

Clackamas County Septic and Onsite Wastewater Systems Authorization Notice

Do I need an Authorization Notice?

An Authorization Notice is required when you proposed to *reconnect* to an existing septic system, when there is an *increase in flow*, when there is a *change in use* (from residential to daycare, for example), or when a *temporary dwelling* is needed for hardship reasons*.

Application

To apply for an Authorization Notice submit an Existing System Evaluation Report (ESER) meeting all the requirements of OAR 340-071-0155. All applicable sections to your existing system **must** be filled out on the ESER form, incomplete forms will not be accepted.

System components may need to be uncovered for Septic staff review if:

- If the maintenance inspection report is in dispute by the county or property owner.
- If there are no records on the system and the materials in the system are not consistent with a system installed prior to 1974
- The new proposal (foundations or partition, for example) appears to conflict with minimum required setbacks to septic components (5 ft to the tank and 10 ft to the drainfield).

Evaluation Results

Based on the Inspection Report, the Septic staff may require that the septic components be moved, replaced or supplemented. Any septic system construction will depend on the analysis of the test pits and other site conditions. Other than repairs that fall under OAR 340-071-0100 minor or major maintenance all work on the septic system must be done under with a permit.

Altering the septic components

Minor changes to a septic system can be done under an alteration permit. If more than 50% of the drainfield is affected or if there is an increase in flow greater than 300 gallons per day or 50% of the system capacity (whichever is less), a site evaluation, rather than an authorization notice, is required and new construction permit, rather than an alteration permit will be required.

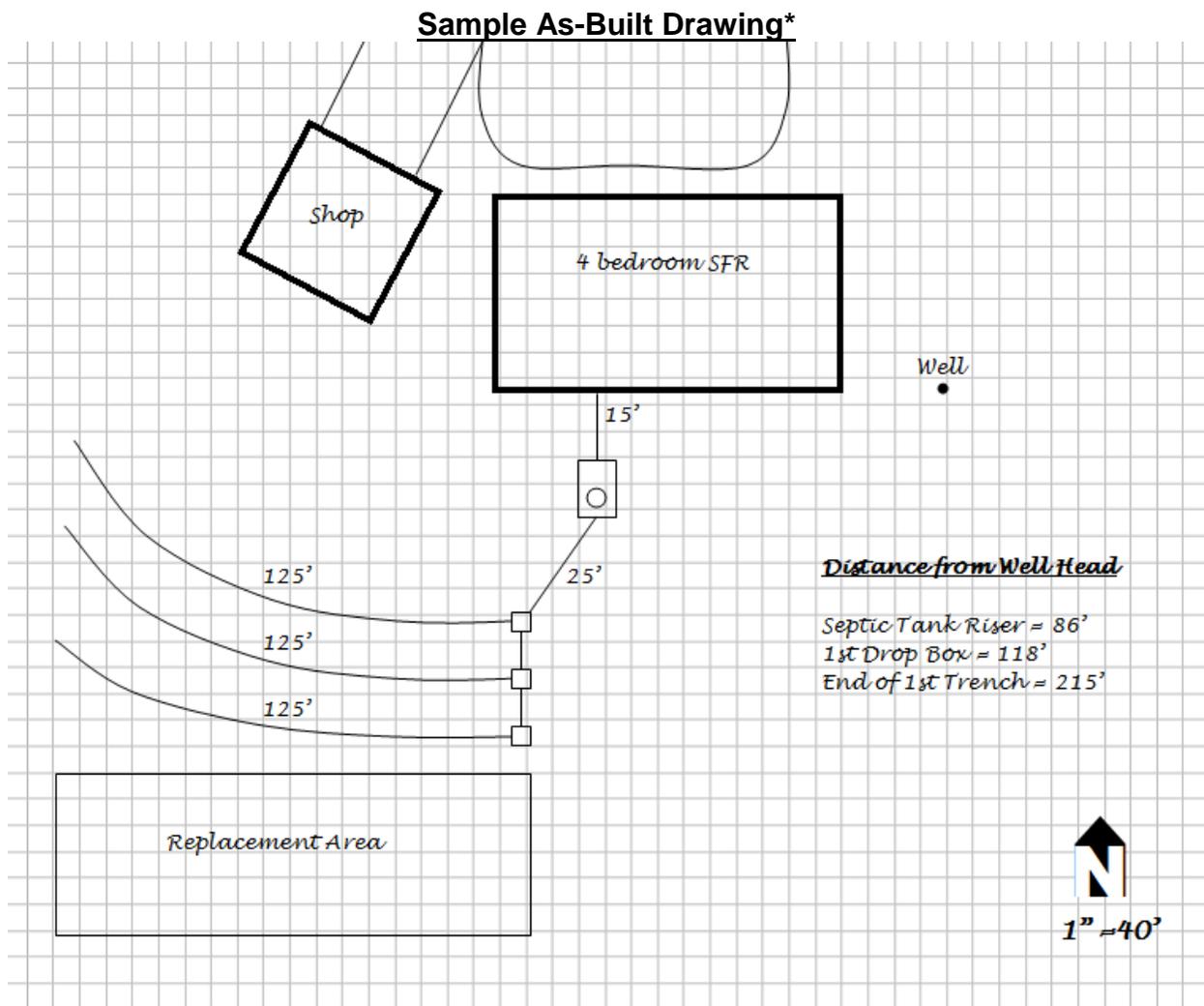
Repairs to the existing system

If system components are found to be in need of repair or replacement, a septic repair permit will be required. A new site evaluation may be required for repairs to drainfield components.

A fee of \$355.00 will be required at time of application.

Thank you,
Clackamas County DTD
Septic and Onsite Wastewater Systems Program
150 Beaver Creek Road
Oregon City, OR 97045

*Medical hardship Authorization Notices are required every 5 years as per OAR 340-071-0205



- 1) Drawn to engineer's scale in inches to feet
- 2) Arrow pointing north
- 3) Proposed and existing structures at time of maintenance inspection
- 4) Driveways and other features that may require setbacks (patios, decks, etc.)
- 5) Septic tank, pretreatment, and drainfield components as installed
- 6) Approved replacement area (if applicable)
- 7) Distances to major septic components from one or more permanent points (property corner, well head, building foundation)

*If using an existing county as-built drawing, you must show existing structures, proposed structures, and driveways to verify the setbacks from the existing system and replacement area (if applicable) are met.