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GIS MAPPING

# MILFORD BOROUGH



SEO SERVICES – CUSTOMER INFORMATIONAL PACKET



(844) 542 - 4757

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**ENGINEERS  
SURVEYORS  
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GIS MAPPING**

MONTROSE OFFICE  
466 South Main Street  
Montrose, PA 18801  
(844) 542-4757  
fax (844) 366-2646

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JHA Companies has been contracted as the new Sewage Enforcement Officers (SEO) for the Borough of Milford. As a company we are committed to excellence and serving the municipality to the best of our abilities with our experience and expertise in residential and commercial sewage management. There are documents online that will help you navigate the permitting process as you look to install new septic systems for your residence or business.

Per changes in the Department of Environmental Protection policies, permit applications for new On-lot Sewage Systems will be submitted online. What this means is that New Permit Applications and Repair Permits will be generated on a case-by case basis and will be assigned a form number by the SEO. Please review the flow charts found on the Borough website to determine if your project will need DEP Planning or can be permitted by the SEO.

JHA will be implementing a policy that will streamline this process, reduce confusion and serve to educate the community. All information will be available at the Borough office for anyone who would prefer in-person materials to conducting this process electronically.

To start a new project, please review the flow-chart to determine the most appropriate application.

- Fill out the information sheet and email to [amccrea@jhacompanies.com](mailto:amccrea@jhacompanies.com) with a descriptive Subject Line. If you are unable to do this, the Borough Office may be able to help you fill out this information and send it to me, with the applicable administrative fees. You can also mail it to me directly at the following address:

ATTN: Abby McCrea  
JHA Companies  
466 South Main Street  
Montrose, PA 18801

- A check made payable to Milford Borough and the information sheet will be required before beginning any permit process. Checks may be mailed to the address above or dropped off at the Borough Office. Once these items are received, we can begin the process. You can call or email Abby McCrea to determine this fee prior to submitting the new project information sheet.
- Please note: Only sewage systems regulated by the PA DEP Sewage Facilities Act can fall beneath a "Repair Permit". A failing cesspool cannot be "Repaired" by installing an On-Lot Septic System. If a cesspool must be abandoned and a septic system installed, a new permit must be applied for. This will include: A Soil Probe, Percolation Test, System Design Review, and at least one inspection of the completed system prior to being covered.
- The size of your septic system is determined by the results of the soil probe and percolation test. Anyone may design a septic system; however, it must follow all DEP regulations and guidelines. The system design will be reviewed for approval by the SEO prior to any construction taking place.
- Any repair or new system must be inspected by the SEO prior to being covered.

- Any violation of this process will result in a denied or revoked permit.

Links homeowners may find useful regarding On-Lot Sewage System, their construction and maintenance:

