

SITE EVALUATION CHECK LIST

- Application
- Plot Plan – Showing test holes, proposed home, well, driveway, any outbuildings, water sources, escarpments, etc. signed and dated.
- Authorizing Representative Form (if necessary)
- Fee

Site Evaluation Guide for Septic Systems

A Site Evaluation is required when you want to build or place a new house on an undeveloped piece of property that has never been evaluated for septic system approval. A Site Evaluation may also be required when you want to replace an old system with a new system at a different location on the property. The following exhibits are required for a Site Evaluation.

Click on the link to access forms and example documents.

Items required to process your application:

1. **Application form and fee:** Please make sure your [application](#) is complete. Incomplete applications cannot be accepted and will be returned.
2. **[Vicinity/ Locator map](#):** Please provide your address or specific GPS coordinates and a link to the Google map. On large parcels or in remote areas where the site is difficult to find, please upload to your application record a drawing that shows how to find your site and provide flagging at the entrance to your property.
3. **[Tax lot map](#):** This map may be obtained at the local county assessor's office or planning department. Tax lot maps are also [online](#).
4. **[Notice Authorizing Representative form](#):** Required if someone other than the property owner is submitting the application.
5. **[Land Use Compatibility Statement or County planning approval](#):** DEQ does not require a Land Use Compatibility Statement before applying for a site evaluation, but a statement will be required before DEQ issues a Construction/ Installation permit. DEQ recommends that you contact your local planning department to check on other land-use criteria concerning your project. If you are in a flood zone, be sure to check with the National Flood Insurance Program, which may also affect your proposed system.
6. **[Preliminary Site Development Plan](#):** Show test pit locations, proposed and existing development, and physical features with corresponding measurements and distances. Show property lines, easements, roads, creeks, ponds and north direction on the plot plan. Show all existing and proposed water lines, wells and springs on your parcel and neighboring parcels. If property lines are within 200 feet of proposed development, lines must be flagged or staked from a known lot corner.
7. **[Test Pits](#):** The application will not be accepted until the test pits are dug.
Areas to avoid if possible:
 - Any area within 100 feet of lakes, year-round rivers, streams, springs, proposed or existing wells (including neighbors' wells).
 - Any area within 50 feet of an intermittent (flows for at least two months of the year, but not continuously throughout the year) stream or any pond, and irrigation ditches.
 - Swale areas or landform depressions where surface water is likely to collect. Plants such as wiregrass, spike rush, and mint may be indicators of wet soil conditions.
 - Slope greater than 45 percent (4.5 feet of drop in 10 linear feet).
 - An area that has been filled or where soil is modified by cutting.



State of Oregon
Department of
Environmental
Quality

Onsite Program
165 E. Seventh Ave.
Suite 100
Eugene, OR 97401
Phone: 541-687-7338
800-844-8467
Fax: 541-686-7551
Contact: Randy Trox
www.oregon.gov/DEQ

Guide



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- Any unstable landforms or areas influenced by unstable landforms.
- Areas where groundwater is encountered near the surface.
- Areas with shallow soil depth (underlain by bedrock, claypans etc.) which may restrict movement of water and air, and growth of plant roots.
- Areas to be developed for roads, buildings, etc. Stay at least 50 feet upslope from cuts greater than 30 inches in height.

8. Dig two or more test pits in the area for the proposed drainfield. Test pits should be approximately 75 feet apart.

Test pits should be dug in accordance with guidelines described in: [Test Pit Preparation for Onsite Sewage Evaluation](#).

Other information

The Site Evaluation Report includes a copy of the field worksheet and a letter explaining the next steps to obtain an installation permit or the reasons for denial and review processes available. The field worksheet includes a site sketch, a description of soil profiles from the test pits provided and the site conditions. Soil profile notes indicate depth, soil texture, soil color, gravel content, and other soil properties that affect sewage treatment and disposal on the site. The sketch will show the location of the test pits, slope gradient and direction, most physical features (such as property lines, fences, roads, buildings, surface water, water source, power poles,) and other pertinent information.

A favorable Site Evaluation Report is a document that states the kind and size of the septic system for the initial system and the replacement system approved, and any special conditions or limitations of the specific site. The approval is valid until you or the next property owner obtain a permit and install the prescribed system. Any alteration (cutting, filling, well placement, etc.) of the natural conditions affecting the approved areas may invalidate the approval for the initial and replacement systems, making it impossible to issue an installation permit. You should retain this report and refer to it in the construction/installation permit application process.

