Appendix III

MEMORANDUM

TO: _____

FROM: _____
Environmental Health Specialist, Sr.
Virginia Department of Health

SUBJECT: Recordation of Future Operation Permit

Property Identification: Tax Map: _____

Street Address: _____

City/Town/Zip Code: _____

County: _____

Dear _____:

Your application to construct an alternative sewage system to serve residential use filed on _____ with the _____ has been evaluated in accordance with the requirements contained in Section 32.164.1 of the *Code of Virginia*, 12 VAC 5-610-250 of the *Sewage Handling and Disposal Regulations*, and current agency policies and procedures for processing such applications for Conditional Permits.

Your application is approved. In accordance with §15.2-2157 of the *Code of Virginia*, operation permits for alternative onsite sewage systems serving residential use must be conditioned. Your Operation Permit, which will be issued after the alternative onsite sewage system is constructed and approved for use, will be valid as long as you properly operate and maintain your sewage system.

Title 15.2-2157 of the *Code of Virginia* requires you to record in the land records a reference to the applicable maintenance regulations for each component of the alternative onsite sewage system, which shall be transferred with the title to the property upon the sale or transfer. Before you receive an operation permit for your alternative onsite sewage system, you must record a notice into the land records of the Clerk of the Circuit Court that has proper jurisdiction over this property. You must furnish to the local health department a certification from the Clerk of the Circuit Court showing the deed book number and page number (or instrument number) upon which the notice was recorded. The notice must be indexed in the grantor index under your name in the land records.

The notice will state the following:

Until the promulgation of final regulations governing the operation and maintenance of alternative onsite sewage systems pursuant to Chapters 892 and 924 of the Acts of Assembly of 2007, alternative onsite sewage systems shall be operated and maintained pursuant to such approved instructions, any applicable regulations or Guidance Memoranda and Policies adopted by the Board of Health, or any local operation and maintenance standards, whichever are more stringent. Owners are advised to be aware of the O&M instructions for their alternative onsite sewage system and to follow them. Copies of the operation and maintenance instructions can be found by contacting the local health department holding jurisdiction in the county where the onsite sewage system is located.

If this office may be of further service to you, please let us know by calling _____.

Sincerely,

_____
Environmental Health Specialist, Sr.