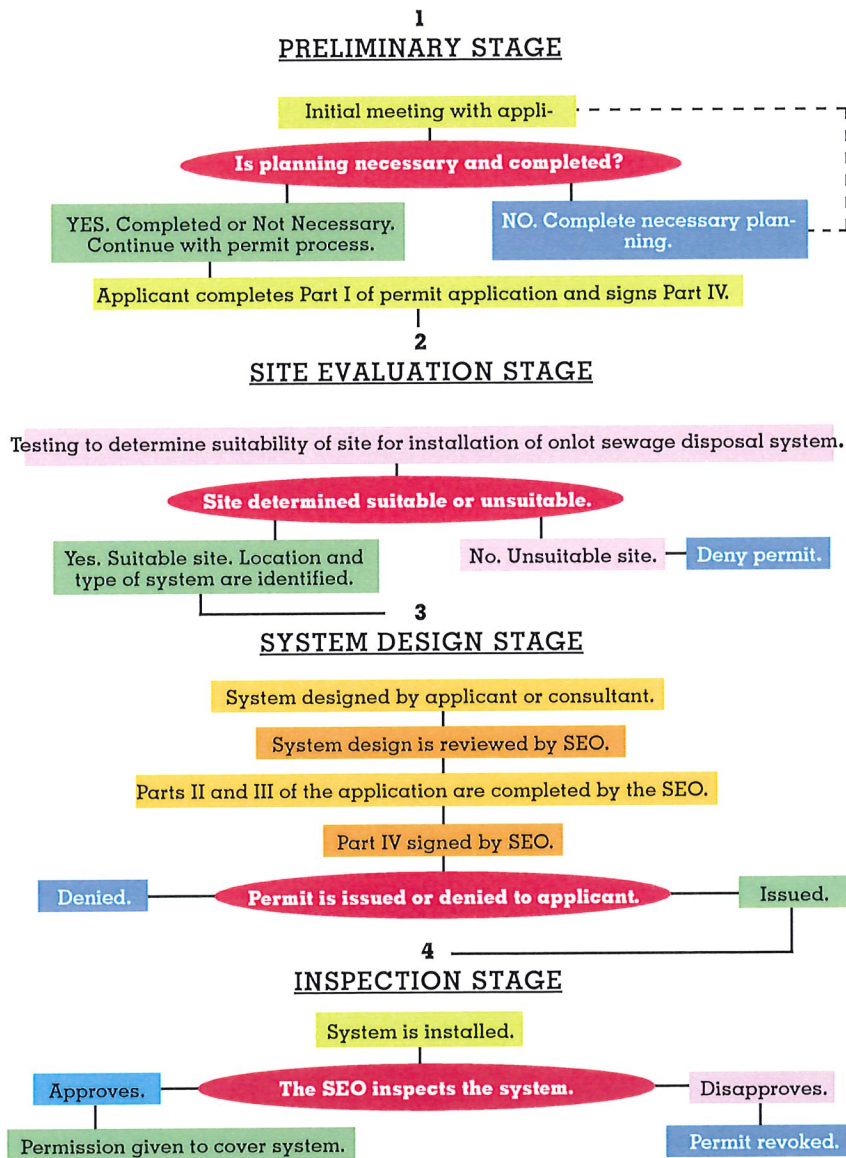
<https://extension.psu.edu/on-lot-wastewater-systems-the-basics>

<https://extension.psu.edu/site-evaluation-for-on-lot-sewage-systems>

<https://extension.psu.edu/managing-your-on-lot-septic-system>

<https://extension.psu.edu/septic-tank-pumping>

# PERMIT PROCESS





MONTROSE OFFICE  
 466 South Main Street  
 Montrose, PA 18801  
 (570) 278-3100  
 fax (844) 366-2646

**New Project Information**

TOWNSHIP/BOROUGH WHERE PARCEL IS LOCATED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PROPERTY OWNER: _____	TAX PARCEL # (FROM TAX BILL) _____
YOUR ADDRESS: _____	CITY: _____ STATE: _____ ZIP: _____
TELEPHONE # (HOME) _____ CELL# _____	EMAIL: _____
ADDRESS OF PARCEL IF DIFFERENT FROM ABOVE: _____	

<b>I AM APPLYING FOR:</b>	<b>TYPE:</b>	<b>DEP PLANNING:</b>
<input type="checkbox"/> SOIL TESTING	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> SUBDIVISION – (EX: CREATING NEW LOT(S) OR LOT LINES)
<input type="checkbox"/> NEW SYSTEM PERMIT	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> LAND DEVELOPMENT – (EX: ADDING ANOTHER HOME)
<input type="checkbox"/> REPAIR PERMIT	<input type="checkbox"/> COMMUNITY SYSTEM	<input type="checkbox"/> PLANNING MODULE
<input type="checkbox"/> MODIFICATION PERMIT		<input type="checkbox"/> PLANNING WAIVER
<input type="checkbox"/> PRIOR VERIFICATION OF TESTING		<input type="checkbox"/> PLANNING EXEMPTION
<input type="checkbox"/> SITE VISIT/MEETING WITH SEO		

SIZE OF TOTAL PARCEL: \_\_\_\_\_ NUMBER OF NEW LOT(S): \_\_\_\_\_ SIZE OF NEW LOTS: \_\_\_\_\_  
 HAS THE LOT(S) BEEN TESTED BEFORE?: \_\_\_\_\_ IF SO, WHEN WAS IT TESTED? \_\_\_\_\_ DO YOU HAVE DOCUMENTS?: \_\_\_\_\_

DIRECTIONS TO THE SITE: \_\_\_\_\_  
 CONTRACTOR (IF ANY): \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

WILL EXCAVATION BE REQUIRED? \_\_\_\_\_ IF "YES" SIGN AND PROVIDE A PA-1CALL REGISTRATION NUMBER BELOW:

Note: If any excavation will be involved, a serial number must be obtained prior to any soil excavation. Simply dial 811. They will provide you with a One Call Number. If a One Call Number has not been provided before the date of excavation a "Not Ready" fee will be charged.

