

Procedures to be used in connection with the administration of Act 537:

APPLICATION for a permit, planning exemption, or planning module. If not completed in one year, a new application must be applied for and a new fee paid. . . . \$100.00/submission

TEST PIT: One test pit is required for each 1200 sq. ft. of absorption area and one additional pit is required at the opposite side of the absorption area. For Major Subdivisions or marginal sites the applicant must hire a soil consultant. The backhoe is the applicant's responsibility. . . . \$50.00/pit + \$100.00/trip

HOLE PREPERATION for a percolation test. . . . \$300.00/six holes

PERCOLATION TEST: The area must be cleared and the absorption area staked out before the holes are dug. . . . \$300.000/six holes

CHECK DESIGN or layout of an absorption area for a new or repair system. . . . \$100.00/1200 sq. ft. /submission

SITE INSPECTION: Any trip to a site required to complete an application. Including a scheduled trip that the work could not be completed because the applicant was not prepared. Minimum of six for each absorption area (test pits, check layout, pre-construction, sand, approval to cover, and final inspection). . . . \$100.00/trip

REVIEW PLANNING for a module, planning exemption, or non-building waiver. . . . \$100.00/submission + \$100.00/new equivalent dwelling unit.

SYSTEM EVALUATION of an existing sewage system. The applicant is responsible for uncovering and cleaning all tanks, digging the probe and observation hole, and supplying sufficient water. . . . \$300.00

APPEALS from the denial, revocation, or granting of a sewage permit. . . . \$500.00 plus cost of any advertising, engineering, court stenographers, and consulting fees incurred by the Township.

If within one year of paying a fee, a person decides to not have the work completed, and they send a letter to the SEO stating that they have no intentions of completing the work, the Township will send them a refund for the unused fees.

When engineering or consulting services are required by the Township to complete the review of a permit application, the applicant shall pay all expense incurred by the Township.

If a person requires work from the SEO that is not covered by the above, that person shall pay the Township the SEO's hourly rate plus all expense acquired completing that work.

If the fees are revised before a stage is complete, the new fee must be paid.

Stages and SEO's Wages

APPLICATION:

\$89.00 - Township SEO

\$100.00 - Consultant SEO

- A. Explain to the applicant the entire application procedures.
- B. Receive the application and fee form from the applicant.
- C. Review the application to see if it is complete and correct.
- D. If incomplete, return the application to the applicant, along with a letter explaining the deficiencies.
- E. When required, the SEO will schedule the testing with D.E.P.

TEST PIT:

\$44.50/pit plus a site visit. . . . \$89.00 - Township SEO

\$50.00/pit plus a site visit. . . . \$100.00 - Consultant SEO

- A. Measure and record the soil profile of each test pit.
- B. Plot the approximate location of the test pit on a map supplied by the applicant.

HOLE PREPERATION for a percolation test:

\$267.00/six holes - Township SEO

\$300.00/six holes - Consultant SEO

- A. Dig the percolation holes to the required depth.
- B. Scrap the bottom and wall to remove any smearing.
- C. Place 2" of fine gravel in the hole.

PERCOLATION TEST:

\$267.00/six holes - Township SEO

\$300.00/six holes - Consultant SEO

- A. Check the holes to see if they were properly prepared.
- B. Presoak the holes with a min of 12" of water.
- C. Measure and record the percolation rate of the holes.

CHECK DESIGN or layout of an absorption area for a new or repair system:

\$89.00/1200 sq. ft. / submission - Township SEO

\$100.00/1200 sq. ft. / submission - Consultant SEO

- A. Check the design to see if it is complete and correct.
- B. If not correct, return the design to the applicant, along with a letter explaining the deficiencies.
- C. If correct, a permit will be issued.
- D. Send a copy of the application of every permit issue to D.E.P.

SITE INSPECTION:

\$89.00/trip - Township SEO

\$100.00/trip - Consultant SEO

- A. Pre-construction
 - 1. Check the site to verify the location of the system and percolation test.
 - 2. Check the layout of the system.
- B. Sand inspection
 - 1. Check the placement of the sand.
- C. Approval to cover
 - 1. Check pipes and components of the sewage system for proper type, size, and location before they are covered.
 - 2. For an improper installation, inform the contractor and/or applicant of the deficiencies.
 - 3. If the deficiencies are not corrected and an inspection approved within three days, notify the applicant in writing of the deficiencies.
 - 4. When the installation is correct, approval to cover will be given.
- D. Final inspection
 - 1. Check the surface water runoff near the system.
 - 2. Check the soil berm.
 - 3. Check the seeding.
 - 4. Check the inspection ports and cleanouts.

REVIEW PLANNING of a module, exemption, or non-building waiver:

\$89.00/submission + \$89.00 new equivalent dwelling unit - Township SEO

\$100.00/submission + \$100.00 new equivalent dwelling unit - Consultant SEO

- A. Review the planning paperwork to see if it is complete and correct.
- B. If not correct, return the paperwork to the applicant, along with a letter explaining the deficiencies.
- C. If correct, sign and send the paperwork to the township or applicant.

EVALUATION of an existing sewage system:

\$267.00 - Township SEO

\$300.00 - Consultant SEO

- A. Measure and record one soil probe within 10 feet of the existing absorption area if required.
- B. Locate and record the location of all waste water pipes from the existing building.
- C. Measure and record the type, size, location and working condition of all tanks.
- D. Preload the system with water.
- E. After the system has rested for eight hours, place dye in the system and flush with the new design flow or until it malfunctions.
- F. Record the daily flow, the test indicates the system can handle and the type and location of any obvious malfunctions.

SEO will receive mileage and expenses that he incurs doing the above activities.

Any work requested by the supervisors or D.E.P. and not covered by the above, that the SEO be paid per hour plus expenses.

Main SEO

Osbert J. Patton (SEO# 01566) @ \$37.00 per hour

Alternates

James Gaidula (SEO# 03270) @ \$37.00 per hour

David Garvey (SEO# 00475) @ \$37.00 per hour

Josef Reese (Consultant) (SEO# 03875) @ \$37.00 per hour

STAGES AND SECRETARY WAGES

BOOKKEEPING. . . . \$100.00/application

PROCEDURES

If more than a year has passed since the last site visit, before issuing a permit or approving a module, the SEO must make a site visit inspection paid for by the applicant.

An employee SEO is to be listed as an employee on the Townships Error and Omission policy.

The alternate SEO will only work when requested by the SEO or the Township.

Township and D.E.P. auditors are allowed to access the SEO's files pertaining to sewage enforcement activities.

The SEO will only give application information to the township, D.E.P., or the applicant that completed the application.

Before commenting on a specific lot, the SEO will receive a permit application with the fees and visit the site.

The Township will provide the SEO with a copy of the Township's ordinances and resolutions pertaining to on-lot sewage disposal.

The SEO collects the fees (checks or money orders paid to the order of the Township) from the applicant and send them to the Township with the activity report.

COMPLAINT PROCEDURE

All complaints regarding on-lot sewage system malfunctions must be in writing. The letter must contain an accurate description of the conditions present, a site address or detailed directions, the property owner's name and address if know, and any other important facts about the problem.

A site investigation is conducted by the SEO from the road right of way or the complainant's property.

If no malfunctions are obvious, a letter is sent to the complainant of the finding. No further action will be taken until additional information is received from the complainant.

If a possible malfunction is obvious, a letter is sent to the property owner given 15 days to respond to the condition. In those instances where a malfunction exists and the property owner does not correct it, an enforcement action, taken under the direction of the municipal solicitor, may be necessary.