

SUPPLEMENTAL APPLICATION

# ON-SITE SEWAGE SYSTEM

STAFF USE ONLY

**PLEASE NOTE: ALL APPLICATIONS AND SITE PLANS MUST BE COMPLETED IN BLACK OR BLUE INK ONLY**

**This application cannot be submitted alone. In addition to this form, a complete application includes:**

- ☐ Master Application
- ☐ \*For on-site sewage system projects within an urban growth area or city jurisdiction, this application must be taken to the city for review and comment prior to submittal.
- ☐ For new on-site sewage systems requiring a design: Five (5) site plans and three (3) on-site sewage system designs meeting the requirements of the on-site sewage system check list.
- ☐ For replacement of existing on-site sewage systems requiring a design: Three (3) on-site sewage system designs.
- ☐ For submittals not requiring a design (i.e. septic tank or pump chamber placement): Three (3) site plans.
- ☐ Applicable processing fees (refer to current fee schedules; additional fees may apply if base hours/fees at intake are exhausted).

**PERMIT TYPE:** ☐ On-Site Sewage with Residential Site Plan Review ☐ On-site Sewage System Only  
☐ Tank Only ☐ Drainfield Only ☐ Community Drainfield  
☐ Sand Filter or Mound Rebuild or Replace

**WORK TYPE:** ☐ New ☐ Repair ☐ Modification ☐ Change of Use

**PROJECT TYPE:** ☐ Residential Single Family: **Number of Bedrooms** \_\_\_\_\_  
☐ Residential Multifamily: **Number of Units** \_\_\_\_\_  
**Number of Bedrooms in Units** \_\_\_\_\_  
☐ Non-Residential Description: \_\_\_\_\_

**TAX PARCEL NUMBER:** \_\_\_\_\_ **Parcel Size (acres):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**JURISDICTION:** ☐ Thurston County  
☐ \*Urban Growth Area of \_\_\_\_\_ ☐ \*City of \_\_\_\_\_

**\*CITY JURISDICTION REVIEW AND COMMENT:** ☐ **APPROVED** ☐ **DENIED**

**Comments:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Community Planning and Economic Development  
Building Development Center  
3000 Pacific Ave SE, Olympia, WA 98501  
(360) 867-2673 / (360) 867-2660 (Fax) / TDD Line (360) 754-2933

SEPTIC DESIGNER: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Office Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDITIONAL REQUIREMENTS & INFORMATION

### **PROJECT SITE:**

The project site must be identified in the field by posting an identification sign visible from the access road and by flagging the property corners and the center of the driveway/road access location.

The following test pit requirements must be met:

- Test pits must be six (6) feet deep, although excavation may stop at a depth where the water table or restrictive layer is encountered;
- Test pits must be large enough and ramped for easy and safe access. The applicant is responsible for constructing and maintaining test pits in a manner so as to prevent injury to people;
- A cleared and marked path through any brush, fences or obstacles to all test pits must be provided;
- Each test pit must be numbered by a painted or flagged stake;
- Test pit construction shall be consistent with Washington State Department of Health's *Guidelines for Test Pit Construction for On-site Sewage Systems*, which can be found at <http://www.doh.wa.gov/Portals/1/Documents/Pubs/337-110.pdf>

### **RIGHT TO APPEAL:**

Any person aggrieved by a decision, an inspection, or notice made by the Health Office shall have the right to appeal the matter as specified in Article I of the Thurston County Sanitary Code.

### **EXPIRATION:**

On-site Sewage System applications expire one year after the date of application per Thurston County Sanitary Code, Article IV, Section 8.3.3.1. This period may be extended for a single one year period without charge, if specifically requested in writing by the applicant prior to the expiration date.



This application shall contain and/or address the following in a clear, accurate and intelligible form. Submit this checklist with your application. Check the box for each item addressed. Please provide an explanation for any unchecked item.

Applicant Use	ONSITE SEWAGE SYSTEM CHECKLIST	Staff Use Only
<b>SITE PLAN:</b>		
<input type="checkbox"/>	1. Scaled site plans of the entire property on paper no larger than 11" x 17" which includes or shows all items listed below. Refer to page 1 for the correct number of copies. For large parcels use two site plans, one overall site plan at 1" = 100' showing the entire property and one detail at 1" = 30'	<input type="checkbox"/>
<input type="checkbox"/>	a. North arrow, map scale, property size, date, site address.	<input type="checkbox"/>
<input type="checkbox"/>	b. The property boundaries and property boundary dimensions of the entire property.	<input type="checkbox"/>
<input type="checkbox"/>	c. Location of any existing and proposed easements.	<input type="checkbox"/>
<input type="checkbox"/>	d. The location and footprint of all existing and proposed structures and their use, including, but not limited to, mobile homes, houses, sheds, garages, barns, fences, culverts, bridges, storage tanks, retaining walls, decks and porches.	<input type="checkbox"/>
<input type="checkbox"/>	e. Location of existing and proposed driveways.	<input type="checkbox"/>
<input type="checkbox"/>	f. Location of all existing and proposed wells, water lines, springs, septic tanks, drainfields and reserve areas.	<input type="checkbox"/>
<input type="checkbox"/>	g. Test hole locations.	<input type="checkbox"/>
<input type="checkbox"/>	h. Location of any areas protected by covenant on the project site for water supply sources.	<input type="checkbox"/>
<input type="checkbox"/>	i. Areas to be cleared, graded, filled, excavated or otherwise disturbed.	<input type="checkbox"/>
<input type="checkbox"/>	j. Location, type and description of existing and known stormwater facilities (downspouts, splash blocks, drywell, french drains, etc).	<input type="checkbox"/>
<input type="checkbox"/>	k. Location of any surface waters and ditches, all known and delineated critical areas and buffers affecting the site, both onsite and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high ground water, steep slopes and special habitat.	<input type="checkbox"/>
<input type="checkbox"/>	l. Topographic information for entire property based on available County two foot contour maps.	<input type="checkbox"/>
<input type="checkbox"/>	m. Vicinity sketch showing property location in relation to major roads and highways.	<input type="checkbox"/>
<input type="checkbox"/>	2. For onsite sewage system projects within a city jurisdiction, the application must be taken to the city for review and comment prior to submitting an application with Thurston County. If unable to obtain comments from the city, Environmental Health will route the application to the city. The project will be placed on hold until comments from the city have been received.	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS:</b>		
A. The project site must be identified in the field by posting an identification sign visible from the access road and by flagging the property corners and the center of the driveway/road access location. The purpose of the sign is for project identification rather than public notification.		
B. The following <b>test hole location</b> requirements must be met: <ul style="list-style-type: none"> <li>• Test pits must be six (6) feet deep, but excavation may stop at a depth where the water table or restrictive layer is encountered;</li> <li>• Test pits must be large enough and ramped for easy and safe access. The applicant is responsible for constructing and maintaining test pits in a manner so as to prevent injury to people;</li> <li>• A cleared and marked path through any brush, fences or obstacles to all test pits must be provided;</li> <li>• Each test pit must be numbered by a painted or flagged stake.</li> </ul>		