

## LINN COUNTY ENVIRONMENTAL HEALTH PROGRAM

PO Box 100, 315 SW 4<sup>TH</sup> AVE, 1<sup>ST</sup> FLOOR, ALBANY, OR 97321

PHONE (541) 967-3821 FAX (541) 924-6904

[www.linncountyhealth.org/eh](http://www.linncountyhealth.org/eh)

[LinnEH@co.linn.or.us](mailto:LinnEH@co.linn.or.us)



# FACT SHEET: AUTHORIZATION NOTICE

## GENERAL INFORMATION

Authorization Notices are evaluations of existing sewage disposal systems to determine if the system is adequate for a specific proposed use, prior to making connection to or changing the use of the system. If connection to the existing system cannot be approved, it can be converted to a permit to repair, replace, alter, or increase the capacity of the sewage disposal system as needed. In that event, the fee for the Authorization Notice will be transferred toward the permit fee if the owner and proposal remain the same. Test pit(s), plans for system construction, and a fee balance may be required before the permit will be issued.

## APPLICATION TYPE

- **Record Review:** An in-office review of the proposal and our records if the system was installed within the last 10 years, or if an evaluation of the drainfield was completed within the last 10-years
- **Field Visit:** If permit records do not exist for the system, or if the system was installed or evaluated more than 10 years ago

## APPLICATION INSTRUCTIONS

A complete application must be submitted to this office. Incomplete or inaccurate information may delay the application process. A complete application must contain the following:

- A signed and complete application form. All fields are required. If signed by an agent, the agent must submit a "Notice Authorizing Representative" form with the application.
- A detailed plot plan showing the proposed development and/or changes to the property. Scaled plot plans can be created at <https://www.linncountyhealth.org/eh/page/septic-systems> or you can contact our office for maps of your property.
- Your application **must** indicate when the system will be ready for inspection if your site requires a field visit. ***If the system is not uncovered when the sanitarian arrives and the work must be rescheduled, a re-inspection fee may be charged.***
- A copy of the septic pumping report if your system is more than 10 years old.
- Applications can be submitted online (preferred) at <https://aca-oregon.accela.com/oregon/Default.aspx> or in office.
- Application fees can be found at <https://www.linncountyhealth.org/eh/page/fees>
- In the event that an application is incomplete and additional action by or information from the applicant is required for completion, we will close the file one year after the application date and the application fee will be forfeit. A new application and fee will be required to re-activate the file.

## UNCOVERING THE SYSTEM (For systems more than 10 years old)

- The inspection lids on the septic tank and the distribution box or first drop box must be uncovered.
- Sufficient soil should be removed so the lid may be opened without soil falling into the box.
- It is not necessary for the applicant to remove the lids of either the septic tank or the distribution box or drop box.
- If the system does not have a distribution box or drop box, the junction where the pipe from the septic tank meets the drainfield must be uncovered.
- A diagram showing typical system layouts is available for your reference.

## **PUMPING**

- In addition to exposing the tank lid and box, it may be necessary to have the septic tank pumped:
- If your septic tank has not been pumped within the last ten years, you must have the septic tank pumped and you must provide us with a copy of the pumper's report along with your application.
- If you can show that your septic tank has been pumped within the last ten (10) years, pumping will not be required. You must submit the pumper's report or billing along with your application.
- If your septic system is less than ten (10) years old, **and** we have a permit record of the system, the pumping requirement may be waived.

## **LAND USE COMPATIBILITY STATEMENT**

Upon receipt, your application will be forwarded to the local Planning Authority for completion of the LUCs. If the LUCs is not approved, or otherwise not favorable, you will be notified prior to us proceeding with your application. Once notified, you may choose to withdraw your application and request a refund, or ask that we place your application on hold until any conditions are met.

