



## INSTRUCTIONS FOR COMPLETING FORM 3850-FM-BCW0290 APPLICATION FOR AN ON-LOT SEWAGE SYSTEM PERMIT

### GENERAL INFORMATION

An electronic copy of form # 3850-FM-BCW0290 and these instructions are available in a form fillable version from the DEP eLibrary.

In this document, "applicant" refers to the property owner or their authorized agent. It is the responsibility of the applicant to provide documentation of compliance with the technical standards for on-lot sewage systems in 25 Pa. Code Chapter 73. The applicant must complete all of Part I and item 22 in Part IV of this application.

Before Parts II, III and item 23 in Part IV are completed, the applicant must make an appointment with the local agency Sewage Enforcement Officer (SEO) for an on-site evaluation of site and soil conditions to determine whether an on-lot sewage system can be permitted. It is the responsibility of the applicant to have soil probe test pits and percolation test holes prepared at the site for the SEO to conduct or observe soil tests. Soil probe test pit locations should be selected in consultation with the SEO, and percolation test holes should only be prepared at the direction of the SEO.

The local agency may offer services to prepare the pits and holes for a cost listed on their fee schedule. If the site is suitable for installation of an on-lot system, the SEO will inform the applicant, at which time the applicant will determine what type of system and components to propose for the site. Accurate and complete information must be given for each item. An applicant may choose to work with a consultant to design and apply for an on-lot sewage system permit.

For a conventional sewage system application, the local agency has seven (7) days to review and take action on a complete application. If any part of the system design or design plan is incomplete, the local agency shall notify the applicant in writing within seven (7) days of receipt of the application. The notice shall include the reason why the application is not acceptable. When the required information is received, the local agency shall act upon the application within 15 days.

For an alternate sewage system application, the local agency, which is not a delegated agency, has 45 days from transmittal of a complete application to the Department to review and take action on the application. The local agency has five (5) days from the determination that the application is complete, to submit the application to the Department for classification and comments. If any part of the system or design plan is incomplete, the local agency shall notify the applicant in writing within 15 days of receipt of the application. The notice shall include the reason why the application is not acceptable.

For an alternate sewage system application in municipalities or local agencies which are delegated agencies, or which employ or contract with SEOs authorized to review alternate sewage systems, the local agency has 30 days to review and take action on a complete application. If any part of the system design or design plan is incomplete, the local agency shall notify the applicant in writing within 15 days of receipt of the application. The notice shall include the reason why the application is not acceptable.

For an experimental sewage system application, the applicant shall submit complete preliminary design plans and specifications to the SEO and the Department for review and comment at least 60 days prior to submitting the application. The Department will determine if the classification as an experimental system is appropriate for the submission and provide comments within 60 days to the SEO.

### Directions for generating the application #:

The application number will be assigned by the SEO and must be in the format **MC-CY-UDI**, where:

- **MC** = The six-digit Municipality Code number (i.e. Pleasant Township = **620515**).
- **CY** = The last two digits of the Calendar Year (i.e. 2024 = **24**).
- **UDI** = The User Defined Identifier is a unique alphanumeric or numeric identifier of any length chosen by the municipality. The User Defined Identifier portion of the application number must not be used more than once within the same calendar year (i.e. parcel number = **123-002-A**).
- The final permit application number from the example above is: **620515-24-123-002-A**

The local agency shall maintain a list of all application numbers issued in their jurisdiction and the list must be submitted to the Department with the annual report.

