

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

PART III. SYSTEM DESIGN (continued)	
20. Other Toilets <input type="checkbox"/> Chemical Toilet <input type="checkbox"/> Incinerating Toilet <input type="checkbox"/> Composting Toilet <input type="checkbox"/> Recycling Toilet	21. Attach the Following Documentation Soil Tests - Copies of all 3850-FM-BCW0290A forms (and B, or morphological evaluation report when required; See Part II). Design Plan - A detailed sewage system design (including cross sections, plan reviews and comments) and plot plan. See instructions for required details. On-lot Sewage System Design Report – A report containing a detailed description of the selected system design. See instructions for contents. Other - Copies of any other documentation that is required when the conditions identified in any of the above sections are met, such as but not limited to: well isolation distance waiver; proof of authorized agent; reason for revocation; comments on special conditions not specifically covered. Pages - Indicate the total # of pages attached to this form _____.
PART IV. SIGNATURES	
22. Owner's Authorization (to be completed when applying for permit) I am the owner of record (or the authorized agent of the owner) of the lot described in Part I of this application. I intend to install an on-lot sewage system on this property. The information provided as part of this application is true and correct to the best of my knowledge. I understand that providing false information on this application is subject to the penalties of 18 PA C.S.A. § 4904, relating to unsworn falsification to authorities. Submission of this form grants authorized representatives from the local agency and DEP access to the lot to inspect and conduct tests of 1) the site; 2) the system and structures under construction; 3) the completed sewage system; and, 4) the operational status of the system. Property Owner's Signature _____ Date _____	
23. SEO's Review (to be completed when the form is initially reviewed for the issuance of a permit) I am currently a Local Agency SEO for the jurisdiction encompassing the lot identified in this permit application and my SEO certification is current. The information in this application is true and correct to the best of my knowledge. SEO's Signature _____ Date _____ Certification No. _____	
24. SEO's Final Inspection (to be completed after final site inspection) I certify that I have inspected the final installation of the system proposed and permitted in this form. Based on my inspection, the system comports with the proposed and permitted system as reflected in this document and complies with the relevant portions of Pennsylvania's Sewage Facilities Act, and its implementing regulations. SEO's Signature _____ Date _____ Certification No. _____	

*See the instructions for completion of this form and to get direction on how to generate the application number.

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.) Sign the attached signature page of the PADEP Application Form (3850-FM-BCW0290) Part IV Signatures under **#22. Owner's Authorization**

3.) If you are not the owner of the property, attach proof that you are authorized to act on the property owner's behalf.

4.) 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.

5.) 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.

Michael J. Klink
Sewage Enforcement Officer
10904 Church Road
Linesville, PA 16424
(814) 720-1413
klinkseo@gmail.com

I am the Sewage Enforcement Officer appointed to serve your municipality. I became a certified Sewage Enforcement Officer in 2002. I have been actively serving as a primary, or alternate SEO for a number of municipalities in the southwestern corner of Crawford County ever since. I work full time as an environmental specialist for a local engineering firm. I look forward to offering my services to you as we navigate the on-lot sewage disposal permitting process. I would like to take a moment to explain the steps involved beginning with locating a suitable site through permitting an approved sewage disposal system.

The Pennsylvania Code Title 25 Chapter 71, 72, and 73 establish on-lot sewage disposal system permitting and installation requirements. Title 25 places the responsibility of enforcement of these regulations on the townships, boroughs, or cities within their jurisdictions serving as the Local Agency. This letter has been attached to the application packet provided to your local agency to use as the beginning of the permitting process. The application is used to gather the appropriate information regarding the property, the property owner and the individual requesting the permit. Once the application and attachments have been completed and gathered, they should be submitted with the application fee to the local agency. Please be aware that some local agencies charge a small fee to administrate permits in their office as well. Once all fees have been submitted, the local agency will then forward the documents to me. I will contact you to schedule testing or inspections as needed.