Please include your name, township, range, section and tax account number on all maps and drawings that you submit.

9. [Apply online](#). You can also mail or hand-deliver your [application](#), fee and attachments to the appropriate DEQ regional office.

Accessibility

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.



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Test Pit Preparation for Onsite Sewage Evaluations

When do you need a “Test Pit?”

When you apply for a permit to construct an onsite sewage disposal system, a DEQ or County inspector will have to visit the proposed construction site. A test pit allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

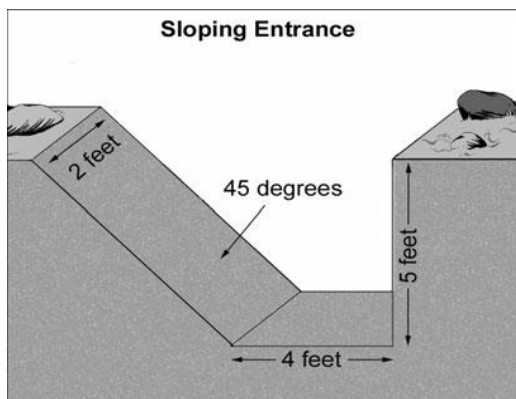
Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

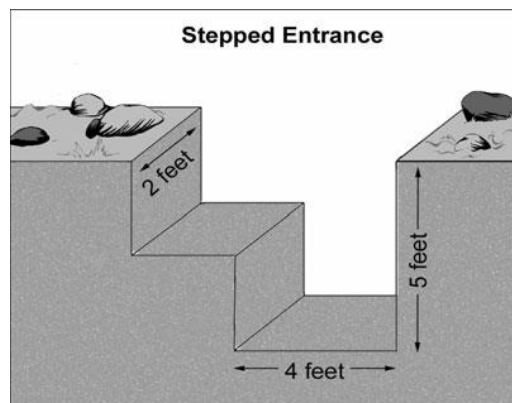
- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

Providing Access to the Standard Test Pits

For easy access, one end of the test pit shall be either:



Sloped at approximately 45 degrees or less if the soils are dry or loose



Stepped when soils are wet

All spoils need to be a minimum of 2 feet from the pit edge.

Alternative formats

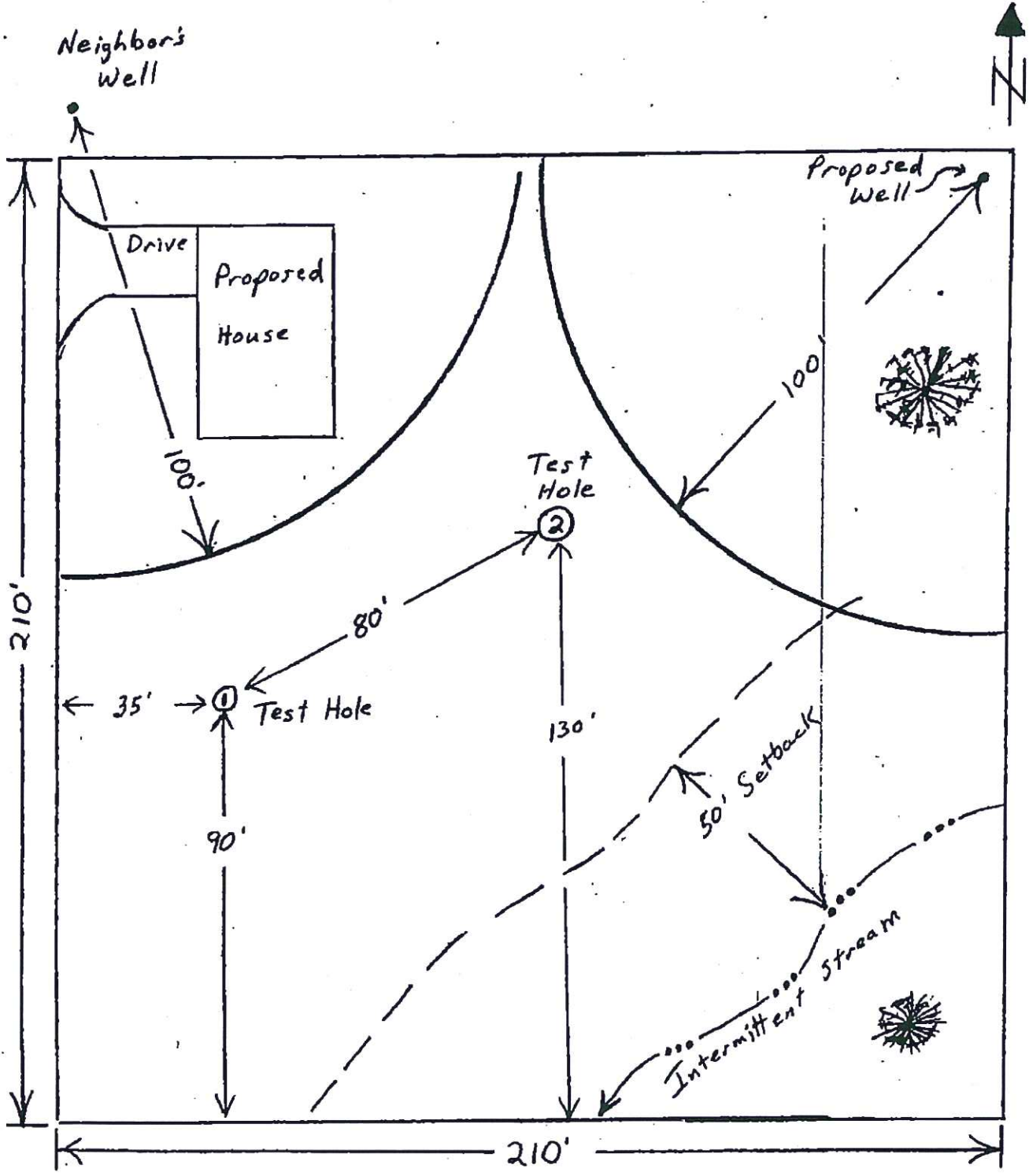
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Onsite Program

