

ON LOT SEPTIC AND SEO SERVICES SEWAGE PERMITS

Sewage Enforcement Officers: Hanover Engineering

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610-691-5644

APPLICATION TYPE:

- | | |
|---|---------------------------------|
| • Permit with Soil Testing Required
(Inspections Not Included) | \$1,575.00 ^{1,2,4,5,7} |
| • Permit with Soil Testing Complete
(Inspections Not Included) | \$675.00 ^{1,2,4,7} |
| • Permit Using Previously Approved Soil Testing &
Design (aka "Renewal"). (Inspections Not Included) | \$525.00 ^{1,2,4,7} |
-
- | | |
|---|--|
| • Community / Nonresidential System Permit | \$2,175.00 + \$300.00 per lot
or EDU ^{1,3,5,6,8} |
| • Individual Residential Spray Irrigation System Permit | \$3,075.00 ^{1,3} |
| • Holding Tank Permit | \$2,175.00 ^{1,3} |

SYSTEM INSPECTIONS:

- | | |
|--|---------------------------|
| • Subsurface System Inspections (Four) | \$600.00 ^{2,4,7} |
| • Elevated System Inspections (Five) | \$750.00 ^{2,4,7} |
| • Holding Tank Inspection & Report
(at least once annually) | \$400.00 ^{2,4} |

REPAIR / MODIFICATION PERMITS:

- | | |
|---|---------------------------------|
| • Replacement or Modification to Absorption Area
(Inspections Not Included) | \$1,575.00 ^{1,2,4,5,7} |
| • Repair or Modification; No Work to Absorption Area
(One Inspection Included) | \$525.00 ^{1,2,4} |

ADDITIONAL SEWAGE ENFORCEMENT OFFICER SERVICES AND FEES:

- | | |
|---|------------------------------|
| • Verification of Prior Testing (One Site Visit Included) | \$300.00 ^{2,4} |
| • Well Isolation Distance Waiver Request | \$400.00 ^{2,4} |
| • Individual Inspection, Callback or Re-Inspection Fee | \$150.00 each ^{2,7} |
| • Design Plan Review (After Two) | \$100.00 each ² |
| • Correspondence Unrelated to a Permit | \$325.00 ^{1,2} |
| • Sewage Enforcement Officer Hourly Rate | \$99.00 |
| • Vehicle Mileage | Current IRS Rate |

PLANNING MODULES AND/OR SUBDIVISION AND LAND DEVELOPMENT ESCROW:

- | | |
|--|--|
| • Sewage Facilities Planning Module
(Includes Soil Testing) | \$2,175.00 + \$300.00 per lot
or EDU ^{1,3,5,6,8} |
| • SALDO Sewage Review | \$2,175.00 + \$300.00 per lot
or EDU ^{1,3,5,6,8} |

ON LOT SEPTIC AND SEO SERVICES SEWAGE PERMITS

NOTES:

Payment is due prior to scheduling any work. No activity will be performed by the SEO on any permit which is unpaid or has an outstanding balance, until such time as payment is made in full to Lower Nazareth Township.

1. Includes a non-refundable \$75.00 administrative fee.
2. All fees listed are based on ordinary circumstances and routine permit activities. Notwithstanding, in the event the SEO activity expenses exceed the amount collected, the applicant will be billed on an hourly rate basis in accordance with the most current Professional Fee Schedule in place at the time the services are rendered.
3. All fees are in accordance with Lower Nazareth Township's escrow account policies and procedures. The listed fee represents an initial escrow deposit. The applicant or developer shall reimburse the Township for all Sewage Enforcement Officer time and expenses incurred by Lower Nazareth Township in accordance with the most current Professional Fee Schedule in place at the time the services are rendered. Any balance remaining in the account at the conclusion of the project will be returned to the appropriate party.
4. Any required re-inspections or callbacks are additional and are charged at the amount listed herein under "Individual Inspection, Callback or Re-Inspection Fee."
5. The following options are available to an applicant for a permit whose project requires percolation testing.
 - a. All percolation testing is prepared and conducted by the applicant's qualified consultant or contractor. In this case, the Sewage Enforcement Officer is obligated to monitor and observe the testing and verify the results in a manner approved by PA DEP. No additional fees apply if this Option is selected.
 - b. Percolation testing is prepared and conducted by an appointed Township Sewage Enforcement Officer. Coordination with the system designer may be required to determine hole spacing, layout, and depth. When more than one six-hole percolation test is required, an additional \$520.00 fee is applicable per each six-hole test site.
6. For projects involving subdivision or land development, the developer is required to retain the services of a soil scientist, hydrogeologist, or other competent professional to perform soil evaluations, percolation tests, and additional studies if required. See SALDO, Ordinance 180, §425.92(h).
7. Unpaid inspection fees are due and payable at the time of permit issuance. The permit will not be released until the inspection fees have been paid in full.
8. For the purposes of fee calculation, one equivalent dwelling unit (EDU) is mathematically calculated to equal 400 gallons per day of wastewater generated, as calculated by PA Code Title 25, §73.16 and §73.17.

