

TOWN OF PITKIN, COLORADO

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# OWTS PERMIT PACKET

## APPLICATION AND GUIDE FOR PROPERTY OWNERS AND GENERAL CONTRACTORS

This is a guide only and does not supersede the Pitkin, Colorado On-site Wastewater Treatment Systems Ordinance (ORD\_\_Series\_\_\_\_) and Colorado's Regulation No. 43; On-site Wastewater Treatment System (OWTS) Regulation.

Permit Application Requirements and Procedures:

Prior to installing, altering, or repairing an OWTS, the applicant must obtain a permit from the local public health agency. Incomplete applications will not be accepted. Information obtained therein must be consistent with section 43.4.B.3 of Reg. 43.

### STEPS FOR OBTAINING AN OWTS PERMIT

#### 1. **SITE AND SOIL EVALUATION**

A site and soil evaluation shall be conducted by a professional engineer licensed in the State of Colorado or a qualified soils technician approved by the Environmental Health Office in order to determine the suitability of a location to support an OWTS, and to provide the designer with a sound basis to select the most appropriate OWTS design for the location and application. Every site and soil evaluation shall consist of a preliminary investigation, reconnaissance visit, detailed soil investigation, and a report and site plan.

**See section 43.5 of Colorado's Reg. 43 for details on what is required as part of the Site and Soil Evaluation.**

#### 2. **DESIGN OF THE PROPOSED SYSTEM**

The Town of Pitkin's OWTS ordinance requires that all systems be designed by a professional engineer licensed in the State of Colorado. The system must be designed using the findings of the site and soil evaluation.

**See section 43.5.G of Colorado's Reg. 43 for details on what is required as part of the Design Document.**

#### 3. **COMPLETE THE APPLICATION**

Submit the completed application to the Town Clerk along with the following items. Incomplete applications will not be processed.

- FEES: OWTS fees are submitted with the application
  - NEW OWTS PERMIT; The permit fee for a new OWT system is \$\_\_\_\_\_ and includes the application and design review, one site inspection and one final inspection **prior to backfill of the project.**
  - REPAIR OR ALTERATION PERMIT; The fee for a repair to or alteration (enlargement) of an existing system is \$\_\_\_\_\_ and includes the application and

design review, one site inspection and one final inspection ***prior to backfill of the project.***

- SURCHARGE: A surcharge of \$23.00 is due for each permit authorized for a new, repaired, or upgraded on-site wastewater treatment system.
- SITE AND SOIL EVALUATION REPORT:  
**See section 43.5.F of Colorado's Reg. 43 for details on what is required as part of the Site and Soil Evaluation Report**
- DESIGN DOCUMENT:  
**See section 43.5.G of Colorado's Reg. 43 for details on what is required as part of the Design Document.**

## **ONCE THE COMPLETED APPLICATION HAS BEEN SUBMITTED**

1. **STAFF REVIEW OF APPLICATION:** The Environmental Health Agent or its designee, the Town Sanitarian will review the information provided in the application, site and soil evaluations, assumptions and calculations, and design to determine if the proposed OWT system is compliant with the Town of Pitkin ORD \_\_\_ SEREIS \_\_\_ and other applicable federal and state regulations.
  - The owner, or owner's representative will be contacted after the review is complete and any additional information that may be needed before a permit can be issued will be requested. Common additional items that are requested include the full extent of boundary lines shown on the site plan and all physical features of the property and related setbacks.
2. **STAFF SITE INSPECTION:** The Environmental Health Agent or its designee, the Sanitarian will conduct a site inspection of the property in order to verify that the site conditions and design submittal concur with the intent of The Town of Pitkin's OWTS regulations and to review the suitability of the site and the proposed location of the structure(s) and OWTS considering the land use in the area, the proposed use on the site and the size of the property. It is important that the applicant, or applicant's representative, stake and label each pertinent feature, including but not limited to the lot corners, proposed structures, driveways/parking areas, proposed soil treatment area and septic tank location, and well location.
3. **ISSUANCE OF PERMIT:** Once review of the completed application, along with any additional requested items, and the finding of the site inspection concur that the proposed OWT system will comply with the Town of Pitkin's OWTS regulations [and the Town of Pitkin zoning code] the permit will be made available for issuance. It is the goal, but due to access, weather, seasons or unforeseen circumstances not always possible, that the application review, site inspection and notification of approval will be within 15 working days receipt of a complete application.

## **ONCE THE PERMIT HAS BEEN ISSUED**

### **SYSTEM IS INSTALLED IN ACCORDANCE WITH THE APPROVED PLAN AND PERMIT**

A Gunnison County Licensed Systems Contractor shall install the approved system.

## **ONCE THE SYSTEM IS INSTALLED AND BEFORE COVERING COMPONENTS**

- 1. FINAL INSPECTION:** When the installation of the OWTS has been completed, but before the system is placed in service and before any component of the system has been covered, the applicant or applicant's agent shall notify the Environmental Health Agent or its designee, the Town Sanitarian, and engineer, that the work has been sufficiently completed to allow inspection(s) to determine if all work has been performed in accordance with the permit requirements. The Environmental Health Agent or its designee, the Town Sanitarian, will conduct the inspection within 3 business days after receipt of the notice.
  
- 2. AS-BUILT DRAWING:** The engineer shall provide an as-built drawing, which is a scale drawing showing the OWTS as installed, including its location from known and findable points, dimensions, depths, sizes, and other information relative to locating and maintaining the system components.
  
- 3. CERTIFICATION LETTER:** The engineer shall certify in writing the construction of the system as designed.