<b>PART I. APPLICANT AND SITE INFORMATION</b>	
This part is completed by the applicant and verified by the SEO in Part IV below. If completing a hard copy of this form, print information in all capital letters.	
<b>1. Applicant</b>	Provide full name, complete home or office address, phone numbers, and email address for the applicant responsible for submitting the application. You may indicate your preferred contact phone number by checking the box.
<b>2. Site</b>	The site address and name of the subdivision must be specific enough so the SEO can find the property on soil survey mapping. Provide: street/road names or route numbers, city name, state, ZIP code, subdivision name (i.e. name of the community where the lot belongs, if applicable), lot number, municipality (i.e. township, borough), county, and tax parcel number.
<b>3. Direction to the Site</b>	Use this section to provide driving directions to the site from an intersection or readily identifiable location, particularly if the site is undeveloped.
<b>4. Lot Size</b>	Determine the square footage of the site and convert square feet to acres (1 acre = 43,560 square feet). Report the lot size in acres to the hundredth of an acre (0.01 acre).
<b>5. Type of Facility to be Served by the System</b>	Check single-family residential if the system will be serving a private residence and indicate the number of bedrooms. Check multi-family residential or commercial/non-residential as appropriate, if other than a single-family residence. Indicate the calculated sewage flow, in gallons per day, using the estimated flows listed in 25 Pa. Code § 73.17.
<b>6. Type of Permit</b>	<p>Check the corresponding box which best describes the type of permit being applied for:</p> <p><b>New Construction</b> – Check the box for new construction of an on-lot sewage system where there has never been any type of sewage system. Examples include: new land development projects, and conversion of a non-sewage producing facility into a sewage producing facility, such as renovating a barn into a residence or business.</p> <p><b>System or Component Modification</b> – Check the box when making structural changes to the current on-lot sewage system design for any purpose other than to make a repair. This activity includes treatment system alterations required by a change in flows, waste stream characteristics, to facilitate maintenance activities (i.e. adding risers, inspection ports, etc.) or to simply enhance treatment. Examples include: expanding an on-lot system in response to adding additional bedrooms to a house; installation of a grease trap following conversion of a building into use as a restaurant; adding a riser to the surface for an existing buried septic tank; adding effluent filters, or adding hardware that changes the treatment process from anaerobic to aerobic.</p> <p><b>System or Component Repair</b> – Check the box when making a repair, replacing or altering any component, combination of components or all components of an on-lot sewage system that are not performing as designed or are in need of repair to function correctly. This includes repairs made to abate an existing malfunction and those made to prevent an impending malfunction. Examples include replacing: broken pipes, pumps, resealing watertight joints, cracked lids, gas deflectors, solids retainers, or failed absorption areas. "Repair" does not include operational maintenance activities such as cleaning, servicing or pumping tanks.</p> <p><b>BTG (use only with repair)</b> – Check the box if Best Technical Guidance (BTG) has been used with a repair. BTG is a process for overcoming specific horizontal isolation distances when repairing a malfunctioning system as explained in the DEP document <i>Technical Decision Making And The Use Of Conventional Technology, Alternate Technology, Experimental Technology, And Best Technical Guidance (BTG) In Onlot Sewage System Repair Situations</i> (#362-2208-003) that provides applicability and procedure. Only an SEO can determine if BTG is required to repair a malfunction.</p>
<b>7. Facility Water Supply</b>	Check the box for the appropriate source of water serving the property: public water authority, water well, spring, cistern, surface water body.
<b>8. Distance to the Nearest Water Supply</b>	<p>The shortest distance from the proposed absorption area to the existing or proposed water supply (listed in item 7 above) on the property <u>or</u> on a neighboring property.</p> <p>Check local agency records for existing on-lot sewage system permits for neighboring lots which are not yet developed. These permits will indicate the location of proposed wells which are included in the horizontal isolation distance requirements.</p> <p><b>Well Isolation Distance Exemption</b> – Check the box only if a well isolation distance exemption was granted by the local agency. An official copy of the municipal document granting approval must be attached to this form. An exemption should only be considered where there are no options for abandoning and relocating the well and there are no other options for placement of the absorption area beyond the well horizontal isolation distance.</p>

**9. Chapter 102 Requirement**

Check the "Required" box only if permit or coverage under Chapter 102 erosion and sedimentation control is required by the Department or the County Conservation District. Check the "Obtained" box if permit or coverage has been obtained.

Proceed to Part IV, item 22. Sign and date the application at the bottom. If you are not the property owner, attach proof that you are the property owner's authorized agent.

**PART II. LOCAL AGENCY USE ONLY**

This part of the form is to be completed by the SEO.

**10. Sewage Planning**

**Approved Planning Module** – The SEO shall check the local agency records for sewage facilities planning documents that cover this lot. Check the box if a Department planning module for the lot has been approved.

**DEP Code #** – Record the code number assigned by the Department for the approved sewage planning module.

**Date** – Record the date when the sewage planning module was approved.

**No Planning Required** – Check the box if the lot was created prior to May 15, 1972.

**Area Not Planned** – Check the box if the lot was created between May 15, 1972, and June 10, 1989, without planning and the permit can be issued. Attach a copy of the notification letter to the municipal officials as per the technical guidance document *Municipal Guidance – Reconstructive Planning* (#362-2208-002).

