



## **ON-SITE WASTEWATER TREATMENT SYSTEM APPLICATION CHECKLIST FOR NEW INSTALLATION AND MAJOR REPAIR PERMITS**

On-site Wastewater Treatment Systems (OWTS) are regulated by the Garfield County Health Department (GCPH) and the Colorado Dept. of Public Health and Environment (CDPHE). An OWTS permit must be obtained prior to installing, altering, or repairing any system. A new installation permit is required for an OWTS that is constructed as part of a new building permit. A major repair permit is required when a Soil Treatment Area (STA) is repaired or replaced.

For your convenience, permit applications, forms, information, and payments can also be obtained and/or submitted to the Garfield County Community Development Department located at 108 8th Street, Suite 401, in Glenwood Springs, CO 81601.

A complete application package must be presented at the time of submittal for acceptance. For questions about this process, please call 970-945-6614 x 8150 or email [owts@garfieldcountyco.gov](mailto:owts@garfieldcountyco.gov).

If applying for a building permit, it is required that you apply for an OWTS Permit and building permit at the same time. The OWTS permit and building permit will be issued at the same time by Garfield County.

### **PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:**

Minimum permit application requirements:

- Complete OWTS permit application.
- Report from site and soil evaluation (see below section on site plan and soil evaluation requirements).
- For new installation permits, a copy of the building floor plans should be included with the permit application.
- System design.
- Systems required to be designed by an engineer (pressurized systems, systems installed in R type soils, systems installed in Type 3A, 4, 4A, or 5 soils) must be stamped by a Professional Engineer licensed in the State of Colorado.
- Accurate site plan to scale, as described in the following pages.

A permit will not be issued until the application, site and soils evaluation, and required design documents are completed to the satisfaction of the Garfield County Public Health Department.

**FEES: FEES ARE NOT REFUNDABLE.**

Payment is required at the time of application submittal.

**Make Check payable to: Garfield County Treasurer with OWTS permit in the note section.**

- Septic Permit for a New installation .....\$600.00
- Septic Permit for a Major Repair (new system or STA).....\$600.00

**\*SITE AND SOIL EVALUATION REPORT REQUIREMENTS**

A site and soil evaluation must be conducted for each property on which an OWTS is proposed, to determine the suitability of a location to support an OWTS, and to provide the designer a sound basis to select the most appropriate OWTS design for the location and application. The technician completing the soil evaluation must be qualified according to section 43.5.I of Garfield County's On-Site Wastewater Treatment System regulations, Resolution 2023-09. Soil analysis is subject to verification by GCPH, and a site visit may be conducted prior to application approval.

**Report and Site plan:**

- ☐ Name of owner
- ☐ Property address and parcel number
- ☐ Telephone number
- ☐ Email address
- ☐ Credentials and qualifications of individual conducting site and soils evaluation

**Preliminary Investigation in Report:**

- ☐ Legal description
- ☐ Existing structures
- ☐ Location of existing or proposed wells on subject and adjacent properties and setback distances
- ☐ Any existing department records
- ☐ Topography
- ☐ Soil data
- ☐ Location of applicable setbacks listed in Table 7-1
- ☐ Preliminary Soil Treatment Area (STA) estimate
- ☐ Additional information that may be required:

Survey, easements, floodplain maps, geology and basin maps and descriptions, aerial photographs, climate information, delineated wetlands maps

**Site Reconnaissance:**

- ☐ Landscape position
- ☐ Topography
- ☐ Vegetation
- ☐ Natural and cultural features
- ☐ Current and historic land use

**Detailed Soil Investigation:**

- ☐ Visual and tactile evaluation of two or more soil profile test pit excavations must be conducted to determine soil type as well as to determine whether a limiting layer is encountered.
- ☐ In addition to the two soil profile test pit excavations, percolation testing may be conducted to obtain additional information regarding the long-term acceptance rate of the soil.
- ☐ If the site evaluation includes both a visual and tactile evaluation of soil profile test pit excavations and percolation tests, and the results from these two evaluations do not coincide with the same LTAR as noted in Tables 10-1 and 10-1A, the designer must use the more restrictive LTAR in determining the size of the soil treatment area.

