

Instructions for submitting an
**Application for Subdivision and/or
On-Lot Sewage Disposal System Permit**

- 1.) Complete the attached application.
 - a.) Complete information fields that apply.
 - b.) Site information must be accurate. Development names and lot numbers are recorded upon the property deed and tax assessment maps.
 - c.) If you are applying for an on-lot sewage disposal permit for an existing lot, you must provide the sewage facilities planning module number assigned by the Pennsylvania Department of Environmental Protection. If the lot existed before May 15, 1972 this property is exempt from this requirement. If the property is exempt, write exempt in the field and attach proof that the property was created prior to May 15, 1972 using a copy of the recorded deed.
 - d.) If you are applying for on-lot sewage disposal in conjunction with a subdivision complete all the necessary on-lot disposal system information.
- 2.) If you are not the owner of the property, attach proof that you are authorized to act on the property owner's behalf.
- 3.) Attach a copy of the deed that has been recorded for this property (required for ten acre exemption application) or a detailed map defining all borders of the property and corresponding landmarks.
- 4.) Once all the required information is collected, submit the application and application fee to the Local Agency. Fees are payable in the form of a check made out to the Local Agency. Please reference the attached fee schedule for the appropriate application fee. Applications and fees must be submitted directly to the Local Agency.
6. Completed forms will be forwarded to the Sewage Enforcement Officer (SEO). At that point the SEO will contact you to schedule a visit to the site and discuss the project.

Application for Subdivision and/or On-Lot Sewage Disposal System Permit

Applicant Information

Name* _____

Address* _____

Email* _____

Telephone* (Day) _____ (Evening) _____

Site Owner Information

Name* _____

Address* _____

Email* _____

Telephone* (Day) _____ (Evening) _____

Site Information

Site Address* _____
(Street) (Post Office) (State) (Zip)

Tax ID No.* _____ Subdivision Name* _____

Municipality* _____ County* _____

Type of Permit* *New* _____ *Replacement* _____ *Repair* _____ *Subdivision* _____

Type of Facility to be served*

Single Family Residential _____ (No. of Bedrooms _____)

Multi-Family Residential _____ Commercial _____

Institutional _____

*If Multi-Family Residential, Commercial or Institutional enter flow _____ gal/day

Type of Water Supply* _____ Nearest Existing Water Supply* _____ ft

Approved Planning Module Number _____

Lot Size* _____ (sq. ft. / acres)

* All subject fields marked with an asterisk are required to be completed or application will be returned

Sewage Enforcement Officer
Local Agency
2024 Fee Schedule Breakdown

New or Replacement On-lot Sewage Disposal System:

Review and Permitting: **\$100.00**

Review property boundaries; verify isolation distances; review design drawings; and issue results letter or permit denial. Permit denial will include soil reports; sketch of test pit locations; and sewage planning needs as required for a small flow treatment system.

Soil Probe Evaluation: **\$300.00**

It is the responsibility of the property owner to arrange for excavation equipment to prepare test pits. The above fee provides for one hour of soil evaluation. Each additional hour will result in additional fees.

Percolation Test: **\$300.00**

Property owner will be responsible for preparing the percolation holes and providing adequate water to perform the test. Insufficient test holes will result in additional fees.

Final Inspection: **\$100.00**

Covers any inspections prior to approval for completion of the system.

Reconstructive Planning: **\$50.00**

Procedure that must be followed if a parcel/subdivision has not been properly planned. Requires additional lot survey, planning module completion and notification of municipal officials.

Improperly Prepared Sites: **\$50.00**

If an appointment for testing or inspection is not met by the contractor without sufficient notice (at least one day) **or** if test probes or percolation holes have been prepared incorrectly.

Insufficient Design Plans: **\$25.00**

If incomplete or incorrect design plans are submitted, the plans will be returned with recommendations for corrections. Permits will not be issued until a sufficient plan has been submitted. Fee will be charged for each time plans are returned.

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Other Permit Related Fees:

<u>System Repairs:</u>	\$300.00	Includes site investigation, design review, issuing permit, final inspection. Only applies to systems that do not require replacement of absorption area. Replacement of an absorption area will be subject to soil evaluation.
<u>Permit Revocation:</u>	\$100.00	
<u>Transfer of Permit:</u>	\$75.00	Requires written consent from previous permittee/applicant
<u>Verification of prior testing:</u>	\$125.00	
<u>Holding Tank Ordinance:</u>	\$400.00	Includes inspection of site, review of design, issuing permit, mileage and final inspection.
<u>10 Acre Exemptions:</u>	\$150.00	Includes on-site review of isolation distances, permitting and final inspection. * Pursuant to 72.22 (g)2 Local Agencies can only charge \$25.00 to verify that system is located according to requirements.
<u>Complaint Inspection:</u>	\$150.00	Inspections pursuant to complaints submitted to the Local Agency or the PADEP. Includes initial site visit and findings report. Additional trips to location or additional time spent will be billable at \$50.00 per hour. Any fees for postage and sample testing will be the responsibility of the Local Agency.
<u>Hourly Rate:</u>		For any services not defined above. \$50.00 per hour

Sewage Facilities Planning:

Planning Module Review/Completion:

Postcard mailer:	\$50.00
Minor subdivision:	\$50.00
Major subdivision:	\$100.00
Non-Building Waiver	\$50.00