_____	_____	_____
Applicant's Signature	Date	One Call Registration Number

*Complete if appointing an agent on your behalf:*

I HEREBY APPOINT:
_____
(To act as Agent on my behalf)
_____
Agents Address
_____
Agents Telephone Number

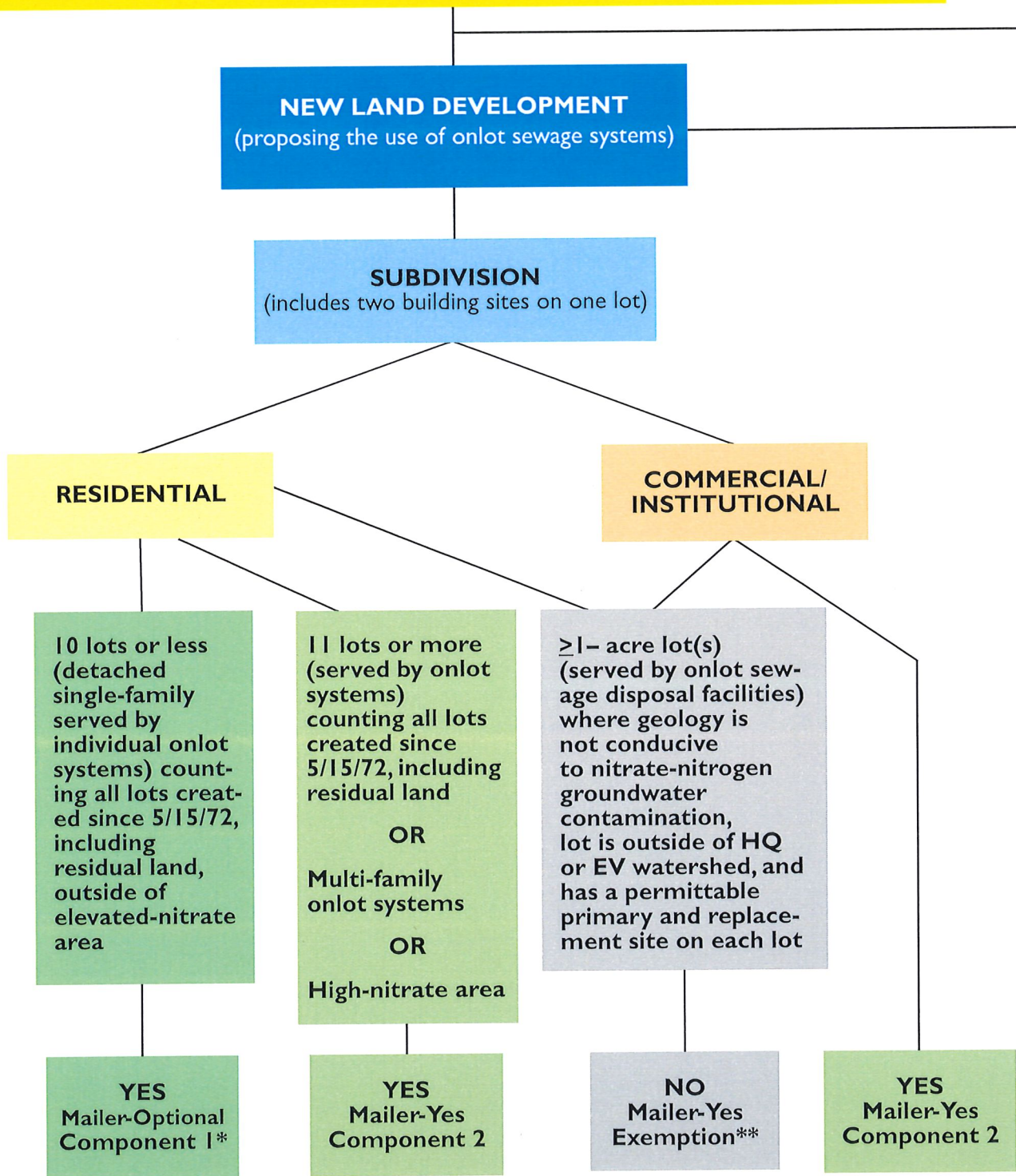
***This section must be signed by owner/agent:***

