**APPLICATION FOR AN ALTERNATIVE DISCHARGING SEWAGE TREATMENT SYSTEM FOR INDIVIDUAL SINGLE FAMILY DWELLING**

**NOTICE TO APPLICANT**

Our goal at the Health Department is to process your application as quickly as possible. Sometimes we take longer to process applications because of unpredictable fluctuations in our workload (such as a rabies emergency or a heavy application request period), some delays are unavoidable.

You will have to pay the required application fee for an Alternative Discharging Sewage Treatment System (discharging system). There is no fee for a repair application to repair an existing system and/or replace a malfunctioning on-site system. If you’ve already submitted a fee for an onsite permit that was denied, that fee may be applied to this new application.

A primary resident whose income of his/her family is at or below the Poverty Income Guidelines may apply for a variance to waive the application fee. This request must be made at the time of application. If you are applying for a fee waiver, please bring proof of your gross income when you return this application to the health department. If you have questions regarding what can be used as proof of income, the secretary at the health department will provide you with this information. Your fee may be refunded for an application denial for primary residential use only.

Applications for discharging systems will not be evaluated until all on-site sewage disposal system alternatives as described in 12VAC5-640-30.D. are first considered and denied or deemed not feasible.

Applications for discharging systems basically require a few steps.

1. You submit a completed Combined Application Form to the local health department. The local health department will evaluate the proposed site to determine if it meets the requirements of the VDH *Discharge Regulations\**.
	1. If an approvable site exists, VDH will forward the application to the Department of Environmental Quality (DEQ) with a recommendation for issuance of the General Permit.
	2. If an approvable site does not exist, VDH will send you a letter outlining the specific reasons for denial
2. When DEQ receives a Combined Application from VDH, DEQ evaluates the application for compliance with its regulations and the receiving water for any specific requirements. If there are no restrictions on a discharge at that location, DEQ will issue General Permit to you with specific limits for the quality of wastewater to be discharged.
3. Once you’ve received your General Permit, you must retain the services of a Virginia licensed Professional Engineer to design your treatment system which will comply with both the DEQ and VDH design requirements. You will then submit an application for a construction permit to the local health department along with the plans and specifications for your system that your engineer has prepared and a copy of your DEQ General Permit. If the discharge is to a wetland, the construction submittal must include documentation that a Virginia Water Protection Permit from the Department of Environmental Quality or a permit under the U.S. Army Corps of Engineers has been obtained. If discharge system easements are necessary for your site, these must accompany the application package.
4. The local health department will then issue a construction permit to install the facility.

Due to the complexity and availability of treatment facilities, our office cannot recommend one manufacture or professional engineer over another. The Code of Virginia does not exempt Discharging Systems from the Practice of Engineering. Therefore, engineered plans are required prior to issuance of a construction permit.

Discharging systems discharging improper treated effluent can endanger public health and threaten environmental resources. You will be required to have your system operated, maintained, and monitored by a licensed wastewater or alternative onsite wastewater operator in accordance with the *Discharge Regulations* and the DEQ General Permit. Routine reporting is required. In addition, VDH will inspect your system annually and charge a $75 inspection fee to you. If your system is in compliance for 3 years, the VDH inspection frequency may be reduced to once every 3 years.

Attached is a checklist and application to assist you with the combined application process to ensure completeness.

**All items listed must be completed by you, the applicant**, before the application will be accepted by the Health Department. You may also enlist the services of a professional engineer to complete the application. We understand that this process can be hard to understand and it is the department’s policy to assist you in this process if desired, however, **we cannot recommend one manufacture or consultant over another**. These are choices **you** will have to make. If you have any questions or need assistance with the application, please call the office number above for the county you are applying in.

\* 12VAC5-640 Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings or ‘*Discharge Regulations’,* effective December 16, 2015.

### Alternative Discharging Sewage Treatment

### Application Checklist

* My application:

\_\_\_\_has all items properly completed

\_\_\_\_has a telephone number where I can be reached during the day

\_\_\_\_has clear written directions to the property

\_\_\_\_has the tax map I.D. #

\_\_\_\_is signed and dated (all four locations)

\_\_\_\_is accompanied by proper fee

* My site sketch on my survey plat clearly and accurately shows:

\_\_\_\_the shape of the property

\_\_\_\_the length of each property line

\_\_\_\_the shape and location of the house (including decks and porches)

\_\_\_\_the proposed location of the driveway

\_\_\_\_the proposed or existing location of any utilities

\_\_\_\_any legal easements located on the property

\_\_\_\_the location of wells, cisterns within 500’ and springs within 1,500’ of proposed discharge point

\_\_\_\_the location of public water intakes within one mile downstream

\_\_\_\_the location of any other structures I plan to build in the future (e.g. barn, garage, swimming pool)

\_\_\_\_the location of treatment facility and discharge point

* My building site for which the application is made:

\_\_\_\_has the house site clearly and accurately marked

\_\_\_\_has the brush removed to identify location of treatment facility and discharge point from surrounding

 water sources

\_\_\_\_is easily identified from the road

\_\_\_\_has any underground utilities marked

* Other required information prior to issuance of construction permit:

\_\_\_\_PE plans (4 copies) (one copy may be electronic)

\_\_\_\_ Virginia Water Protection Permit from the Department of Environmental Quality or a permit under the U.S. Army Corps of Engineers if discharging to a wetland

**I understand that the Health Department cannot accept incomplete applications and if the property corners are not clearly marked, the house site properly staked, brush cleared to evaluate the site, my application will be denied until I have taken corrective actions. I understand that I have 90 days to correct any deficiencies and submit a new application with no fees. Failure to do so within the prescribed time frame will require that I submit a new application with the associated fees*.***

Applicants Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_