Septic System Proposal Criteria  
(New, Repair, and B100a)

A Septic Plan Revision Fee will be charged for all proposals which do not meet the requirements listed below.

Address of Property: _______________________________ Date of Plan: ______________ Date Rec’d ______________

Installer/Engineer: _______________________________ Reviewed by: ______________ Date Rev’d ______________

Proposed septic system design drawing must have all of the following data.
Uncheck items indicate missing or incorrect information on the design drawing.

- Date & Address of Property: _______________________________ Map __________ Block_________ Lot ________
- Owner’s Name, Address and Telephone Number (optional)
- Installer/Engineer’s Name, Address, Phone Number and License Number
- Plot Plan/Survey of property showing property lines, north arrow & all improvements
- Plan to be at a scale of 1”/10’, 1”/20’ or 1”/30’ (May use 1”/40 on for very large lots only)
- Locate all existing/proposed structures or any land disturbances (Show setback distances where applicable)
- Locate existing and proposed well(s) and/or water line(s). (Show distances to proposed septic)
- Locate and provide distance from adjacent wells to septic systems (if none, note so on plan)
- Locate and provide distance from septics and/or code complying areas on adjacent properties
- Existing bedrooms ______ + Add’l proposed bedrooms ______ = Final Bedroom Count: ________
- Locate wetlands and/or watercourses (If none, state so on the proposed septic plan)
- Locate existing and/or proposed ground, surface, footing, leader drains, and town catch basins
- Locate and note size of existing septic tank and/or pump chamber (if required)
- Locate ALL deep test holes and percolation tests and submit results (Submit percolation test data)
- Adequate number of deep test holes (Min. 4 - (2) within proposed leaching area and (2) down gradient
- MLSS determined by average restrict layer in septic area & down gradient (Design based on most restrictive)
- Locate and provide specifications for the type of proposed leaching system (i.e. gallery, trench, pits, etc.)
- System designed within existing contours (contours shall be based on field elevations if not on engineered plan)
- Adequate select fill proposed. Outline proposed fill area & show the amount of fill planned
- Fill system to be 15’ from side PL’s & 25 feet to down gradient property line if MLSS is applicable
Specifications of System:

_____ Restrictive layer: (Average of all deep holes within and 25’ down gradient of proposed SS)

_____ Percolation Rate(s) (show all calculations on plan)

_____ Slope calculations (locate areas where slope was calculated—show slope line & elevations)

_____ Existing septic tank size & location of leaching system (Abandon all hollow structures)

_____ Proposed Septic Tank size and location

_____ Pump Chamber size, location & state emergency storage volume on plan

_____ Center to center distance and type of leaching units to be installed

_____ Propane tanks shown (underground and/or above ground) if applicable

_____ Total lineal feet of proposed leaching area

_____ Total square feet required

_____ Total square feet of proposed leaching area

_____ Curtain Drain, French Drain or Swale Required

_____ MLSS required (50%, 100% or Non-Compliant Property Repairs)

_____ MLSS provided (show calculations)

_____ Storm water detention drainage system shown with separation distances

_____ Non-compliant Property Repairs (NCR) MLSS [Repairs & Potential Repairs]

_____ Pump Stations details (See letter as Revised 10/20/10 to All PE’s & Installers)

Reason for Proposal:

_____ Addition to existing residence (explain:____________________________________________________)

_____ Additional structure (explain:_______________________________________________________________)

_____ New construction (reserve area required)

_____ Raze and reconstruct

_____ Repair

_____ Other (explain: ________________________________________________________________)

Notes: __________________________________________________________________________________________