I/We give permission to the Sewage Enforcement Officer to enter upon the lands described herein to perform the necessary tests and inspections.
_____
_____
OWNER(S) SIGNATURES

# DOES PLANNING NEED TO BE COMPLETED?

SHOULD A MAILER BE COMPLETED?

FOR WHICH MODULE (1, 2, OR 3s) IS THE PROPOSAL ELIGIBLE?



\* A municipality may have an ordinance that does not allow the use of a Component 1.

\*\* The mailer is the required paperwork for an exemption from planning. A municipality may have an ordinance that does not allow exemptions and requires planning.

**FACTS HAVE CHANGED**

Follow individual scenarios to appropriate planning module

**OFFICIAL PLAN FOUND TO BE INADEQUATE**

**DEPARTMENT-ISSUED PERMIT**  
(repair or new land development)

**EQUIVALENT SUBDIVISION**

**COMMERCIAL/ INSTITUTIONAL OR RESIDENTIAL**  
(multiple-family dwelling)

**RETAINING TANKS**  
(excluding malfunction repairs)

**SMALL FLOW TREATMENT FACILITY**

If estimated flow is 800 gpd or more  
**OR**  
If an increase in flow is 400 gpd or more to make the total anticipated equal to or greater than 800 gpd

≥1- acre lot (served by onlot sewage disposal facilities) where geology is not conducive to nitrate-nitrogen groundwater contamination, lot is outside of HQ or EV watershed, and has a permittable primary and replacement site on each lot

**YES Mailer-Yes Component 2**

**NO Mailer-Yes Exemption\*\***

**YES Mailer-Yes Component 2**

**YES Mailer-Yes Component 3s**

**Note:** This chart only tackles the common planning components that an SEO deals with. The shown scenarios assume there are no municipal ordinances against using a module.





COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

\*Application #: \_\_\_\_\_

APPLICATION FOR AN ON-LOT SEWAGE SYSTEM PERMIT

(Please PRINT using ALL CAPS, if completing a paper copy.)

PART I. APPLICANT AND SITE INFORMATION

1. Applicant: Name, Address, Telephone # Preferred, Home/Work Preferred, Cell, Email Address
2. Site: Address, Street or Route #, City, State, Zip, Subdivision Name, Lot #, Municipality, County, Tax Parcel #
3. Direction to the Site:
4. Lot Size: \_\_\_\_\_ acres
5. Type of Facility to be Served by the System: Single-family Residential, Multi-family Residential, Commercial/Non-residential, # of Bedrooms, Design Flow
6. Type of Permit: New Construction, System or Component Repair, System or Component Modification, BTG
7. Facility Water Supply: Public Authority, Well, Spring, Cistern, Surface
8. Distance to the Nearest Water Supply (existing or proposed as listed in # 7, on or off the property): \_\_\_\_\_ ft. Well Isolation Distance Exemption
9. Chapter 102 Requirements: Permit or coverage under Chapter 102 Erosion and Sedimentation Control: Required, Obtained

PART II. LOCAL AGENCY USE ONLY

10. Sewage Planning: Approved Planning Module, DEP Code #, Date, No Planning Required, Area Not Planned, Limitations in Effect
11. Fees Paid: Application, Testing, Inspection(s), Other, Total
12. Site Suitability: NRCS Soil Series, Slope, Type of Limiting Zone, Depth to Limiting Zone, Land Use (for IRSIS only)
13. Application Actions and Dates: Application Received, Complete Application, Permit Issued, Permit Denied, Interim Inspection, Final Inspection, Revoked Permit, Reason for Revocation
Percolation Rate, Percolation Testing Not Conducted, Soil Morphological Evaluation, Additional Hydrologic Testing, Groundwater Mounding Study, Hydraulic Conductivity Test, Other: List
Site is: Suitable for the following system types, Unsuitable for an on-lot sewage system. Reason:

