



ON-SITE SEWAGE DISPOSAL SYSTEM – APPLICATION TO INSTALL
EXPIRES SIX MONTHS FROM DATE OF ISSUANCE

Applicant _____ Phone _____
Mailing Address _____ City/State/Zip _____
Site Address _____ City/State/Zip _____
Applicant Signature _____ Date _____
Subdivision _____ Lot # _____ Parcel # _____

▶ **APPLICATION AND FEE MUST BE SUBMITTED AND APPLICATION APPROVED BEFORE CONSTRUCTION BEGINS** ◀

PROPOSED SYSTEM/SITE INFORMATION

Number of Bedrooms _____ Number of Wells _____ GPS reading of well(s) _____ / _____
Septic Tank Capacity: 1,250 gal. 1,500 gal. 1,750 gal. 2,000 gal.
 3 Bedroom or < 4 Bedroom 5 Bedroom 6 Bedroom
GPS Reading of Tank(s) _____ / _____ Manufacturer _____

SYSTEM TYPE

Soil Absorption: Perc Test Results _____ Linear Feet _____
Packed Media Filter: Square Footage _____ Dimensions _____ X _____
Alternate Systems _____
Other Information _____
Contractor _____ Phone Number _____ Date _____

FOR OFFICE USE ONLY!

Amount Due: \$500.00 Date Paid: _____/_____/_____
 Cash Check No. _____ Receipt Number: _____
Survey Date: _____/_____/_____
Final Inspection Date: _____/_____/_____ Inspected by: _____

PERMIT NUMBER: _____

SEE REVERSE SIDE FOR POLICY AND SIGNATURE

ON-SITE POLICY

This policy is to clarify the procedure for issuance of an On-Site Wastewater Treatment System Permit and the responsibilities of the owner and their chosen installers.

Lee County Health Department Environmental Specialist must evaluate and approve the site upon receipt of the application. The required fee must be included with the application. If the application is submitted online, the fee must be paid and before a site evaluation is performed and the permit is approved. Arrangements for a percolation test to be conducted (if one is necessary) must be made at the landowner's expense prior to the site plan being finalized. A certified soil scientist's or licensed engineer's soil evaluation at the landowner's expense may be accepted in place of a percolation test at the Lee County Health Department Environmental Specialist's discretion. Lee County Health Department Environmental Specialist reserves the right to approve or deny percolation test results.

The owner is responsible for the design of a code compliant on-site wastewater treatment system shall be properly sized for the structure as listed by the Lee County Assessor. The proposed system must be approved by Lee County Health Department prior to construction. The use of alternative on-site systems must be approved by the Lee County Health Department Environmental Specialist on a specific site basis prior to construction. Lee County Health Department Environmental Specialist may require an engineer at the landowner/installer expense to design the on-site system and sign off on any proposed changes.

The installer is responsible for installing the system in compliance with the Iowa Code 567-69.1 (455B) and applicable county ordinances. The system must also be installed in compliance with manufacturer's specifications for the components used by the installer. An inspection by Lee County Health Department Environmental Specialist must be performed before the system is allowed to be covered. If the owner/installer wishes to cover a portion of a system for any reason, Lee County Health Department Environmental Specialist must be contacted and permission given prior to backfilling and only to the extent allowed. If approval of the constructed system is withheld at time of post construction inspection, the system may not be covered or placed in service until it is brought within code requirements and approved after re-inspection. The installer will not start any work unless the application and fee has been submitted and approved by the Lee County Health Department Environmental Specialist. A permit must be issued prior to work commencing in accordance with Iowa DNR Code Chapter 69 and Lee County Ordinance.

Lee County Health Department Environmental Specialist will make up to two (2) on-site inspections per installation to assure compliance with Chapter 69 and Lee County Ordinances. Additional visits may be deemed necessary by the Environmental Specialist. The inspections will be done at the discretion of the Environmental Specialist.

An on-site wastewater treatment system site map drawing will be completed by the installer. After work is completed, the original permit, site drawing, and recommendations for maintaining an on-site wastewater treatment system will be mailed to the landowner.

Failure of the owner/installer comply with the above and any signed variances or Iowa Department of Natural Resource Time of Transfer Delay of Construction/Demolition Binding Agreements will be referred to the Lee County Attorney's Office for enforcement. *Violations are currently classified as misdemeanors by Iowa Code.*

In addition, failure to comply with this policy may result in the permit not being approved. A system may not be modified after construction and placed back in service after the system for a significant amount of time without notifying Lee County Health Department Environmental Specialist and obtaining permission which may require bringing the system into compliance with current code.

I have read this policy and agree to comply with the policy's provisions.

Owner/Applicant Signature: _____ Date: _____