**THE AUTHORIZATION NOTICE WILL NOT BE ISSUED UNLESS THE PUMPER'S REPORT**

**OR BILLING IS RECEIVED OR THE PUMPING REQUIREMENT HAS BEEN WAIVED.**



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ALBANY, OR 97321

PHONE: (541) 967-3821 FAX: (541) 924-6904  
LinnEH@co.linn.or.us

OFFICE USE ONLY	
DATE RECEIVED:	RECEIVED BY:
FEE:	RECEIPT #:
TRANSFER TO/FROM:	
RECORD #:	
PIN:	

**APPLICATION FOR ON-SITE SEWAGE DISPOSAL**

OWNER INFO	Owner Name:		Phone:		
	Owner Email:				
	Mailing Address:		City:	ST:	Zip:
APPLICANT INFO	Applicant is : <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative (authorization)				
	Applicant Name:		Phone:		
	Applicant Email:				
	Mailing Address:		City:	ST:	Zip:
PROPERTY DESCRIPTION	Township:	Range:	Section:	Tax Lot #:	Acres:
	Site Address (include road):				
	City:	Oregon	Zip:	Parcel #:	
	Directions to Property:				
	Water Supply: <input type="checkbox"/> Existing Private Well/Spring <input type="checkbox"/> Proposed Private Well/Spring <input type="checkbox"/> Public Water System				
	Will the size of the property change? <input type="checkbox"/> No <input type="checkbox"/> Yes - Proposed Lot Size:				
APPLICATION TYPE (COMPLETE ONLY ONE SECTION)	<b>1) PERMIT REQUEST</b>		<b>2) AUTHORIZATION</b> <input type="checkbox"/> Record Review <input type="checkbox"/> Field Visit		
	<input type="checkbox"/> New		<input type="checkbox"/> Remodel (added bedrooms): _____		
	<input type="checkbox"/> Repair: <input type="checkbox"/> Minor (tank only) <input type="checkbox"/> Major (tank/drainfield)		<input type="checkbox"/> Replacement Dwelling		
	<input type="checkbox"/> Alteration: <input type="checkbox"/> Minor (tank only) <input type="checkbox"/> Major (tank/drainfield)		<input type="checkbox"/> Personal Hardship/Temporary Housing		
	<input type="checkbox"/> Renew/Transfer Permit #: _____		<input type="checkbox"/> # of Bedrooms in Existing Dwelling: _____		
	<input type="checkbox"/> Single Family Dwelling, # of bedrooms: _____		<input type="checkbox"/> # of Bedrooms in Proposed Dwelling: _____		
	<input type="checkbox"/> Commercial: _____		<input type="checkbox"/> Residential to Commercial <input type="checkbox"/> Other _____		
	<input type="checkbox"/> Licensed Installer (name): _____		System Currently in Use? <input type="checkbox"/> Yes		
	License #: _____		<input type="checkbox"/> No (date of last use): _____		
	<input type="checkbox"/> Owner Install				
<b>3) SITE EVALUATION (New Lot Development)</b>		<b>4) PLANNING REVIEW</b>			
<input type="checkbox"/> Single Family Dwelling - Number of bedrooms: _____		<input type="checkbox"/> Proposed Partition			
<input type="checkbox"/> Commercial: _____		<input type="checkbox"/> Proposed Property Line Adjustment			
Max # of Employees: _____ Max # of Patrons: _____		<input type="checkbox"/> Proposed Lot size: _____			
<input type="checkbox"/> Showers <input type="checkbox"/> Food Preparation <input type="checkbox"/> Other: _____					
<input type="checkbox"/> Amend Report – Record #: _____					
PROPOSAL	Description of work to be completed:				
SITE VISIT	When will the site be ready for inspection? (Major Repair, Major Alteration, Authorization Field Visit, Site Evaluation, Planning Review)				
	<input type="checkbox"/> Ready on ___/___/___ <input type="checkbox"/> Will contact Env. Health when ready Contact <input type="checkbox"/> Owner <input type="checkbox"/> Applicant to schedule				
SIGNATURE	I understand that this site must be prepared according to instruction in the guidance packet before action will be taken on this application. By my signature, I certify that all information provided on this application and the accompanying plot plan or system plan is correct; and I hereby grant the Linn County permission to enter onto the above-described property for the purpose of this application.				
	Owner Signature:		Date:		
	Applicant Signature:		Date:		



State of Oregon Department of Environmental Quality

# Notice Authorizing Representative



I, \_\_\_\_\_, have authorized \_\_\_\_\_  
(Property Owner/Print Name) (Authorized Representative/Print Name)

to act as my agent in performing the activities necessary to obtain all onsite wastewater treatment program services provided by the Department of Environmental Quality on the property described below in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility and I authorized DEQ agents to conduct required business activities on said property.