PART III. SYSTEM DESIGN

14. System or Component Classification: Conventional, Experimental, Alternate
15. Treatment/Tankage: Septic Tank, Holding Tank, Equalization Tank, Privy Vault, Nitrogen Reduction, Other
16. Type of Filter: Buried Sand (IRSIS only), Free Access (IRSIS only), Other Media, Effluent
17. Type of Disinfection: Does the system use disinfection? No, Yes
18. Effluent Distribution: Pressure, Gravity, Pump (Electric), Pump (Pneumatic), Siphon
19. Absorption Area: Absorption Area Size, Elevated Sand Mound Beds, Elevated Sand Mound Trenches, Standard Trench, Seepage Bed, IRSIS, Drip Dispersal, At-Grade, Other

<b>PART III. SYSTEM DESIGN (continued)</b>	
<b>20. Other Toilets</b> <input type="checkbox"/> Chemical Toilet <input type="checkbox"/> Incinerating Toilet <input type="checkbox"/> Composting Toilet <input type="checkbox"/> Recycling Toilet	<b>21. Attach the Following Documentation</b> <b>Soil Tests</b> - Copies of all 3850-FM-BCW0290A forms (and B, or morphological evaluation report when required; See Part II). <b>Design Plan</b> - A detailed sewage system design (including cross sections, plan reviews and comments) and plot plan. See instructions for required details. <b>On-lot Sewage System Design Report</b> – A report containing a detailed description of the selected system design. See instructions for contents. <b>Other</b> - Copies of any other documentation that is required when the conditions identified in any of the above sections are met, such as but not limited to: well isolation distance waiver; proof of authorized agent; reason for revocation; comments on special conditions not specifically covered. <b>Pages</b> - Indicate the total # of pages attached to this form _____.
<b>PART IV. SIGNATURES</b>	
<b>22. Owner's Authorization (to be completed when applying for permit)</b>	
<p>I am the owner of record (or the authorized agent of the owner) of the lot described in Part I of this application. I intend to install an on-lot sewage system on this property. The information provided as part of this application is true and correct to the best of my knowledge. I understand that providing false information on this application is subject to the penalties of 18 PA C.S.A. § 4904, relating to unsworn falsification to authorities. Submission of this form grants authorized representatives from the local agency and DEP access to the lot to inspect and conduct tests of 1) the site; 2) the system and structures under construction; 3) the completed sewage system; and, 4) the operational status of the system.</p> <p>Property Owner's Signature _____ Date _____</p>	
<b>23. SEO's Review (to be completed when the form is initially reviewed for the issuance of a permit)</b>	
<p>I am currently a Local Agency SEO for the jurisdiction encompassing the lot identified in this permit application and my SEO certification is current. The information in this application is true and correct to the best of my knowledge.</p> <p>SEO's Signature _____ Date _____ Certification No. _____</p>	
<b>24. SEO's Final Inspection (to be completed after final site inspection)</b>	
<p>I certify that I have inspected the final installation of the system proposed and permitted in this form. Based on my inspection, the system comports with the proposed and permitted system as reflected in this document and complies with the relevant portions of Pennsylvania's Sewage Facilities Act, and its implementing regulations.</p> <p>SEO's Signature _____ Date _____ Certification No. _____</p>	

\*See the instructions for completion of this form and to get direction on how to generate the application number.