**Graphic soil log to scale:**

- ☐ Depth of excavation
- ☐ Soil description and classification
- ☐ Depth of each soil horizon measured from the ground surface and a description of the soil texture and structure of each soil horizon
- ☐ Depth to bedrock
- ☐ Depth to ground water and/or periodically saturated soil
- ☐ Equipment used to excavate profile test pit
- ☐ Date of soils investigation
- ☐ Name of competent technician and company name

**Scaled drawing providing complete property boundary lines, or detailed portion of site containing soil test pits and percolation test sites (if applicable):**

- ☐ Minimum drawing size is 8.5-inches by 11-inches
- ☐ North arrow
- ☐ Graphic scale
- ☐ Horizontal and vertical reference points of proposed Soil Treatment Area (STA)
- ☐ Pertinent distances from proposed OWTS to all required setbacks **(Setback distances listed in Table 7-1)**

- ☐ Location of at least two soil test pits and all additional percolation tests if utilized
- ☐ Lot improvements
- ☐ Easements
- ☐ Ordinary high-water mark of a pond, creek, stream, lake, wetland or other surface waters
- ☐ Detention or retention pond
- ☐ Property lines
- ☐ Contours of 2 feet minimum, slope direction and percent slope
- ☐ Location of visible or known unsuitable, disturbed or compacted soils
- ☐ Estimated depth of periodically saturated soils and bedrock, or flood elevation
- ☐ Proposed elevation of infiltrative surface of STA from benchmark or ground surface

**Anticipated construction-related issues, if applicable.**

**Assessment of known or foreseeable land use changes expected to affect the system performance, if any.**

**Narrative explaining difficulties encountered during site evaluation, if any.**

195 W. 14<sup>th</sup> Street  
Rifle, CO 81650  
(970) 625-5200



2014 Blake Avenue  
Glenwood Springs, CO  
81601  
(970) 945-6614

## **OWTS PERMIT APPLICATION**

### **TYPE OF SYSTEM CONSTRUCTION**

☐ New Installation    ☐ Major Repair    ☐ Minor Repair    ☐ Alteration    ☐ Vault and Haul

### **BUILDING USAGE TYPE**

☐ Dwelling    ☐ Transient Use    ☐ Comm./Industrial    ☐ Non-Domestic

☐ Other Describe \_\_\_\_\_

### **INVOLVED PARTIES**

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **PROJECT LOCATION AND DESCRIPTION**

Project Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Sub. \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Building or Service Type: \_\_\_\_\_ #Bedrooms: \_\_\_\_\_ Garbage Disposal(Y/N) \_\_\_\_\_

Distance to Nearest Community Sewer System: \_\_\_\_\_

Was an effort made to connect to the Community Sewer System: \_\_\_\_\_

Potable Water  
Source & Type

☐ Well    ☐ Spring    ☐ Stream or  
Creek    ☐ Cistern

☐ Community Water System Name \_\_\_\_\_

## CERTIFICATION

Applicant acknowledges that the completeness of the application is conditional upon such further mandatory and additional tests and reports as may be required by the local health department to be made and furnished by the applicant or by the local health department for purpose of the evaluation of the application; and the issuance of the permit is subject to such terms and conditions as deemed necessary to insure compliance with rules and regulations made, information and reports submitted herewith and required to be submitted by the applicant are or will be represented to be true and correct to the best of my knowledge and belief and are designed to be relied on by the local department of health in evaluating the same for purposes of issuing the permit applied for herein. I further understand that any falsification or misrepresentation may result in the denial of the application or revocation of any permit granted based upon said application and legal action for perjury as provided by law.

**I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Property Owner Print and Sign**

\_\_\_\_\_  
**Date**

## OFFICIAL USE ONLY

**Special Conditions:**

<b>Permit Fee:</b>		<b>Total Fees:</b>	<b>Fees Paid:</b>
<b>Building Permit</b>	<b>OWTS Permit:</b>	<b>Issue Date:</b>	<b>Balance Due:</b>
<b>Garfield County Public Health Department:</b> _____			
<b>Signed Approval</b>			<b>Date</b>