

HOW TO COMPLETE APPLICATION FOR SEPTIC PERMIT (SEPTIC TANK ONLY)

Pottawattamie County Office of Planning and Development
223 South Sixth Street, Council Bluffs, IA 51501-4245
(712) 328-5792

PERMITS BEING APPLIED FOR

This permit application packet is for a septic permit for **septic tank only**.

Check the appropriate box to indicate how you would like to be contacted when your permits are ready.

PROPERTY OWNER: Name, current mailing address, email address, current telephone numbers (**number where the owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the owner of the property.

APPLICANT: Provide requested information if the person filling out the form (applicant) is other than the owner of the property.

SEPTIC INSTALLER: Name and County registration # of the commercial installer. The installer can give you his County registration number or you can get it from a list available at the Planning Office. If you as the homeowner are not installing this system, a County registered commercial septic installer must install it.

PROPERTY INFORMATION:

JOB SITE ADDRESS: Provide the job site address where the proposed work is going to take place. If this address is the same as the current mailing address check the box " Same As Above". If the proposed construction is for a new house or building on a farm, check the box " To be assigned by the Planning Department". The address for a new structure is assigned based on where your driveway intersects the County Road. **THEREFORE, YOU WILL NEED TO PROVIDE US WITH THE DISTANCE OF THE CENTERLINE OF YOUR DRIVEWAY FROM A SIDELOT LINE.**

CIVIL TOWNSHIP: Name of the township where the subject property is located. Example: Lake, Lewis, Garner, York, Center, etc.

LEGAL DESCRIPTION: Legal description of the subject property, which can be taken from your tax statement or the deed for the property. Check the box " Per Attachment" and include a copy of the deed with the application if the legal description is lengthy.

PARCEL NUMBER: Parcel Number for the subject property.

DESIGN BASIS:

SYSTEM TO SERVE: Check the appropriate box.

STRUCTURE TYPE: If the system is to serve a structure other than a single-family dwelling, contact the Planning Office to determine what data will be needed to determine the size of system.

WATER SUPPLY: Complete as indicated. Note that a "Public Water Well" is defined as "A system for the provisions to the public of piped water for human consumption, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year." If your property is next to a restaurant, bar, church or other similar public place it is your responsibility to confirm if the well is public. You can contact the Iowa Department of Natural Resources for information at (712) 243-1934.

SEPTIC TANK INFORMATION:

SEPTIC TANK: The minimum standard for a septic tank is 2 compartments. The minimum tank capacity are as follows:

Up to and including 3 bedroom homes----1,250 gallons

5 bedrooms homes----1,750 gallons

4 bedroom homes-----1,500 gallons

6-bedrooms homes----2,000 gallons

ATTACHMENTS

- Site Plan:** See Example. You will need to draw, on a separate sheet of paper, a site plan similar to the example.
- Site Plan Check List.** Complete the attached site plan check list and make sure that the information requested is shown on your site plan, unless you have marked "None Exist on Site" box.
- Filing Fee:** \$105.00, which includes: Site Evaluation Fee \$45.00 and Septic Permit Fee \$60.00

SIGNATURES

COMMERCIAL SEPTIC INSTALLER'S CERTIFICATION OF SITE EVALUATION: The commercial septic installer is required to conduct a site evaluation of the property prior to the applications being submitted. That contractor must sign and acknowledge that they have viewed the site and agree with the proposed site development plan. If in the development of the site, contractors are changed, you will need to notify this Office and that contractor will need to likewise acknowledge that they agree with the proposed site development plan. Any and all changes to the site development plan after permits are issued shall be given in writing to this Office. In conducting the site evaluation for a septic permit, consideration shall be given, but not limited to, the impact of the following: topography, drainageways, terraces, floodplain, percent of land slope, location of property lines, location of easements, buried utilities, existing and proposed tile lines, existing, proposed profile and soil factors determined from a soil analysis, percolations tests and soil survey maps if available. **YOUR COMMERCIAL SEPTIC INSTALLER MUST SIGN THIS SECTION.**

PROPERTY OWNER'S SIGNATURE: Sign and date the application.

