NE ¼ NE ¼ Sec. 15 T.5N R.28E.W.M.

Umatilla County



Example

Application for Onsite Sewage Treatment System



Onsite Program
 450 North Buena Vista
 Burns, OR 97720
 541-573-8174 or 6655

Date Stamp: 	For County Use Only: Date Received _____ Fee Paid _____ Application - Permit Number _____ Date of 1st Response _____ Date of 2nd Response _____ Date of Final Response _____ Date of Completion _____ Scanned Data Entry
--------------------------------	--

A. Property Owner Information

Name _____ Mailing Address (Street or PO Box, City, State, Zip Code) _____ Phone Number _____

B. Legal Property Description

Township _____ Range _____ Section _____ Tax Lot _____ Tax Account Number _____ Acreage or Lot Size _____
 County _____ Subdivision Name _____ Lot _____ Block _____

Property Address: _____
 Address _____ City _____ State Zip Code _____

Directions to Property: _____

C. Existing Facility / Proposed Facility / Water Information

Existing Facility: <input type="checkbox"/> Single Family Residence _____ Number of Bedrooms <input type="checkbox"/> Other _____	Proposed Facility: <input type="checkbox"/> Single Family Residence _____ Number of Bedrooms <input type="checkbox"/> Other _____	Water Supply: <input type="checkbox"/> Public _____ Name _____ <input type="checkbox"/> Private _____ Well, Spring, Shared _____
--	--	---

D. Type of Application

<input type="checkbox"/> Site Evaluation <input type="checkbox"/> Construction Permit <input type="checkbox"/> Repair Permit <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Alteration Permit <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Renewal Permit <input type="checkbox"/> Existing System Evaluation <input type="checkbox"/> Permit Transfer <input type="checkbox"/> Permit Reinstatement	<input type="checkbox"/> Authorization Notice for: <input type="checkbox"/> Connecting to an Existing System Not in Use <input type="checkbox"/> Replacing a Mobile Home or House with Another Mobile Home or House <input type="checkbox"/> The Addition of One or More Bedrooms <input type="checkbox"/> Personal Hardship <input type="checkbox"/> Temporary Housing <input type="checkbox"/> Other - Please Specify _____
--	---	---

If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes.

By my signature, I certify that the information I have furnished is correct, and hereby grant Lake and Harney County and it's authorized agents permission to enter onto the above described property for the sole purpose of this application.

Signature _____ Date _____

Applicant's Name - Please Print Legibly _____ Applicant's Phone Number _____ Applicant's E-mail Address _____

Applicant's Mailing Address _____

Applicant is the Owner Authorized Representative Licensed Septic Installer
 Authorization Attached

 Installer's Name



Onsite Program
450 North Buena Vista
Burns, Oregon 97720
541-573-8174 or 6655

NOTICE AUTHORIZING REPRESENTATIVE

I, _____, have authorized
(Property Owner/Print Name)
_____ to act as my agent in performing
(Authorized Representative/ Print Name)

the activities necessary to obtain site evaluations, permits, and other onsite wastewater treatment program services provided by the Harney County Planning Department on the property described below in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility.

PROPERTY IDENTIFICATION:

_____ Property Site or Road Address

And described in the records of Harney County as:

Township _____ Range _____ Section _____ Map ID _____ Tax Lot #(s) _____

Township _____ Range _____ Section _____ Map ID _____ Tax Lot #(s) _____

PROPERTY OWNER:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

E-mail Address: _____

AUTHORIZED REPRESENTATIVE:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

E-mail Address: _____

SECTION 1 - TO BE COMPLETED BY APPLICANT (to be filled in electronically by signing in each field)

1. Applicant name/Property Owner: _____

Mailing Address: _____

City, State Zip Code: _____

Telephone: _____

2. Property Information:

County: _____ Tax Lot No.: _____

Township : _____ Range : _____ Section : _____

Physical Address: _____

Block : _____ Lot : _____

Subdivision Name (if applicable) : _____

3. This proposed facility is for:

- An individual, single-family dwelling
- Describe the type of development, business, or facility and the provided services or products ; _____

4. Permit or approval being requested:

- Construction-Installation permit for: New Construction Repair Alteration
- Non-water -carried facility requests (for example, pit privy/vault toilet for campgrounds)
- Authorization Notice for Replacement of dwelling Bedroom addition
- Other changes in land use involving potential sewage flow increases

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

5. Property Zoning: _____ Zoning Minimum Parcel Size: _____

6. The facility is located: inside city limits inside UGB outside UGB

If inside UGB, the proposed facility is subject to:

