



Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480
 Web Site Address: www.ventura.org/rma/envhealth

EHD ON #: _____

Accela #: _____

APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

<p>APPLICANT INSTRUCTIONS</p> <p>1. For the proposed structure, submit with this application:</p> <ol style="list-style-type: none"> a. A Zoning Clearance issued by RMA/Planning for the proposed construction. b. One copy of the floor plan. c. One copy of a soils report. d. Three copies of a plot plan with system design specifications. e. An EHD "Bedroom Equivalent and Fixture Unit Worksheet." f. County Service Area 32 offer to grant easement agreement (Alternative OWTS only). <p>2. THIS APPLICATION EXPIRES 180 DAYS FROM THE DATE FEES ARE RECEIVED.</p>	<p>FOR OFFICE USE ONLY</p> <p>Recd by _____</p> <p>Date Recd _____</p> <p>Amt. Recd _____</p> <p>Receipt Number _____</p> <p>Check Number _____</p>
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1. Job address _____
Number Street City/Town/Area

2. Assessor's parcel number _____ - **0** - _____ Zone Clearance No.: _____

3. Owner's name _____ 4. Telephone No. () _____ () _____

5. Mailing address _____
Number Street City State Zip

Email Address _____

6. Applicant's Name _____ 7. Telephone No. () _____
(if different than owner)

8. Applicant's Mailing Address _____
Number Street City State Zip

Email Address _____

9. Residential Development: Main Residence Secondary Residence (explain) _____
 Other (explain) _____

Total number of bedroom equivalents _____

Total number of plumbing fixture units _____

Commercial Development: Total number of plumbing fixture units _____

Total number of employees and visitors _____

10. Water supply: Public: Name of water company _____
 Private

11. Distance from nearest water well: Septic tank _____ feet
 Sewage disposal system _____ feet

12. Distance from springs, streams, lakes, ocean waters, and natural drainage courses: Septic tank _____ feet
 Sewage disposal system _____ feet

13. Type of disposal system: Conventional: Leach Line Seepage Pit Alternative: [see 1.f) above] Mound System Subsurface Sand Filter:
 Length _____ ft. x Width _____ ft. = _____ Sq. ft.

14. Size of septic tank _____ gallons

15. Surface slope in area of disposal system _____ percent

16. Leach line installation
 Number of trenches _____ on _____ foot centers Length of each trench _____ feet
 Depth of each trench _____ inches Bottom width of trench _____ inches
 Earth cover over drainline _____ inches Filter material under drain line _____ inches
 Square feet/Lineal feet of trench _____ Absorption area provided _____ square feet

17. Seepage pit installation:
 Number of pits _____ Diameter of each pit _____ feet
 Earth cover over pits _____ feet Total depth of each pit _____ feet
 Absorption area provided _____ square feet Effective depth of each pit _____ feet

18. Signature of applicant or representative _____ Date _____

FOR OFFICE USE ONLY

Application: Approved Denied By _____ Date _____

Conditions of Approval: _____

Installation approved by _____ Date _____



PROCEDURES FOR COMPLETING AN APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

- STEP 1 Obtain a zoning clearance verification from the RMA/Planning Division.
STEP 2 Complete an EHD form, "Bedroom Equivalents and Fixture Units Worksheet".
STEP 3 Submit a completed "APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM" form.

Provide the information requested on lines 1 through 18 on the application. Make sure the mailing address and telephone numbers are current.

- STEP 4 Submit one copy of the floor plan of the structure(s).
STEP 5 Submit one copy of the soil engineering report containing percolation data, boring logs, and system design, recommendations. Include any other pertinent data. All soils reports are required to have been completed within a 12-month period prior to submittal of the application.
STEP 6 Submit three copies of a scaled plot plan (*1 in. = 20 ft., 1 in. = 40 ft., or 1 in. = 50 ft.*) depicting the proposed system. The plot plan must include:

1. All existing and proposed structures (*including garage*)
2. Septic tank(s)
3. Distribution box(es) - if required
4. Primary disposal system
5. 100% expansion area
6. Water wells within 300 feet of the sewage disposal system
- * 7. Property lines and easements
8. Trees
9. Test holes and borings
10. Lakes and streams (*intermittent or live*)
11. Rock outcroppings
12. Road cuts (*with approximate height*)
13. Contour lines or other indication of slope
14. Paved areas (*including driveway*)
15. Water lines (*public mains and on-site distribution lines*)
16. Existing on-site sewage systems
- * 17. Public sewer lines

- * **It is the applicant's responsibility to determine the location of the nearest public sewer line. The appropriate local sewer agency should be contacted for this information. It is also the applicant's responsibility to determine the exact location of all property lines and easements.**

- STEP 7 If you are proposing a subsurface sand filtration system, submit the form, "SUBSURFACE FILTER BED WITH SEWAGE DISPOSAL PIT" or the form, "BASAL SUBSURFACE FILTER BED".
STEP 8 Pay the application fee which is determined by the OWTS type and the size of the septic tank.

***** PRECAUTIONS *****

The following are common problems which result in application processing delays:

1. Failure to fill in the application completely.
2. Failure to provide a current (*less than one year old*) soils report.
3. Failure to pay the correct fee for the system proposed (*alternate systems such as sand filters require an additional fee*).
4. Application filled out with incorrect information (*wrong address, incorrect fixture units, wrong pit, or trench sizes*).
5. Illegible plot plans or insufficient detail provided, i.e., water lines and driveways not identified, contour lines without elevations.
6. Inadequate lot size for the proposed system.
7. Systems proposed under pavement.
8. Improperly designed systems proposed in bedrock.
9. Failure to provide the owner's address and phone number.