### Property identification:

\_\_\_\_\_  
(Property Situs or Road Address)

And described in the records of: \_\_\_\_\_ County as:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Map ID \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

### Property owner:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

### Authorized representative:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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



County Courthouse, Room 115  
PO Box 100 Albany, OR 97321

# Linn County Department of Health Services

Environmental Health Program

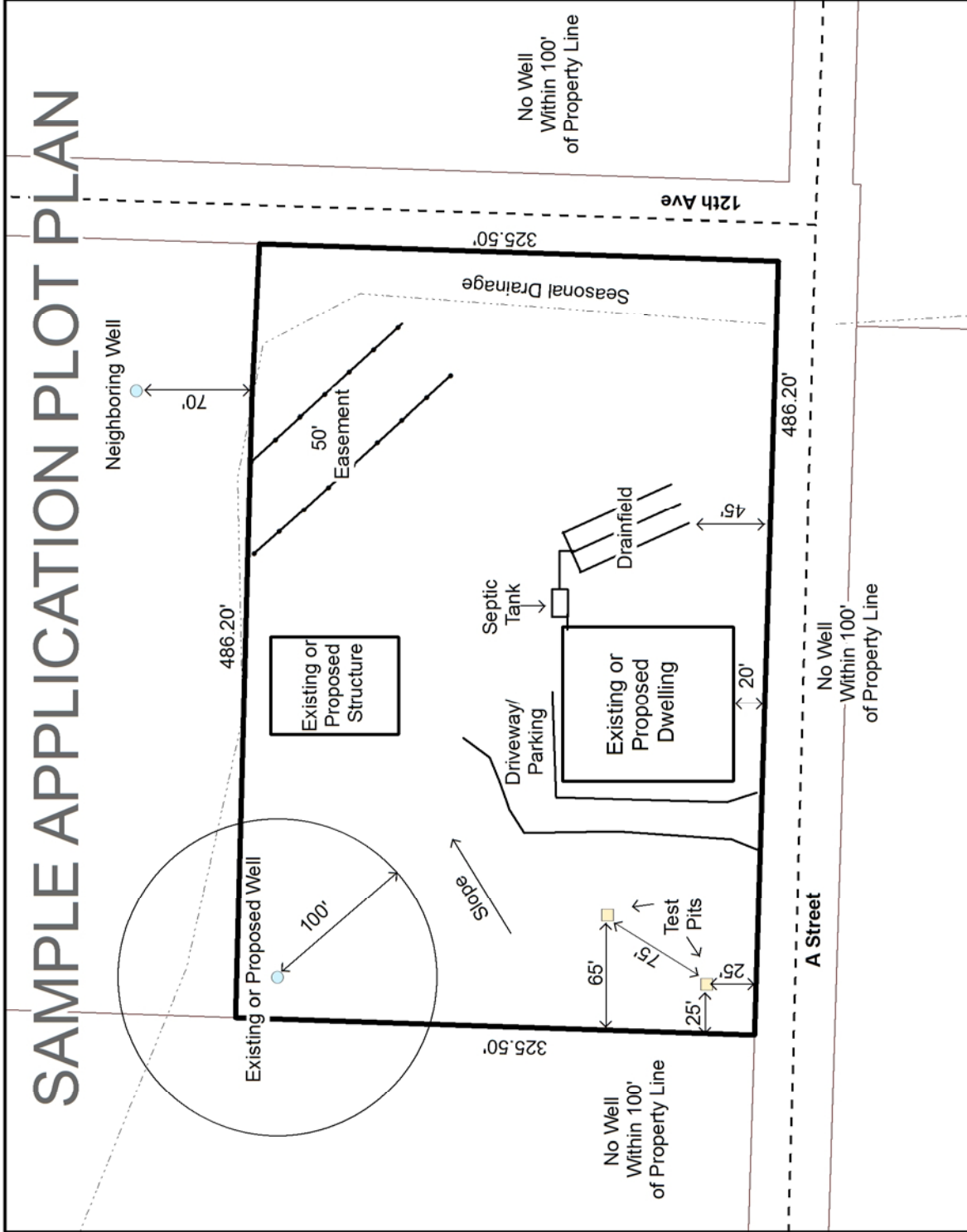
Phone (541) 967-3821  
Fax (541) 926-2060