## 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>

<p><b>9. Chapter 102 Requirement</b></p> <p>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.</p>
<p>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.</p>
<p><b>PART II. LOCAL AGENCY USE ONLY</b></p>
<p>This part of the form is to be completed by the SEO.</p>
<p><b>10. Sewage Planning</b></p> <p><b>Approved Planning Module</b> – 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.</p> <p><b>DEP Code #</b> – Record the code number assigned by the Department for the approved sewage planning module.</p> <p><b>Date</b> – Record the date when the sewage planning module was approved.</p> <p><b>No Planning Required</b> – Check the box if the lot was created prior to May 15, 1972.</p> <p><b>Area Not Planned</b> – 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 <i>Municipal Guidance – Reconstructive Planning (#362-2208-002)</i>.</p> <p><b>Limitations in Effect</b> – This item refers to limitations that may be in effect on the lot, such as but not limited to: <i>Request For Planning Waiver And Non-Building Declaration</i>, easements and rights-of-way. List the limitations on the line provided.</p>
<p><b>11. Fees Paid</b></p> <p>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.</p>
<p><b>12. Site Suitability</b></p> <p><i>For the Applicant</i> – 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.</p> <p><i>For the SEO</i> – 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 <i>Site Investigation and Percolation Test Report for On-Lot Sewage Systems</i> 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 <i>Verification of Prior Site Investigation and Soil Testing</i> 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.</p> <p>The information required includes:</p> <p><b>NRCS Soil Series</b> – Record the name of the mapped soil series, as obtained from the NRCS Web Soil Survey.</p> <p><b>Slope</b> – The steepest slope within the absorption area or spray field recorded as a percentage (for example: 2%).</p> <p><b>Type of Limiting Zone</b> – Record the type of limiting zone such as depth to unsuitable rock formation or to the shallowest indication of water table.</p> <p><b>Depth to the Limiting Zone</b> – Record the depth to the limiting zone, either depth to rock formation or depth to seasonal high-water table in inches.</p> <p><b>Land Use</b> – 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.</p> <p><b>Percolation Rate</b> – 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.</p> <p><b>Soil Morphological Evaluation</b> – Check the box if a soil morphological evaluation was performed and attach a copy of the report.</p> <p><b>Additional Hydrologic Testing</b> – 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).</p> <p><b>Site is</b> – 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.</p>

**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).



**ENGINEERS  
SURVEYORS  
ENVIRONMENTAL  
GIS MAPPING**

MONTROSE OFFICE  
466 South Main Street  
Montrose, PA 18801  
(570) 278-3100  
fax (570) 278-3114

## LOT TESTING

### SOILS TESTING REQUEST

1. For soils examinations you will need to contact the Sewage Enforcement Officer to arrange for a dig date. You will also need to make arrangements with a contractor to have a backhoe present for the dig. The test pit excavation may go to depths of 7 feet (often through hardpan soils) so “mini machines” will not work.
2. It is the obligation of the Applicant to contact PA-1 Call. Please review the attached information sheet for their contact number. The statement must be signed by Applicant and the PA-1 Call Serial Number must be provided prior to testing.
3. On the day of testing, the Sewage Enforcement Officer will investigate the site for slope limitations and isolation distances. Soil probes will be conducted and if the site passes, arrangements will be made for the performance of percolation tests. Percolation tests will not be performed the same day as the soil probes.
4. Adverse weather may necessitate the rescheduling of soils and percolation tests. Your Sewage Enforcement Officer will notify you if a test date needs to be rescheduled.
5. The “Soil Probe” fee includes up to 2 hours of on-site testing by the Sewage Enforcement Officer. Additional time will be payable at the SEO rate in 30 minute blocks of time.

### PERCOLATION TEST SITE PREPARATION (Not done the same day as the soil probes)

1. The holes must be prepared as required by the Sewage Enforcement Officer. Your SEO will advise you of the actual depth but most holes will be between 20” and 24” in depth.
2. No holes over 10” in diameter will be tested. Use of a powered auger is not recommended since soil compaction may occur and adversely affect the rate of absorption. In most soils a bar and post hole digger are all that is required.
3. One 5 gallon pail of gravel or coarse sand and 75 gallons of water in open topped containers must be placed at the center of the test site. The Sewage Enforcement Officer will not haul water for testing. Open 55 gallon drums, garbage pails, etc. are fine.
4. Do NOT drive machinery or vehicles on the absorption area.

