



I. WHICH TYPE OF CERTIFICATION DO YOU NEED?

- A. **"SET BACK" CERTIFICATION** certifies that a proposed structure meets all required set back distances to the Onsite Wastewater Treatment System (OWTS). A "set back" certification is intended for projects that will **NOT** add plumbing fixture units or bedroom equivalents to the existing structure. Applicable projects for setback certification include the following:

accessory structure with no plumbing	patio cover	spa
barn or garage with no plumbing	pond	sport court
carport	pool	raised deck
enlarging the footprint of a home	pop-out bay window	tennis court
gazebo		

- B. A **"FULL" CERTIFICATION** certifies all set back **AND** capacity requirements of the OWTS for a proposed structure. A full certification is intended for projects where any plumbing fixture units or bedroom equivalents are added to an existing structure.

II. PROCEDURES FOR COMPLETING AN APPLICATION FOR A "SET BACK" CERTIFICATION OF AN EXISTING OWTS.

- STEP 1** Obtain a zoning clearance verification from the RMA/Planning Division.
- STEP 2** Submit a completed CERTIFICATION OF EXISTING OWTS form.
- STEP 3** Submit three copies of a scaled (1 in. = 20 ft., 1 in. = 40 ft., or 1 in. = 50 ft.) plot plan with system design specifications. Requirements for plot plan are described in Section III below (Step 4).
- STEP 4** Submit one copy of the floor plan of the structure(s). Carports, gazebos, ponds, pools, spas, sport court, tennis courts, and similar structures do not require the submission of a floor plan.

III. PROCEDURES FOR COMPLETING AN APPLICATION FOR A "FULL" CERTIFICATION OF AN EXISTING OWTS.

- STEP 1** Obtain a zoning clearance verification from the RMA/Planning Division.
- STEP 2** Submit a completed CERTIFICATION OF EXISTING OWTS form.
- STEP 3** Submit one copy of the Septic Tank Pumping Inspection Report. Each OWTS must be pumped by a licensed septic tank pumper to show compliance with the Ventura County Building Code.
- STEP 4** Submit three copies of a scaled (1 in. = 20 ft., 1 in. = 40 ft, or 1 in. = 50 ft.) plot plan with system design specifications. The plot plan must include:
1. All existing and proposed structures
 2. Septic tank(s)
 3. Distribution box - if applicable
 4. Leach line(s), seepage pit(s), sand filtration bed, mound, or ATU
 5. 100% expansion area
 6. Water wells within 300 feet of the sewage disposal system
 7. Property lines and easements
 8. Trees
 9. Lakes or streams (intermittent or live)
 10. Paved areas (including driveway)
 11. Water lines (public mains and on-site distribution lines)
 12. Existing on-site sewage systems
 13. Public sewer lines
- STEP 5** Submit one copy of the floor plan of the structure(s) depicting all existing and proposed plumbing fixtures and rooms.
- STEP 6** Submit a completed RMA/EHD "Bedroom Equivalents and Fixture Units Worksheet" form.