**Limitations in Effect** – This item refers to limitations that may be in effect on the lot, such as but not limited to: *Request For Planning Waiver And Non-Building Declaration*, easements and rights-of-way. List the limitations on the line provided.

**11. Fees Paid**

Include the amount of each fee paid for: application processing; site testing; site inspections; other amount from the local agency fee schedule. List the total amount at the bottom of the list on the line provided.

**12. Site Suitability**

For the Applicant – After you have completed Part I and signed Part IV, item 22 of the application, arrangements must be made for the SEO to examine soil probe test pits and run percolation tests.

For the SEO – The results of the soil probe and percolation tests, conducted by the SEO or verified by direct on-site observation by the SEO, are to be recorded on the *Site Investigation and Percolation Test Report for On-Lot Sewage Systems* form (#3850-FM-BCW0290A). A copy of each of these forms (one (1) per soil probe for all test pits, whether suitable or unsuitable) must be attached to the application. In some cases, the *Verification of Prior Site Investigation and Soil Testing* form (#3850-FM-BCW0290B) may also be necessary. Attach supplemental soil morphological evaluations or hydrologic test reports conducted by qualified professional consultants if required by the planning module or system design criteria.

The information required includes:

**NRCS Soil Series** – Record the name of the mapped soil series, as obtained from the NRCS Web Soil Survey.

**Slope** – The steepest slope within the absorption area or spray field recorded as a percentage (for example: 2%).

**Type of Limiting Zone** – Record the type of limiting zone such as depth to unsuitable rock formation or to the shallowest indication of water table.

**Depth to the Limiting Zone** – Record the depth to the limiting zone, either depth to rock formation or depth to seasonal high-water table in inches.

**Land Use** – This is for an individual residential spray irrigation system (IRSIS) only. Record the type of coverage on the proposed site, such as open grass, forest, or nonfood producing agricultural area.

**Percolation Rate** – Record the average percolation rate, if applicable, expressed in minutes per inch; otherwise check the box for percolation testing not conducted. Attach a copy of the # 3850-FM-BCW0290A form.

**Soil Morphological Evaluation** – Check the box if a soil morphological evaluation was performed and attach a copy of the report.

**Additional Hydrologic Testing** – Check the box if additional hydrologic testing was conducted and check the box for the specific type (mounding study; hydraulic conductivity test, or other type of test as listed on the line provided).

**Site is** – Check the appropriate box indicating the site is either suitable or unsuitable for an on-lot sewage system. If the site is suitable, list any type of system the site is suitable for, such as but not limited to: drip irrigation, elevated sand mound, trenches, seepage beds, at-grade bed, etc. If the site is unsuitable for an on-lot sewage system, list the reason(s) why on the line provided.

**13. Application Actions and Dates**

**Application Received** – Check the box and record the date when the local agency received the permit application only if Part I and Part IV, item 22, have been completed by the applicant.

**Complete Application** – Check the box and record the date when the permit application is complete in all parts.

**Permit Issuance and Inspections** – Check the box and record the date for each action taken by the SEO when the permit is issued or denied, and the dates of interim inspections.

**Final Inspection** – Check the box and record the date when the final inspection is completed and check the box indicating the system is approved or disapproved for final cover.

**Revoked Permit** – Check the box and record the date if the permit is revoked.

**Reason for Revocation** – If the permit is revoked, list the reason for revocation. If additional space is needed, attach a separate page to this permit application.

**PART III. SYSTEM DESIGN**

**14. System or Component Classification**

When the site is found to be suitable for installation of an on-lot sewage system, the appropriate system or component classification should be determined and entered in this item 14. These components are to be determined by site and soil characteristics, the design standards of 25 Pa. Code Chapter 73 and the approved *Alternate Technology Listings*.

After the component parts of the on-lot sewage system have been determined, the applicant must provide a complete system design to the SEO for completion of this section. Many property owners obtain the services of a specialist to prepare this design.

**15. Treatment/Tankage**

Check the box for all options that apply and record the corresponding capacity in gallons for: septic tank; aerobic tank; holding tank; equalization tank; privy vault; nitrogen reduction tank; or check "other" and list the type, such as a chlorine contact tank or lift pump tank, and list the capacity.