HOW FAR AWAY DOES MY SEPTIC TANK NEED TO BE FROM VARIOUS PHYSICAL FEATURES ON MY PROPERTY AND THE PROPERTIES NEAR MINE?

	From Septic Tank To
Private Water Well	50'
Public Water Well, if well is classified as a deep well. <i>Contact DNR for details.</i>	200'
Public Water Well, if well is classified as a shallow well. <i>Contact DNR for details.</i>	400'
Ground Water Heat Pump Boring	50'
Lake/Reservoir	50'
Stream/Pond	25'
Dwelling/Structure	10'
Property Lines	10'
Other Type Subsurface Treatment System	5'
Water Lines Continually Under Pressure	10'
Suction Water Line	50'
Foundation Drain or Subsurface Tile	10'

WHEN CAN I EXPECT TO RECEIVE MY PERMIT?

Once the application has been properly filed with the Office of Planning and Development, 223 South 6th Street, Council Bluffs, Iowa, it will be reviewed by the Planning Director. If everything is found to be in order and to comply with regulations of the appropriate ordinance, a permit will be issued within approximately seven (7) working days.

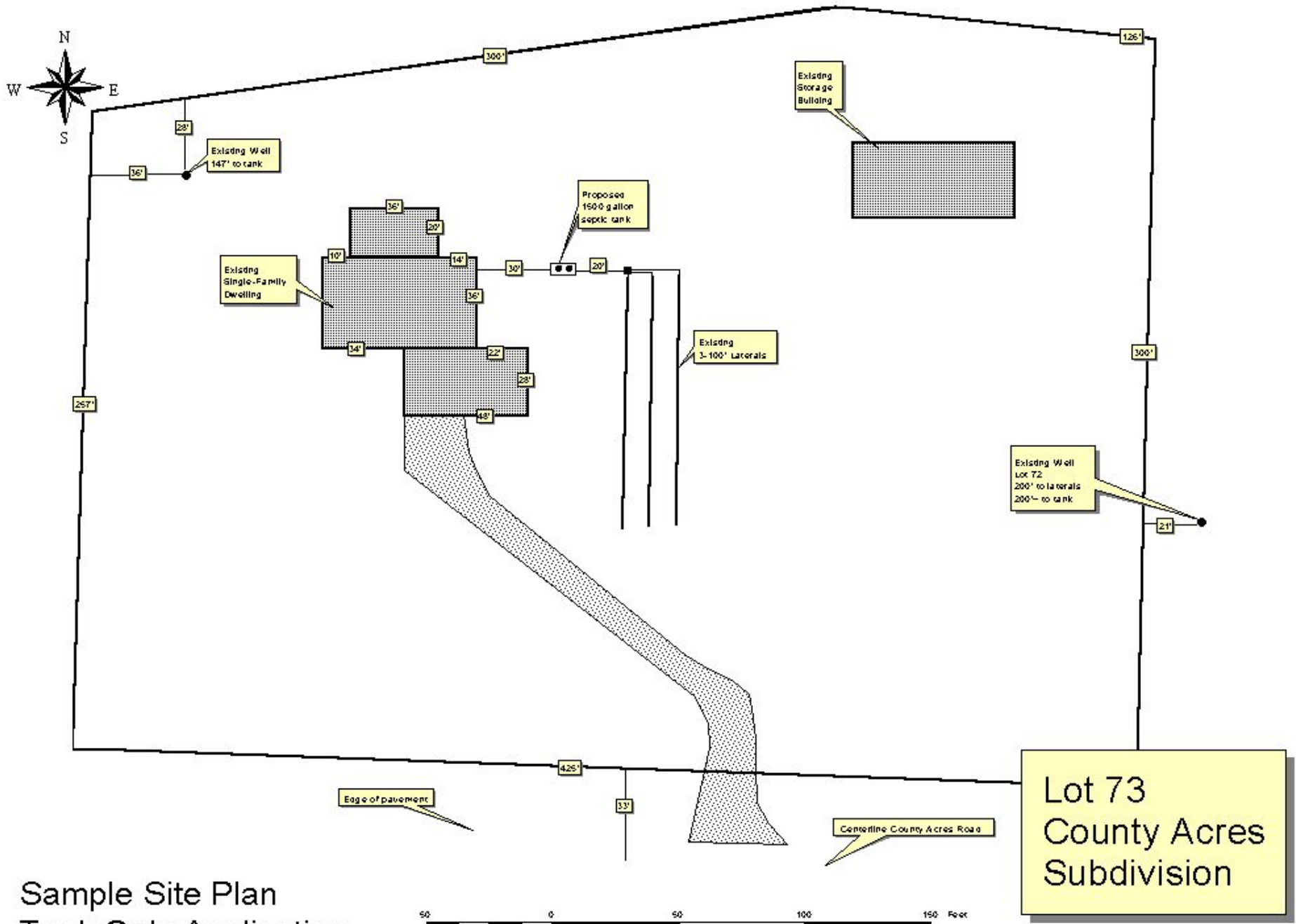
WHAT OTHER PERMITS DO I NEED?