## Application Plot Plan

Property ID: 00S00W000 00000  
Record Number: 00000  
Date Produced: 1/11/2008

## REQUIRED PLOT PLAN INFORMATION

- Owner Name
- Legal Description/Map #
- North arrow
- Property dimensions
- Neighboring wells/waterlines (w/in 100' of property line)
- All wells/waterlines on property
- Roads, driveways, parking areas
- Buildings and fences
- Septic tanks and drainfields
- Areas of excavation (cuts, fills)
- Easements, deed restrictions, etc.
- Lakes, springs, streams, ditches, etc.
- Neighboring water bodies (w/in 100' of property line)
- Field drainage tiles (French drain, etc)
- Test Pits (w/ distance to property lines)
- Direction of slope



- Wells
- Test pits
- Drainages



By my signature I certify that the information provided on this plot plan is complete and accurate.

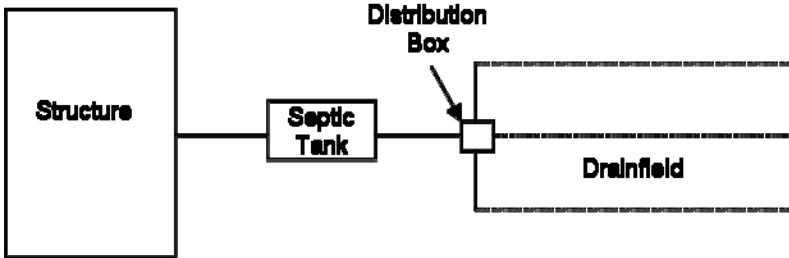
1 inch equals 100 feet

Applicant's Signature

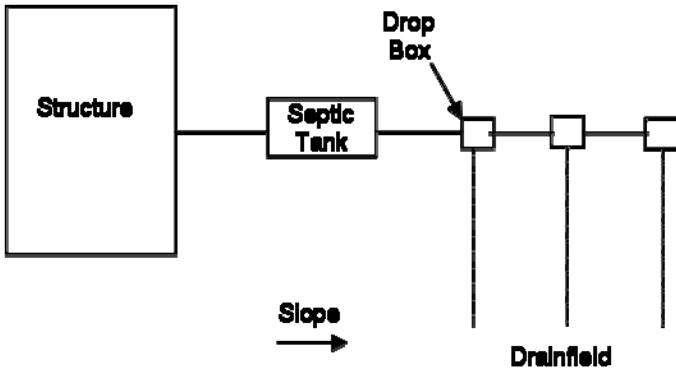
Date

## COMMON DRAINFIELD LAYOUTS

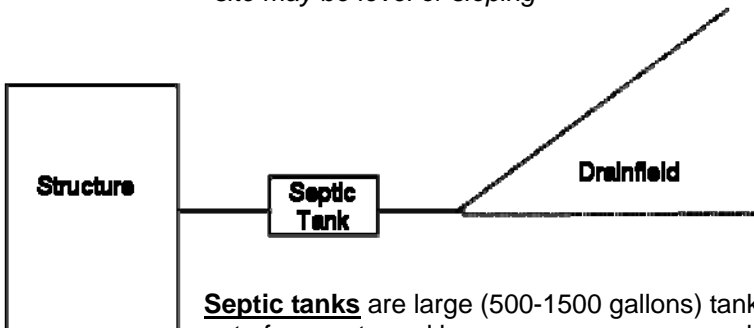
1. Septic tank, distribution box, drainfield  
\* generally used on level ground