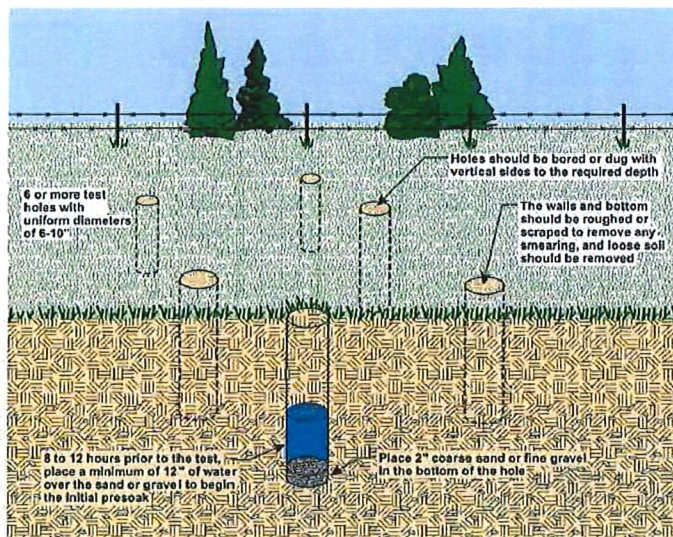
PAPER 102

SITE TESTING/PERCOLATION TEST

1-E-6

#### **PREPARATION OF PERCOLATION TEST HOLES**

- 1) Must have six or more test holes with uniform diameters of 6-10 inches.
- 2) Holes should be bored or dug with vertical sides to the required depth.
- 3) The walls and bottom of the holes should be roughed or scraped to remove any smearing, and loose soil should be removed.
- 4) Place 2 inches of coarse sand or fine gravel in the bottom of the hole.
- 5) Place a minimum of 12 inches of water over the sand or gravel to begin the initial presoak 8 to 24 hours prior to the test.





**SEWAGE FACILITIES PLANNING MODULE  
APPLICATION MAILER**



**COMMONWEALTH OF PENNSYLVANIA  
Department of Environmental Protection**

*Edward G. Rendell, Governor • Kathleen A. McGinty, Secretary*

For more information, visit DEP's Web site at  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: Act 537.

**INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER**  
(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP)  
or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer/Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's Web site ([www.depweb.state.pa.us](http://www.depweb.state.pa.us)) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address and telephone number of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
  - a. Enter the county in which the project is located.
  - b. Enter the municipality in which the project is located.
  - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
  - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
  - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.

3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site Redevelopment** refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.
4. a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
- b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
- c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, ([www.pacode.com](http://www.pacode.com)), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's Web site at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
- a. Sewerage System
- If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
- b. Construction of Sewerage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)
- Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
- c. Onlot Sewage Disposal Systems (individual, community, or large-volume)
- Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.
- The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
- d. Retaining Tanks (holding tanks or privies)
- If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's Web site. You will be provided with appropriate instructions, Web site addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's Web site address [www.depweb.state.pa.us](http://www.depweb.state.pa.us).

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP Web site) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's Web site) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

## **DEP REGIONAL OFFICES**

### **Southeast Region**

2 E. Main St.  
Norristown, PA 19401  
Main Telephone: 484-250-5900  
24-Hour Emergency: 484-250-5900

**Counties:** *Bucks, Chester, Delaware, Montgomery and Philadelphia*

### **Northwest Region**

230 Chestnut St.  
Meadville, PA 16335-3481  
Main Telephone: 814-332-6945  
24-Hour Emergency: 1-800-373-3398

**Counties:** *Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren*

### **Southwest Region**

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Main Telephone: 412-442-4000  
24-Hour Emergency: 412-442-4000

**Counties:** *Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland*

### **Northeast Region**

2 Public Square  
Wilkes-Barre, PA 18711-0790  
Main Telephone: 570-826-2511  
24-Hour Emergency: 570-826-2511

**Counties:** *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming*

### **Southcentral Region**

909 Elmerton Ave.  
Harrisburg, PA 17110  
Main Telephone: 717-705-4700  
24-Hour Emergency: 1-877-333-1904

**Counties:** *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York*

### **Northcentral Region**

208 W. Third St., Suite 101  
Williamsport, PA 17701  
Main Telephone: 570-327-3636  
24-Hour Emergency: 570-327-3636

**Counties:** *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union*

1. Development Information

Name of Development \_\_\_\_\_
Developer Name \_\_\_\_\_
Address \_\_\_\_\_
Telephone # \_\_\_\_\_

2. Location of Development

a. County \_\_\_\_\_
b. Municipality \_\_\_\_\_
c. Address or Coordinates \_\_\_\_\_
d. Tax Parcel # \_\_\_\_\_
e. USGS Quad Name \_\_\_\_\_
inches up \_\_\_\_\_ over \_\_\_\_\_
from bottom right corner of map.