**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: _____ City _____ State _____ Zip _____ 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 _____ gal/day		
6. Type of Permit: ☐ New Construction ☐ System or Component Repair ☐ System or Component Modification ☐ BTG (use only with repair)					
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 (lot created before May 15, 1972) ☐ Area Not Planned (lot created between May 15, 1972 and June 10, 1989) ☐ Limitations in Effect _____		12. Site Suitability NRCS Soil Series _____ Slope (steepest within the absorption area or spray field) _____ % Type of Limiting Zone _____ Depth to Limiting Zone _____ inches Land Use (for IRSIS only) (see 25 Pa. Code § 73.163) _____		13. Application Actions and Dates ☐ Application Received ____/____/____ ☐ Complete Application ____/____/____ ☐ Permit Issued ____/____/____ ☐ Permit Denied ____/____/____ ☐ Interim Inspection ____/____/____ ☐ Interim Inspection ____/____/____ Final Inspection: ☐ Approved ☐ Disapproved ____/____/____ ☐ Revoked Permit ____/____/____ Reason for Revocation: _____	
11. Fees Paid Application \$ _____ Testing \$ _____ Inspection(s) \$ _____ Other \$ _____ Total \$ _____					

PART III. SYSTEM DESIGN		
14. System or Component Classification ☐ Conventional ☐ Experimental ☐ Alternate Classification #A _____ - _____ - _____ Classification #A _____ - _____ - _____ Classification #A _____ - _____ - _____	15. Treatment/Tankage ☐ Septic Tank _____ gal. ☐ Aerobic Tank _____ gal. ☐ Holding Tank _____ gal. ☐ Equalization Tank _____ gal. ☐ Privy Vault _____ gal. ☐ Nitrogen Reduction _____ gal. ☐ Other _____ (list) _____ gal.	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 Type _____	18. Effluent Distribution ☐ Pressure ☐ Pump (Electric) ☐ Pump (Pneumatic) ☐ Siphon ☐ Gravity	19. Absorption Area Absorption Area Size: _____ sq. ft. ☐ Elevated Sand Mound Beds ☐ Elevated Sand Mound Trenches ☐ Standard Trench ☐ Seepage Bed ☐ IRSIS ☐ Drip Dispersal ☐ At-Grade ☐ Other _____
20. Other Toilets ☐ Chemical Toilet ☐ Incinerating Toilet ☐ Composting Toilet ☐ Recycling Toilet	21. Attach the Following Documentation Soil Tests - Copies of all 3850-FM-BCW0290A forms (and B, or morphological evaluation report when required; See Part II). Design Plan - A detailed sewage system design (including cross sections, plan reviews and comments) and plot plan. See instructions for required details. On-lot Sewage System Design Report - A report containing a detailed description of the selected system design. See instructions for contents. Other - 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. Pages - Indicate the total # of pages attached to this form _____.	
PART IV. SIGNATURES		
12. Owner's Authorization (to be completed when applying for permit) 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. Property Owner's Signature _____ Date _____		
13. SEO's Review (to be completed when the form is initially reviewed for the issuance of a permit) 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. SEO's Signature _____ Date _____ Certification No. _____		
14. SEO's Final Inspection (to be completed after final site inspection) 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. SEO's Signature _____ Date _____ Certification No. _____		

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



SEPTIC PERMITS FOR REPAIRS AND MODIFICATIONS INVOLVING AN EXISTING ABSORPTION AREA

NOTE:

Repairs, modifications, or expansions to pre-regulatory or unpermitted absorption areas, drain fields, or cesspools may not be permitted. Additionally, repairs to saturated inground absorption areas may not be permitted. If a new absorption area is required, please refer to the procedures for "Septic Permits For New Construction and Repairs Involving the Installation of a New Absorption Area."

Documentation required in support of your application will depend on available documentation that can be provided, or that may be on file at the Township. If you do not have a copy of the original septic system design, soil test results, and permit, please contact, or have your contractor or consultant contact Lower Nazareth Township to research available records.