- Entrance Permit: If a new entrance is required you must contact the appropriate authorities. For entrance permits along a county road, contact the County Engineer (328-5608). For entrance permits along a state highway contact the Iowa Department of Transportation (366-0438).

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

DO NOT START CONSTRUCTION UNTIL PERMITS ARE RECEIVED IN THE MAIL AND PLACARDS ARE POSTED. FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE YOU TO HAVE TO PAY AN INVESTIGATION FEE, WHICH IS DOUBLE THAT OF ANY PERMITS FEES YOU PAY. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING CONSTRUCTION.

NOTE: The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Pottawattamie County, Iowa, Code. Data contained in this document is subject to change without further notice to recipients of this document.



Sample Site Plan
Tank Only Application

06/03/09

POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR SEPTIC PERMIT (TANK ONLY)

	WHEN PERMITS ARE READY	<input type="checkbox"/> Mail them <input type="checkbox"/> Call me <input type="checkbox"/> Call the septic contractor <input type="checkbox"/> Email me <input type="checkbox"/> Email the septic contractor		
PROPERTY OWNER	Name			
	Mailing Address	Street	City, State, Zip Code	
	Email Address			
	Telephone	Home	Work	Cellular
	Best way to contact?	<input type="checkbox"/> Email <input type="checkbox"/> Home Telephone <input type="checkbox"/> Work Telephone <input type="checkbox"/> Cellular Telephone		
APPLICANT <small>(if other than property owner)</small>	Name			
	Mailing Address	Street	City, State, Zip Code	
	Email Address			
	Telephone	Home	Work	Cellular
	Best way to contact?	<input type="checkbox"/> Email <input type="checkbox"/> Home Telephone <input type="checkbox"/> Work Telephone <input type="checkbox"/> Cellular Telephone		
SEPTIC INSTALLER	Name		County Registration #	
	Mailing Address	Street	City, State, Zip Code	
	Email Address			
	Telephone	Home	Work	Cellular
	Best way to contact?	<input type="checkbox"/> Email <input type="checkbox"/> Home Telephone <input type="checkbox"/> Work Telephone <input type="checkbox"/> Cellular Telephone		
PROPERTY INFORMATION	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.		
	Civil Township			
	Legal Description	<input type="checkbox"/> Per Attachment		
	Parcel Number			
DESIGN BASIS	System to Serve	<input type="checkbox"/> New Structure <input type="checkbox"/> Existing Structure		
	Structure Type	<input type="checkbox"/> Single-Family Dwelling with bedrooms <input type="checkbox"/> Other , which has an estimated utilization of gpd.		
	Water Supply	<input type="checkbox"/> Private Water Well <input type="checkbox"/> Public Water System <input type="checkbox"/> Public Water Well		