165 E. 7th Ave. Suite 100
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www.oregon.gov/DEQ

DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.

PRELIMINARY
SITE DEVELOPMENT PLAN



Example



Application for Onsite Sewage Treatment System

Send this application to:
Curry County Community Development
 94235 Moore Ste, Suite 113
 Gold Beach, OR 97444
 or
septicpermits@co.curry.or.us

For Curry County Use Only:		Date Stamp
Date received	_____	
Fee paid	_____	
Receipt number	_____	
Application number	_____	
Date of 1 st response	_____	
Date of 2 nd response	_____	
Date of final response	_____	
Date of completion	_____	
Scanned	Data Entry	

A. Property Owner Information

 Name Mailing Address (Street or PO Box, City, State, Zip Code) Phone Number

B. Legal Property Description

 Township Range Section Tax Lot Tax Account Number Acreage or Lot Size

 County Subdivision Name Lot Block

Property Address: _____
 Address City State Zip Code

Directions to Property: _____

C. Existing Facility / Proposed Facility / Water Information

Existing Facility:	Proposed Facility:	Water Supply:
<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Public _____ Name
Number of Bedrooms _____	Number of Bedrooms _____	<input type="checkbox"/> Private _____ Well, Spring, Shared
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

D. Type of Application

<input type="checkbox"/> Site Evaluation	<input type="checkbox"/> Renewal Permit	<input type="checkbox"/> Authorization Notice for:
<input type="checkbox"/> Construction	<input type="checkbox"/> Existing System Evaluation	<input type="checkbox"/> Connecting to an Existing System Not in Use
<input type="checkbox"/> Permit Repair <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Permit Transfer	<input type="checkbox"/> Replacing a Mobile Home or House with Another Mobile Home or House
<input type="checkbox"/> Alteration Permit <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Permit Reinstatement	<input type="checkbox"/> The Addition of One or More Bedrooms
		<input type="checkbox"/> Personal Hardship
		<input type="checkbox"/> Temporary Housing
		<input type="checkbox"/> Other-please specify _____

If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes.

By my signature, I certify that the information I have furnished is correct, and hereby grant Curry County and their authorized agents' permission to enter onto the above described property for the sole purpose of this application.

 Signature Date

 Applicant's Name – Please Print Legibly Applicant's Phone Number Applicant's E-mail Address

 Applicant's Mailing Address

Applicant is the Owner Authorized Representative Licensed Septic Installer

Authorization Attached _____
 Installer's Name



NOTICE AUTHORIZING REPRESENTATIVE

I, _____, have authorized _____ to act as my
(Property Owner/Print Name) (Authorized Representative/Print Name)
agent in performing the activities necessary to obtain all onsite wastewater treatment program services provided by the Curry/Josephine County 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 Curry/Josephine County Onsite Septic 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: _____