The following describes the procedure for obtaining a permit to repair a sewage disposal system absorption area or modify or expand an existing permitted absorption area (may not be possible in all circumstances):

1. If you are not the listed owner of record of the property for which you are applying, you will be unable to apply for a septic permit, unless you provide at least one (1) of the following:
 - a. Current property deed showing you as the property owner.
 - b. Executed and valid Agreement of Sale which shows that you are under contract to purchase the property.
 - c. Signed, dated, and notarized affidavit (available on the Township website at <https://lowernazareth.com/resources?Forms>).
2. Apply for a septic permit by completing Part I (**Numbers 1 – 9**) and signing and dating Part IV (**Number 12**) on the Commonwealth of PA form titled "Application for An On-Lot Sewage System Permit." Permit applications are available at the Township during normal business hours or on the Township website at <https://lowernazareth.com/resources?Forms>.
3. Upon submission of a full application, it is the applicant's responsibility to hire a contractor or project consultant to guide the applicant through the permit process. The project consultant or contractor may be a design professional, Soil Scientist, consulting Sewage Enforcement Officer, or any other qualified individual familiar with the PA Sewage Facilities Act and the Regulations adopted thereunder. In conjunction with the Township SEO, the consultant or

contractor should be able to answer questions and help navigate through the permit process on behalf of the applicant.

4. If the original septic design, soil test results, and permit are unavailable, a sewage disposal system design plan must be prepared by your project consultant. A scope of services or work order detailing the proposed work may also be required. Four (4) copies of the design and/or scope of services shall be submitted for review.
5. Once the design and scope of services have been reviewed and approved, a permit may be issued for the proposed scope of work. If not previously paid, inspection fees are due and payable at the time of permit issuance.

NOTE:

A septic permit is valid for three (3) years from the date of issuance. If construction of the system and the structure to be served by the system has not commenced within three (3) years, the permit will expire, and a new permit must be obtained.



SEPTIC PERMITS FOR REPAIRS AND MODIFICATIONS NOT INVOLVING THE ABSORPTION AREA

The following describes the procedure for obtaining a permit to repair a sewage disposal system when the repair does **not** involve any work to an absorption area:

1. If you are not the listed owner of record of the property for which you are applying, you will be unable to apply for a septic permit, unless you provide at least one (1) of the following:
 - a. Current property deed showing you as the property owner.
 - b. Executed and valid Agreement of Sale which shows that you are under contract to purchase the property.
 - c. Signed, dated, and notarized affidavit (available on the Township website at <https://lowernazareth.com/resources?Forms>).
2. Apply for a septic permit by completing Part I (**Numbers 1 – 9**) and signing and dating Part IV (**Number 12**) on the Commonwealth of PA form titled "Application for An On-Lot Sewage System Permit." Permit applications are available at the Township during normal business hours or on the Township website at <https://lowernazareth.com/resources?Forms>.
3. **Upon submission of a full application, please also provide, or have your contractor or project consultant provide a scope of services or work order detailing the proposed work.** If you are unsure of the work to be performed, you or your project consultant or contractor may contact the Sewage Enforcement Officer to discuss your project and if necessary, arrange for the Sewage Enforcement Officer to assist your contractor or project consultant in determining the appropriate scope of work given the circumstances. Applicable fees will be assessed prior to any tasks or activity to be performed by the SEO.
4. Documentation required in support of your application will depend on available documentation that can be provided or that may be on file at the Township. If you do not have a copy of the original septic system design, soil test results, and permit, please contact, or have your contractor or consultant contact the Township to research available records.
5. Once the scope of services has been reviewed and approved and any available records have been reviewed, a permit may be issued for the proposed scope of work. If not previously paid, inspection fees are due and payable at the time of permit issuance.

NOTE:

A septic permit is valid for three (3) years from the date of issuance. If construction of the system and the structure to be served by the system has not commenced within three (3) years, the permit will expire, and a new permit must be obtained.



SEPTIC PERMITS FOR NEW CONSTRUCTION AND REPAIRS INVOLVING THE INSTALLATION OF A NEW ABSORPTION AREA

The following describes the procedure for obtaining a permit to install a sewage disposal system or replace an existing absorption area in a new location:

1. If you are not the listed owner of record of the property for which you are applying, you will be unable to apply for a septic permit, unless you provide at least one (1) of the following:
 - a. Current property deed showing you as the property owner.
 - b. Executed and valid Agreement of Sale which shows that you are under contract to purchase the property.
 - c. Signed, dated, and notarized affidavit (available on the Township website at <https://lowernazareth.com/resources?Forms>).
2. Apply for a septic permit by completing Part I (**Numbers 1 – 9**) and signing and dating Part IV (**Number 12**) on the Commonwealth of PA form titled "Application for An On-Lot Sewage System Permit." Permit applications are available at the Township during normal business hours or on the Township website at: <https://lowernazareth.com/resources?Forms>
3. Upon submission of a full application, it is the applicant's responsibility to hire a project consultant, contractor, or both, to guide the applicant through the permit process. The project consultant or contractor may be a design professional, Soil Scientist, consulting Sewage Enforcement Officer, or any other qualified individual or firm who are familiar with the PA Sewage Facilities Act and the Regulations adopted thereunder. In conjunction with the Township SEO, the consultant or contractor should be able to answer questions and coordinate site investigation and soil testing on the property, which typically consists of the following two (2) steps:
 - a. Test Pit Analysis: Applicant provides an excavator to prepare test pits (aka soil probes) on the property. This step is done in conjunction with the Township SEO, therefore, the applicant or their consultant must contact the SEO to arrange a schedule for the testing. Prior to excavation, relevant isolation distances and topography (slope) may be evaluated. Additionally, the applicant or their consultant or contractor are responsible for notifying the PA One Call System and obtaining a serial number in accordance with PA Code Title 25, §72.42(a)(20)(ii) prior to soil testing.
 - b. Percolation Testing: Upon completion of suitable soil test pits and identification of a target area or areas for percolation testing, the percolation test(s) will be scheduled. Each percolation test consists of two consecutive days – day one to prepare and presoak the test holes and day