- City jurisdiction County jurisdiction Shared City/County jurisdiction

7. Does the proposed facility comply with all applicable local land use requirements: Yes No

If you answered "Yes" above, was this compliance based on:

- Compliance with local comprehensive plans and land use requirements (provide a citation to the applicable provisions)
- Conditional approval (provide findings and citation or attach a copy of the applicable land use decision)
- Measure 49 waiver (provide Department of Land Conservation and Development approval number)

Either provide reasons for affirmative compliance decision or attach findings of fact: _____

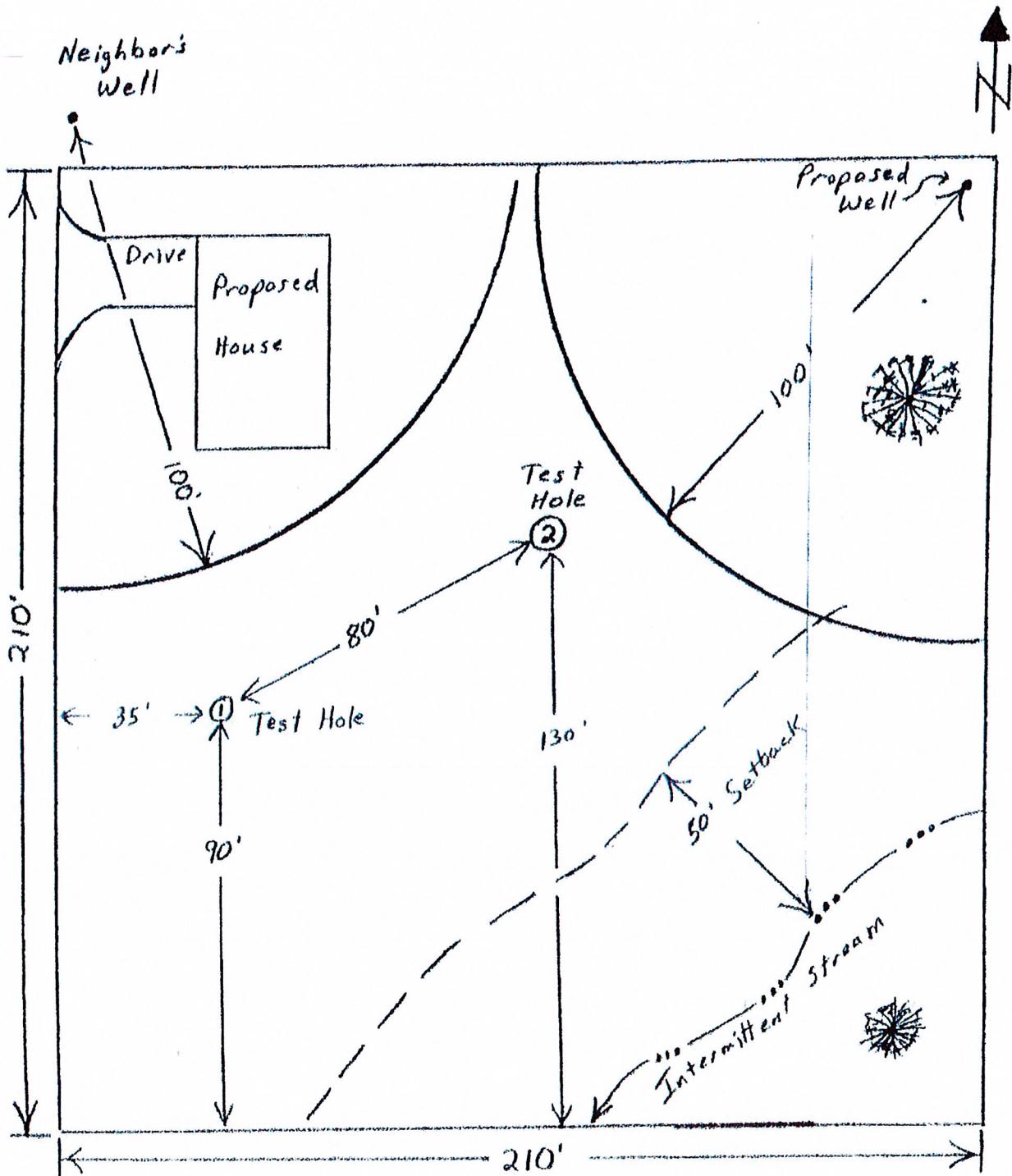
/

8. Planning Official Signature: _____

Print Name: _____ Date: _____

Title: _____ Telephone: _____

PRELIMINARY
SITE DEVELOPMENT PLAN



Example