SEPTIC TANK INFORMATION	<input type="checkbox"/> Septic Tank	<i>Minimum</i>	<i>Existing</i>	<i>Proposed</i>
	A. Gallons			
	B. Compartments	2		
	C. Material Type			
	D. Tank Manufacturer			

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- | | | |
|--|--------------------------|--------------------------|
| | Attached | NA |
| A. Site Plan, Drawn to Scale | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Site Plan Check List | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Filing Fee – Checks are to be made payable to “Pottawattamie County Treasurer”. | <input type="checkbox"/> | <input type="checkbox"/> |

SEPTIC PERMIT * POTTAWATTAMIE COUNTY COMMERCIAL SEPTIC INSTALLER'S

I CERTIFY THAT AS THE **COMMERCIAL SEPTIC INSTALLER** TO BE INVOLVED WITH THE CONSTRUCTION OF THE SEPTIC SYSTEM SHOWN ON THE ATTACHED SITE DEVELOPMENT PLAN, THAT I HAVE PERSONALLY BEEN TO THE SITE, REVIEWED OF THE PROPOSED DEVELOPMENT OF THIS SITE AND ACKNOWLEDGE THAT THE PROPOSED CONSTRUCTION OF THE SEPTIC SYSTEM WILL BE ABLE TO BE ACCOMPLISHED IN ACCORDANCE WITH THE ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEM ORDINANCE OF POTTAWATTAMIE COUNTY, IOWA.

Signature of Commercial Septic Installer: _____ Date: _____

Type or Print Name: _____

PROPERTY OWNER'S CERTIFICATION

I CERTIFY THAT AS THE **PROPERTY OWNER** OF THE ABOVE-DESCRIBED PROPERTY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ACCOMPANYING DOCUMENTATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL WORK WILL BE COMPLETED IN ACCORDANCE WITH THE POTTAWATTAMIE COUNTY, IOWA, CODE.

Signature of Property Owner: _____ Date: _____

Type or Print Name: _____

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RETURN COMPLETED FORM TO OBTAIN PERMIT PRIOR TO STARTING CONSTRUCTION:

POTTAWATTAMIE COUNTY
 PLANNING AND DEVELOPMENT
 223 SOUTH 6TH STREET
 COUNCIL BLUFFS, IA 51501-4245

IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE FEEL FREE TO CALL (712) 328-5792.

Scaled Drawings for Septic Permit shall show the following

Complete this form in addition to application and site plan

Shown on Plan Not Applicable

Shown on Plan	Not Applicable	
		Shape and dimensions of the property
		Location and size of existing structures
		Location septic corridor boundaries (only for those subdivisions where they have been established at the time of final plat approval)
		Location and size of proposed septic tank
		Location of existing laterals
		Location of private water well(s) on-site and/or within 50' of property boundaries
		Location of public water well(s) on-site and/or within 400' of property boundaries
		Location of groundwater heat pump bore holes on-site and/or within 100' of property boundaries
		Location of drainage wells on-site and/or within 1000' of property boundaries
		Location of lakes or reservoirs on-site and/or within 100' of property boundaries
		Location of streams or ponds on-site and/or within 25' of property boundaries
		Location of drainage ditches on-site and/or within 10' of property boundaries
		Location of public water supply lines on-site and/or within 10' of property boundaries

ALL PROPOSED IMPROVEMENTS AND ANY SUBSURFACE EXISTING IMPROVEMENTS (FOR EXAMPLE SEPTIC SYSTEM) SHALL BE STAKED, FLAGGED AND IDENTIFIED APPROPRIATELY. (SEPTIC TANK FLAG MARKED "SEPTIC TANK", WELL FLAG MARKED "WELL" AND SO ON.)