New and Replacement On-Lot Disposal Systems

The first step in evaluating your property for an on-lot disposal system (OLDS) will require a deep pit soil evaluation. This test will require excavating a hole approximately four-feet by four-feet and up to a depth of eight-feet. This will require, at a minimum, a mini excavator or small tractor with backhoe attachment and is typically performed by a contractor. This evaluation will determine what types of systems can be used to dispose of sewage on your property. This is based upon the depth of undisturbed soil located above the existing limiting zone such a seasonal high-water table. A conventional sewage disposal system using a “leach field” requires 60 inches of suitable soil above the limiting zone. An elevated sand mound requires a minimum of 20 inches. All soil evaluation testing will require a PAOne call notification to be placed to be certain there are no utilities located on the property.

If the property does not contain a suitable site for on-lot sewage disposal, a denial letter will be issued to the property owner. If suitable soils between 10 and 20 inches are located on the property, a soil scientist can be hired to evaluate the soils for an alternate technology treatment system approved by the PaDEP. If soil depths throughout the property are less

than 10 inches, an on-lot disposal system cannot be installed on the property. At that time your options for a small flow treatment system will be discussed.

If a suitable site is located, the next step in the process will require a percolation test. This test requires a specific number of holes dug to a certain depth spread evenly over the proposed disposal site. The property owner or contractor will be provided information regarding the preparation of these holes. Once the holes have been prepared and water hauled to the site, the property owner must notify me at (814) 720-1413. Results from the percolation test will determine the size of the proposed absorption area using both the percolation rate and the proposed flow of the dwelling being served. The results of both the soil pit evaluation and percolation test will be presented in a "results letter" that the property owner can then forward to the system designer. The letter will include all the required information for the designer to prepare a design. Once completed, the design will need to be submitted to the local agency with the permit fee.

Once a design is approved, the property owner will be notified that the permit can be picked up at the local agency. The property owner will also be notified of any additional fees in addition to the permit fee that must be paid prior to release of the permit to the owner. Once the property owner receives the permit, installation of the system can begin.

It is a requirement that the disposal system be inspected prior to being covered with soil. Contractors MUST notify me at (814) 720-1413 a minimum of three days prior to beginning installation. At that time, we will discuss what components will need to be inspected prior to being covered with soil and any other requirements. All inspections will require a 24-hour notice in advance. Failure to follow these procedures will result in excavation of the system for inspection, or revocation of the on-lot sewage disposal permit. Once a system has been inspected, the contractor will be approved to cover the system and put it into operation.

Repairs to Existing On-Lot Disposal Systems

All repairs to any components of an existing on-lot disposal systems require a permit. If an absorption area (ie leach field, or sand mound) is malfunctioning, or discharging to the surface of the ground, it typically cannot be repaired and the property owner must apply for a replacement permit. Repair permits apply to replacement of damaged or faulty components other than the absorption area (ie septic tanks, pumps, or pipes). The permit process is similar but depending upon the property owner's knowledge of the failure it may require some consultation with my office prior to application. Please feel free to contact me at (814) 720-1413 to discuss what permits may be required and what options may be available.

I look forward to working with you. If you have any questions regarding the permitting process, feel free to contact me. I can be reached by telephone at (814) 720-1413. However, I prefer communicating through email at **klinkseo@gmail.com** during business hours while I attend to my regular workday obligations.

Thank you,

Mike

On-Lot Sewage Disposal Needs Applicant Fee Schedule 2025

New or Replacement On-lot Sewage Disposal System:

Total Fee: \$800.00

Application Fee: \$400.00

Payable by check to the Local Agency with completed application

Permit Fee: \$400.00

Additional fees may be charged as follows:

- Soil evaluation after 1 hour **\$50/hour**
- incomplete design **\$25.00**
- improperly prepared site **\$50.00**
- reconstructive planning **\$50.00**

Payable by check to Local Agency prior to permit issuance

Subdivision Application: \$1,000.00 per new parcel

Includes plot plan review, onsite slope measurement, isolation distance measurements and reports regarding results of soil probes and percolation tests for both the primary and secondary absorption areas. Also includes signature of planning module.

System Repair Permit: \$300.00

Payable by check to local agency with completed application

10 Acre Exemption: \$25.00

Payable by check to local agency with completed application

Holding Tank Permit: \$400.00

Payable by check to local agency with completed application

Small Flow Treatment System (SFTF) and Holding Tank Inspection:

SFTF and Holding Tank inspections will be subject to an agreement filed with the Local Agency. Inspection fees will be addressed in the agreement.