

TOWN OF MONTGOMERY
110 BRACKEN RD
MONTGOMERY, NY 12549
(845) 457-2640

INSTRUCTIONS FOR SEPTIC SYSTEM PERMIT APPLICATION

It is the applicant's responsibility to provide the contractor with a copy of these instructions.

INITIAL HERE

- _____ 1.) Obtain certified stamped and signed copies of the waste water disposal plan including specifications and details from the design engineer. If the parcel is part of an approved subdivision, only a blow up of the tax parcel is needed. However, a complete set of plans is required for the contractor to have on site at the site at the time of construction.
- _____ 2.) It is the applicant's and the contractor's responsibility to review all notes and details of the design and to comply with these requirements.
- _____ 3.) If the new system is proposed to be constructed in marginal soils this department may request to witness a percolation test and/or deep test hole.
- _____ 4.) Fill out the entire, attached application form.
- _____ 5.) Submit completed application with fee for \$125.00 to the Building Department. This fee covers application review and one (1) site inspection. Additional site inspections will require additional fees of \$75.00 per additional site inspection.
- _____ 6.) Before any grading or can take place on the lot, the applicant's engineer shall stakeout the proposed disposal field. This area shall be off limits to vehicular traffic, and shall remain undisturbed. Top soil shall not be stripped from this area, however, vegetation can be trimmed. Failure to comply with this requirement may be cause for rejection, and may require retesting and redesign by your engineer. When trenches are excavated the inspector will look for sod and topsoil.
- _____ 7.) Before installation, contact the engineering firm who designed the system and inform them that you will be starting construction and will require their certification.
- _____ 8.) House sewer (line from house to septic tank) must be cast iron, schedule-40 PVC or stronger material. All solid, non-perforated pipes must be of SDR-35 or stronger material.
- _____ 9.) After installation of trenches, piping, septic tanks, etc., but prior to backfilling contact the Building Department for a courtesy inspection of the system.
- _____ 10.) A Certificate of Occupancy will not be granted until the Building Department receives a letter from an engineer (other than the Town Engineer) certifying the system was installed in accordance with approved plans and specifications. IT IS STRONGLY RECOMMENDED THE DESIGN ENGINEER OF THE SYSTEM PROVIDE THIS CERTIFICATION.
- _____ 11.) A record sketch to be provided by your surveyor, engineer or contractor accurately locating the septic tank, cleanouts, all distribution boxes, and absorption trenches or seepage pits is required before a Certificate of Occupancy is issued.
- _____ 12.) **ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE INSTRUCTIONS ABOVE BY PLACING YOUR INITIALS IN THE SPACES PROVIDED.**

TOWN OF MONTGOMERY, SANITARY WASTEWATER DISPOSAL PERMIT APPLICATION

Please print legibly or type. A **\$125.00** application fee must be attached together with a copy of a survey map or a scaled drawing of the parcel with a minimum scale of 1" = 50 feet.

Date: _____

The undersigned hereby makes application for a sanitary waste water disposal permit.

FOR NEW CONSTRUCTION TO REPAIR/REPLACE AN EXISTING SYSTEM

OWNER'S NAME _____ CONTRACTOR'S NAME _____

ADDRESS _____ ADDRESS _____

TEL.# (DAY) _____ TEL. # (DAY) _____

(NIGHT) _____ (NIGHT) _____

LOCATION OF PROPERTY _____

TAX MAP DESIGNATION: SECTION _____ BLOCK _____ LOT _____

ACREAGE OF LOT _____ ACRES

TYPE OF BUILDING TO BE SERVED: DWELLING GARAGE COMMERCIAL

OTHER _____

IF RESIDENTIAL: NUMBER OF BEDROOMS _____

IF COMMERCIAL: NUMBER OF EMPLOYEES _____ DESIGN FLOW (GPD) _____

SOURCE OF WATER SUPPLY: PUBLIC WATER SYSTEM INDIVIDUAL WELL

A copy of a sanitary waste disposal system plan, prepared by a licensed engineer is attached.

- OR -

The project is part of an approved subdivision:

LOT # _____ NAME OF SUBDIVISION _____

NAME OF ENGINEER WHO DESIGNED SYSTEM _____

NAME OF ENGINEER WHO WILL CERTIFY CONSTRUCTION _____

APPLICANT'S NAME (PLEASE PRINT)

APPLICANT'S SIGNATURE

THIS SECTION FOR OFFICE USE ONLY

Following an inspection of the site and a review of the soil test results it is recommended this application be approved subject to the terms and conditions listed on the following page.

APPROVED BY

TITLE

DATE

THIS PAGE FOR OFFICE USE ONLY

TERMS AND CONDITIONS OF APPROVAL:

A permit to construct a sanitary waste water disposal system is granted subject to the conditions and specifications below. Your contractor shall not contravene any of these specifications without written authorization from this department. Any conflict or inability of the contractor to follow this plan should be brought to the attention of this department before proceeding with construction. New York State Health Department standards for this system as outlined in *Individual Residential Wastewater Treatment Systems Design Handbook* (NYSDOH) and *Appendix 75-A* shall be adhered to.

This application is approved per plan by: _____

Entitled: _____

Dated/Last Revised: _____

With the following Conditions:

COMPLIANCE INSPECTION

A courtesy inspection was performed by the Building Department on _____ by _____.

The disposal system appeared to be located and constructed in conformance with the approved plans. A certification from the applicant's engineer _____ P.E., dated _____ has been received by this office. An as-built sketch with dimensional ties has been provided by _____.

Comments:

APPROVED BY

TITLE

DATE

NOTE: ALL PAGES MUST BE SUBMITTED TO BUILDING DEPARTMENT