2. Septic tank, drop boxes, drainfield  
\* generally used on sloping ground



3. Septic tank, drainfield  
\* generally older systems  
\* site may be level or sloping



**Septic tanks** are large (500-1500 gallons) tanks that settle out and store solids. They are typically made out of concrete and have one or more access holes (about 2 feet across) for inspection and cleaning. Septic tanks may also be made out of fiberglass, polyethylene (plastic) or older tanks may be made out of steel. Steel tanks may be round and have an access lid as large as the tank diameter (5' across or more). Polyethylene tanks have smaller access holes, like a concrete tank. Typically, effluent moves out of the septic tank and into the drainfield by gravity. If the drainfield is higher than the septic tank, the septic tank will have a pump. Pumps require occasional checking, cleaning, and replacement.

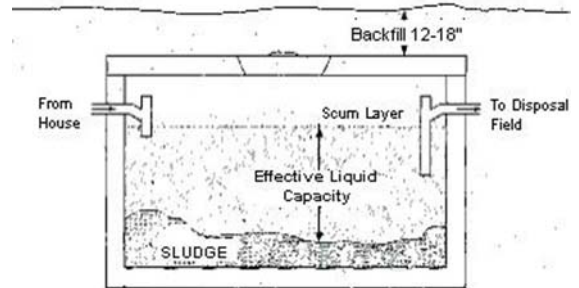
**Distribution boxes** and **Drop boxes** are small concrete or polyethylene vaults which distribute effluent from the septic tank into the drainfield lines.

The **drainfield** is a network of newer plastic chambers, or, pipes or tiles surrounded by gravel that allow effluent to seep into the soil. The size of the drainfield depends on the texture and effective depth of the soil.

**Locating your septic tank:** Septic tanks are usually located fairly close to the house (5' is the minimum distance from foundations). Likely areas are near the kitchen or bathroom plumbing. The top of the tank is usually 0-2 feet below the ground surface. The Environmental Health Department may have a record of your septic tank location. Records are unlikely for systems put in before 1974. Most septic tank pumpers will locate the tank and expose the lid for you for a fee.

### The Septic Tank

The function of the tank is to allow separation of the solids from the raw sewage so that the remaining liquid (effluent) can be absorbed into the soil without clogging the soil. The heavier solid particles in the sewage settle to the bottom of the tank, forming a layer of sludge. Lighter materials, including fats and grease, float to the surface, forming a scum layer. Bacteria called anaerobes, living in the septic tank without oxygen, slowly digest up to 50 percent of the solids, converting them into gases and liquids, and thereby reducing sludge build up.



As the tank fills with sludge and grease, **efficiency of treatment decreases**. It must be periodically removed by pumping out the septic tank contents, which will be discussed in a later section.

## Preserve Your Suitable Disposal Areas: KNOW YOUR SETBACKS

A site evaluation is the first step in the process of obtaining a construction permit for an on-site sewage disposal system. For alteration and repair permits, we often waive the fee, formality and some of the restrictions of the site evaluation. Nevertheless, we also delineate an "approved disposal area" for every on-site permit. Two separate areas may be designated for the initial and replacement systems, or a single large disposal area may be designated for both. Sometimes site and soil conditions necessitate the approval of two different types of systems for the initial and replacement areas. Alteration and repair permits may or may not have a designated replacement area.

An on-site sewage disposal system should effectively do two things: Treat and dispose of septic tank effluent. It's obvious when the disposal part isn't working, and we want to make sure the treatment part works to avoid ground water pollution. An approved disposal area, for either the initial or replacement system, may not be altered in any way that will impact the installation or the proper functioning of a disposal system. A system must be installed in native, unaltered soil. Severe soil or site alteration may render an area unsuitable for sewage disposal and void any previous site approvals. The two major problems we find are soil disturbances and setback issues.