two to conduct the test and obtain results. Two options are available to an applicant whose permit requires percolation testing:

- i. All percolation testing is prepared and conducted by the applicant's qualified consultant or contractor. In this case, the Sewage Enforcement Officer is obligated to monitor and observe the testing and verify the results in a manner approved by PA DEP. No additional fees apply if this Option is selected.
 - ii. Percolation testing is prepared and conducted by an appointed Township Sewage Enforcement Officer. Coordination with the system designer may be required to determine hole spacing, layout, and depth. When more than one six-hole percolation test is required, an additional \$520.00 fee is applicable per each six-hole test site if this option is selected
4. Property corner monumentation shall be distinctly marked in the field and boundaries must be identified at the time of testing to ensure accuracy of the test locations. Lower Nazareth Township is not responsible for identifying property boundaries.
 5. After suitable soil testing has been completed, a septic design must be prepared by your private consultant. At this time, the four (4) corners of the proposed absorption area or four (4) corners of each trench (whichever is applicable) must be staked on the property.
 6. Four (4) copies of the design must be submitted to Lower Nazareth Township. The applicant is advised to have a design prepared and submitted as soon as possible after soil testing is complete. If the system design is not prepared immediately after testing, a Professional Land Surveyor should be retained to locate the soil testing (all test pits and percolation test holes) and memorialize the testing by plotting the tested locations on a sealed plot plan. Property surveys with soil testing located should be submitted to Lower Nazareth Township for record-keeping.
 7. Once the design has been reviewed and approved, a permit will be issued for the installation of an on-lot sewage disposal system on the property. Inspection fees, and any outstanding balance on behalf of the application, are due and payable at the time of permit issuance.

NOTE:

A septic permit is valid for three (3) years from the date of issuance. If construction of the system and the structure to be served by the system has not commenced within three (3) years, the permit will expire, and a new permit must be obtained.



SEPTIC OR PUMP TANK REPLACEMENT OR MODIFICATION PERMIT

The following describes the procedure for obtaining a permit to replace or modify an existing septic tank, pump tank, or series of tanks:

1. If you are not the listed owner of record of the property for which you are applying, you will be unable to apply for a septic permit, unless you provide at least one (1) of the following:
 - a. Current property deed showing you as the property owner.
 - b. Executed and valid Agreement of Sale which shows that you are under contract to purchase the property.
 - c. Signed, dated, and notarized affidavit (available on the Township website at <https://lowernazareth.com/resources?Forms>).
2. Apply for a septic permit by completing Part I (**Numbers 1 – 9**) and signing and dating Part IV (**Number 12**) on the Commonwealth of PA form titled "Application for An On-Lot Sewage System Permit." Permit applications are available at the Township during normal business hours or on the Township website at <https://lowernazareth.com/resources?Forms>.
3. Upon submission of a full application, please also provide, or have your contractor or project consultant provide a site sketch of the property illustrating all applicable salient features of the property, including, but not limited to:
 - a. Property lines and adjacent street(s)
 - b. Existing and proposed structures, including sheds, swimming pools, decks, patios, etc.
 - c. Surface waters, including springs, streams, ponds, lakes, etc.
 - d. Driveway
 - e. All wells, including geothermal or unused wells
 - f. Approximate location of water supply line under pressure (e.g. public water lateral)
 - g. Existing septic system components, including tank(s) and absorption area
 - h. Any known easements or rights-of-way
4. In addition to the site sketch, please also provide or have your contractor or project consultant provide a copy of the manufacturer's specification sheet or cut sheet for the proposed tank(s).

5. If a pump tank and pump or associated alarm and/or electrical components are being replaced, please also provide specifications and a performance curve for the proposed pump. A pressure test and/or verification of alarm operation will be required at the time of inspection.
6. Upon reviewing the information submitted, a site inspection may be conducted prior to permit issuance. Once approved, a permit will be issued for the tank replacement.

NOTE:

A septic permit is valid for three (3) years from the date of issuance. If construction of the system and the structure to be served by the system has not commenced within three (3) years, the permit will expire, and a new permit must be obtained.