**16. Type of Filter**

Check the box for the appropriate filter type if one is proposed in the design: buried sand filter (IRSIS only); free access sand filter (IRSIS only); other type of media for the filter and list the type; effluent filter.

**17. Type of Disinfection**

Check the "No" or "Yes" box to indicate if disinfection is part of the system. If "Yes" describe the "Type" of disinfection being used, such as chlorine contact or ultraviolet disinfection.

**18. Effluent Distribution**

Check the box to indicate if the system uses pressure distribution or gravity distribution. Then, check if an electric or pneumatic pump, or use of a siphon is part of the design.

**19. Absorption Area**

**Absorption Area Size** – Record the total size of the absorption area in square feet. If there is more than one (1) absorption area, sum the areas and list the total square footage.

Check the box for the type of absorption area proposed for the system such as: Elevated Sand Mound Beds, Elevated Sand Mound Trenches, Standard Trench, Seepage Bed, IRSIS, Drip Dispersal, or At-Grade. If the type is not listed, check "Other" and record the type proposed on the line provided.

**20. Other Toilets**

Check the box for all that apply: Chemical Toilet, Incinerating Toilet, Composting Toilet, Recycling Toilet.

**21. Attach the Following Documentation**

**Soil Tests** – Copies of the *Site Investigation and Percolation Test Report for On-Lot Sewage Systems* form (#3850-FM-BCW0290A) for all soil probe test pits, whether suitable or unsuitable. Additionally, attach the soil morphology report and/or *Verification of Prior Testing* form (#3850-FM-BCW0290B), when required.

**Design Plans** – The system must be located on the plan with reference to various site characteristics (see items 1. to 10. below). Attach detailed plans and cross sections, , installation specifications, etc. as necessary to show the required details.

The design plan should be based on a plan that has been developed by a registered professional land surveyor. If a plot plan is not available, the designer may prepare a scaled drawing depicting the location of the proposed system in conjunction with the necessary site features in order to show that the regulatory requirements can be met. The SEO must field verify that all applicable isolation distances will be met pre and post construction.

The design plan, showing the location of all system components, must be specific enough to provide the installer with the information necessary to install the system. Any change to a system design or location must be approved by the local agency SEO and the application properly modified prior to installation.

The system design and plot plan must include:

1. Property lines and adjacent streets.
2. Dimensions and distances in feet.
3. Locations of:
  - a. buildings and driveways;
  - b. treatment and dosing tanks;
  - c. all wells, springs and surface waters;
  - d. sewage system, staked in the field and protected from disturbance;
  - e. **all** percolation holes and test pits on the property, fail or pass, regardless of when they were investigated;
  - f. existing sewage systems;
  - g. right-of-ways, easements, or set-backs which will impact system design or use.
4. Plan and cross section measurements:
  - a. depth in inches;
  - b. length in feet;
  - c. width in feet.
5. Compass direction (North arrow).
6. Slope direction and % slope (arrows facing downslope).
7. Location of streams and water bodies.
8. Isolation distances as set forth in 25 Pa. Code § 73.13.
9. Specifications and instructions for installing the system.
10. Graphic scale for all sheets or insets.

**On-lot Sewage System Design Report** – Provide an On-lot Sewage System Design Report. The design report must contain all the design factors/assumptions and pertinent calculations used in designing/sizing each of the proposed units and/or treatment/distribution system components required for use of the proposed system. Include supplementary information such as calculation spreadsheets, planning approval letters (if applicable), manufacturer's design review letter (if applicable), specification cut sheets, cross sections, deed restrictions, and operation and maintenance manuals. This report will allow the SEO to determine if the proposed design will provide for the installation of the system while maintaining compliance with all applicable regulatory standards. The report should address operation and maintenance requirements and non-system site considerations such as the adjacent area for stormwater control and preservation of the replacement area, if one was required. Include the number of pages in the design report in the appropriate box on the application.

**PART IV. SIGNATURES**

22. The applicant must sign and date this application after completing Part I.
23. The SEO must sign and date the application after reviewing the completed form, verifying the information is correct and the permit is issued or denied.
24. The SEO is to sign this portion after final site inspection.

**The SEO shall make four (4) copies of the complete application. A copy must go to each of the following recipients:**

- **Local Agency.**
- **Department of Environmental Protection Regional Office.**
- **Applicant.**
- **Department of Environmental Protection Central Office (attached to the Annual Report).**