

# ***HOW TO APPLY FOR A SEPTIC PERMIT ON A VACANT LOT***

1. Is your lot in the City or County? The first thing you want to do is determine with our front-counter staff whether your lot lies within the Urban Growth Boundary (UGB), City limits, or if it is within County jurisdiction. This determination will make a difference on the price you will pay for your permits and what steps are needed for the permitting process.
2. To verify what jurisdiction your property lies in, you will need to provide at least one of the following to our front-counter staff:
  - ❖ Map and Tax Lot number--this number is located in the upper left-hand corner of your tax statements. (i.e. 17-04-22 Tax Lot 400)
  - ❖ First and Last name of the lot owner
  - ❖ Full address of the lot

3. Once you've determined what jurisdiction your property is within, talk with either County Planning Department (the property is in Lane County jurisdiction) or your City's Planning Department to verify the lot is a "buildable lot" (homesite approval can be granted).

The County Planning Department is available:

- ❖ On a drop-in basis: Monday - Friday from 9:00 a.m. - Noon
- ❖ Planning Request Line @ (541) 682-3577 (leave a message & someone will return your call w/in 72 hrs).

**Please note:** If you decide to call the Planning Request Line, you will need to leave the following information:

- ❖ Your name
- ❖ Your phone number
- ❖ Map & tax lot number of the subject property
- ❖ Detailed message

4. Once you have verified you have a buildable lot, you need to apply for a Site Evaluation. A Site Evaluation is an inspection of the soil profile, groundwater and setbacks to determine what type of septic system can be approved on your property. We have forms available that will give you the exact information as to how large the test holes need to be and where you should dig them. A Site Evaluation entails:

- ❖ \$833.20 fee (paid by check, cash, visa or mastercard)
- ❖ Detailed site plan (*no bigger than 11" x 17"*) of your lot
- ❖ Application form

An Environmental Health Specialists (EHS) is available Monday - Friday between 8:00 am - 9:00 am to answer any questions you might have about this process. Also a representative from the Sanitation program is available until Noon each weekday.

5. You can pick up the Site Evaluation application form from our front-counter staff, from one of the EHS, you can request that one be mailed to you by calling the Sanitation office at (541) 682-3754 or visit our website at [www.lanecounty.org/PW\\_LMD\\_Sub/documents/Sewage\\_Disposal\\_Site\\_Evaluation\\_form.pdf](http://www.lanecounty.org/PW_LMD_Sub/documents/Sewage_Disposal_Site_Evaluation_form.pdf).
6. Once you've submitted your Site Evaluation application, the entire process should take roughly one to four weeks depending on the time of year, our schedule and how well you've prepared your application. (You're welcome to have someone sit down with you before you apply for the Site Evaluation to make sure everything is correct). The Site Evaluation approval does not have an expiration date and is valid as long as:
  - ❖ **NO** clearing, grading, or other site modification has been done in the area
  - ❖ **NO** well has been installed within 100' of the approved area
7. Once the Site Evaluation is approved, you will be able to apply for the Septic Installation Permit. You may wait on this step until you are ready to build.
8. To apply for the Septic Installation Permit, you will need to schedule a Permit Review meeting - this can be done at our office or by calling (541) 682-3577. A separate handout is available at the front counter outlining required documents and information for this meeting.
9. A Septic Permit requires an application, a detailed site plan of your lot (*no bigger than 11" x 17"*). We have example site plans you can use and we also can provide a form to draw yours on) and check, cash, visa or mastercard for the entire permit amount. The total septic fee varies depending on the type of system your lot has been approved for.
10. If your property is under the City's jurisdiction, a Permit Review meeting is not required and our planning department does not review your permit; but a Land Use Compatibility Statement (LUCS), which you can either pick one up, ask that one be mailed to you, faxed to you or visit our website at [www.lanecounty.org/PW\\_LMD\\_Sub/documents/DEQs\\_Land\\_Use\\_Compatibility\\_Statement.pdf](http://www.lanecounty.org/PW_LMD_Sub/documents/DEQs_Land_Use_Compatibility_Statement.pdf), signed by the City Planner will need to be attached to your application before we can issue you a permit.

If you have any further questions regarding the process of applying for a Septic Permit, you're welcome to call Lisa Lansbery (541) 682-3754.