Oregon Administrative Rule 340-71-220(e) states that a site is only suitable for sewage disposal if it "... has not been filled or the soil has not been modified in a way that would, in the opinion of the Agent, adversely affect functioning of the system." Decisions about sites that have been disturbed must be made at the site and on a case-by-case basis. To avoid problems, do not cut, level or fill the approved area. Felling trees and pulling up stumps with big, heavy tractors on clayey soils in the winter rain is a recipe for voiding your approval. Laying a driveway through the middle of your approved area will usually void your approval. **Before making any changes to the approved area, call us for consultation at (541) 967-3821.**

Table 1 of Oregon Administrative Rule 340-71 lists all the necessary setbacks and is found on the other side of this form. We designate approved areas based on the information supplied on the plot plan with the application. If a feature that requires a setback, such as a neighbor's well, is not disclosed on the plot plan, the required setback may later invalidate the approval. Any changes to the site, such as drilling a new well, must adhere to the required setbacks or the approval may be voided. Different setbacks apply to different site and soil conditions. **If the setbacks that pertain to your site are unclear, call us for a consultation at (541) 967-3821, before making any changes near the approved area.**

The following are some general setbacks. They are by no means all the setbacks that apply to your site.

<u>Setbacks from:</u>	<u>Approved disposal area</u>	<u>Tanks, sand filter, effluent line etc.</u>
Wells (on or adjacent to property)	100'	50'
Year round water bodies	100'	50'
Seasonal water bodies	50'	50'
Downslope cuts	50'	25'
Water lines	10'	10'
Building foundations	10'	5'
Underground utilities	10'	
Property lines	10'	5'

See the back side of this page for complete list.

**Table 1**  
**OAR 340-071-0220**

MINIMUM SEPARATION DISTANCES

Items Requiring Setbacks	From Sewage Disposal Area, Including Replacement Area	From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units
1. Groundwater Supplies	100'	50'
2. Temporarily Abandoned Wells	100'	50'
3. Springs: <ul style="list-style-type: none"> <li>● Upgradient</li> <li>● Downgradient</li> </ul>	50' 100'	50' 50'
4. Surface Public Waters: * <ul style="list-style-type: none"> <li>● Year Round</li> <li>● Seasonal</li> </ul>	100' 50'	50' 50'
5. Intermittent Streams: <ul style="list-style-type: none"> <li>● Piped (watertight not less than 25' from any part of the on-site system)</li> <li>● Unpiped</li> </ul>	20' 50'	20' 50'
6. Groundwater Interceptors: <ul style="list-style-type: none"> <li>● On a slope of 3% or less</li> <li>● On slope greater than 3% <ul style="list-style-type: none"> <li>○ Upgradient</li> <li>○ Downgradient</li> </ul> </li> </ul>	20' 10' 50'	10' 5' 10'
7. Irrigation Canals: <ul style="list-style-type: none"> <li>● Lined (watertight canal)</li> <li>● Unlined: <ul style="list-style-type: none"> <li>○ Upgradient</li> <li>○ Downgradient</li> </ul> </li> </ul>	25' 25' 50'	25' 25' 50'
8. Cuts Manmade in Excess of 30 inches (top of downslope cut): <ul style="list-style-type: none"> <li>● Which intersect layers that limit effective soil depth within 48 inches of surface</li> <li>● Which do not intersect layers that limit effective soil depth</li> </ul>	50' 25'	25' 10'
9. Escarpments: <ul style="list-style-type: none"> <li>● Which intersect layers that limit effective soil depth</li> <li>● Which do not intersect layers that limit effective soil depth</li> </ul>	50' 25'	10' 10'
10. Property Lines	10'	5'
11. Water Lines	10'	10'
12. Foundation Lines of any Building, Including Garages and Out Buildings	10'	5'
13. Underground Utilities	10'	--

\*This does not prevent stream crossing of pressure effluent sewer.