Tillamook County

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING, PLANNING & ON-SITE SANITATION SECTIONS

201 Laurel Avenue
Tillamook, Oregon 97141

Building (503) 842-3407
Planning (503) 842-3408
On-Site Sanitation (503) 842-3409
FAX (503) 842-1819
Toll Free 1 (800) 488-8280

Land of Cheese, Trees and Ocean Breeze

INSTRUCTIONS FOR AUTHORIZATION NOTICES
AND EXISTING SYSTEM REVIEWS

Dear Applicant:

You are requesting that the Tillamook County Community Development Department, On-Site Sanitation Division evaluate your existing septic system for a proposed change in sewage flows, change in use, or to verify that the system is functioning properly as a basis for a lender approving a loan on the parcel. In order for our staff to complete this authorization notice or existing system review (loan report), it will be necessary for you to complete and submit the following items:

1. Provide a plot plan drawn to a defined scale that shows all development structures, both existing and proposed, and the location of all septic system components. The plot plan must also clearly show the parcel boundary lines, potable water source--well, spring, or public water supply--and any surface water bodies or streams on the parcel or within 100 feet of the parcel; and

2. Provide a septic tank pumping report for the parcel septic tank that has been completed by a licensed septic tank pumper within the past year. The septic tank pumping report must clearly detail the capacity of tank, the material used to construct the septic tank--concrete, steel, PVC or fiberglass--and any observations that the absorption field is not functioning properly, i.e., effluent flowing back from the absorption trenches as the septic tank was pumped or effluent overflowing the top of the septic tank when the septic tank access lid is exposed; and

3. A Land Use Compatibility Statement for On-Site Sewage Disposal Systems; and

4. A completed Department of Environmental Quality application; and

5. A completed Existing Septic System Description

6. The appropriate fee as shown:

Authorization Notice (Field Visit)	$483.00
Authorization Notice (No Field Visit)[A]	$227.00
Existing System Review (Loan Report)	$483.00

[A]The Authorization Notice (No Field Visit) is only available when a septic system, either a new system or a repair system, is less than five (5) years old <u>and</u> there are no proposed sewage flow increases.

Processing of a completed application takes a minimum of two (2) weeks. Should questions arise, please feel welcome to contact the Tillamook County Community Development Department, On-Site Sanitation Division at (503) 842-3409.

Thank you.