3. Type of Development Proposed

(check appropriate box)
Residential Multi-Residential
Describe \_\_\_\_\_
Commercial Institutional
Describe \_\_\_\_\_
Brownfield Site Redevelopment
Other (specify) \_\_\_\_\_

4. Size

a. # of lots \_\_\_\_\_ # of EDUs \_\_\_\_\_
b. # of lots since 5/15/72 \_\_\_\_\_
c. Development Acreage \_\_\_\_\_
d. Remaining Acreage \_\_\_\_\_

5. Sewage Flows \_\_\_\_\_ gpd

6. Proposed Sewage Disposal Method

(check appropriate boxes)
a. Sewerage System
Existing (connection only) New (extension)
Public Private
Pump Station(s)/Force Main Gravity
Name of existing system being extended \_\_\_\_\_
Interceptor Name \_\_\_\_\_
Treatment Facility Name \_\_\_\_\_
NPDES Permit # \_\_\_\_\_
b. Construction of Treatment Facility
With Stream Discharge
With Land Application (not including IRSIS)
Other
Repair?
Name of waterbody where point of discharge is proposed
(if stream discharge) \_\_\_\_\_

c. Onlot Sewage Disposal Systems
(check appropriate box)
Individual onlot system(s) (including IRSIS)
Community onlot system
Large-Volume onlot system
d. Retaining tanks
Number of Holding Tanks \_\_\_\_\_
Number of Privies \_\_\_\_\_

7. Request Sewage Facilities Planning Module forms in electronic format

8. Request for Planning Exemption

a. Protection of rare, endangered or threatened species
Check one:
The "PNDI Project Environmental Review Receipt" is attached. or
A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials \_\_\_\_\_

b. Plot Plan Attached Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

(Signature of Municipal Official) / Date

Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

(Signature of SEO) / Date

Name (Print) / Certification #

Telephone # \_\_\_\_\_

(3) I certify that each lot in this subdivision is at least 1 acre in size

(Signature of Project Applicant/Agent) / Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

(Signature of Municipal Official) / Date

Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

Return Correspondence/Forms to:

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DEPARTMENT OF ENVIRONMENTAL PROTECTION

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DEP USE	
<b>Components Sent</b>	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

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# WIPES CLOG PIPES

## Don't Flush "Flushable" Wipes

Wipes of any type—even those labeled as "flushable"—do not break down like toilet paper and are responsible for clogging sewer systems all over the country, including ours.

**PLEASE DO NOT FLUSH WIPES  
DOWN YOUR TOILET!!!**

**Dispose of them in the trash.**

### NEVER FLUSH THESE ITEMS DOWN A TOILET:

- Cotton products like cotton balls or swabs, and feminine hygiene products
- Diapers
- Dental floss
- Paper towels
- Medications
- Cat litter
- Baby wipes, adult hygiene wipes, or disposable cleaning cloths—that's right, even "flushable" wipes should not be flushed!

Many of these items do not dissolve at all (or they dissolve too slowly) and will clog pipes, pumps and drains!

**TRASH 'EM, DON'T FLUSH 'EM!**



# FIGHT F.O.G. Fats Oil Grease

## DON'T POUR YOUR USED COOKING OILS DOWN THE DRAIN

Don't dispose of cooking grease down the sink, even by diluting it with hot water. Fats, Oils, and Grease (F.O.G.) harden as they cool, and stick to the walls of sewer pipes, causing costly clogs and overflows that spill into our environment. To help prevent sewer system overflows, just pour oil and grease into a jar or can, and when it is full, dispose of it in the trash.

### HERE ARE SOME SIMPLE STEPS TO FOLLOW:

- Pour F.O.G. into a can (a coffee can, or other lidded, non-meltable container works well). CAUTION: Make sure the storage can is cool before handling.
- Secure a lid on the can and store it to be reused until full.
- When the can is full, place it in the trash.
- When there is F.O.G. residue in a pan or on a dish, wipe it with a paper towel before washing and throw that paper towel in the trash.
- Place a strainer in the kitchen sink drain to catch food scraps and other solids, then empty the strainer into the trash.
- For Homeowners with garbage disposals, follow the same rules above and restrict disposing of F.O.G. related foods through the garage disposal.



**COOL IT CAN IT TRASH IT!**