

FORM #201 INSTRUCTIONS

POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR SEPTIC PERMIT INSTRUCTIONS

Office of Planning and Development (712) 328-5792

PERMITS BEING APPLIED FOR

This permit application packet is for a septic permit. If a new house or business building is being constructed you will need to apply for a building, zoning, septic, and well permit all at the same time and you should use the "Combined Application for Building, Septic and Well Permits" form. **The property owner and septic installer must sign the "signature page" of this application.**

Please be sure that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted. If you are paying these fees with a credit card, there will be a 3% convenience fee in addition to a \$.50 administrative fee added to your fee total.

WHEN PERMITS ARE READY? Check the appropriate box to indicate how you would like to know when your permits are ready.

PROPERTY OWNER: Name, current mailing address, current email address and current telephone number (**telephone number where the property owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the owner of the property. Please check the appropriate box to tell us the best way to contact the property owner during the day.

APPLICANT: Name, current mailing address, current email address and current telephone number (**telephone number where the applicant can be reached between 8:00 A.M. & 4:30 P.M.**) of the individual completing the application, if other than the property owner. Please check the appropriate box to tell us the best way to contact the applicant during the day.

PROPERTY INFORMATION

JOB SITE ADDRESS: Address of the property 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 business, 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 side lot line.*

CIVIL TOWNSHIP: Name of the township where the subject property is located. Example: Lake, Lewis, 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: The Parcel Number for your property can be taken off of your tax statement.

SEPTIC INSTALLER: Name, County Registration Number, current mailing address, current email address and current telephone number of the commercial installer. Please check the appropriate box to tell us the best way to contact the commercial installer during the day. 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 the septic system.

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.

Percolation Test/Soil Loading Rate: This test must be performed by Pottawattamie County Planning or a licensed professional engineer.

SEPTIC SYSTEM DESIGN:

Septic Tank: The minimum standard for a septic tank is 2 compartments. The minimum tank capacity is as follows:

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

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

5 bedrooms homes----- 1,750 gallons

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

Absorption System: Check the appropriate box for the type of system that you propose to construct. The "Minimum" for an absorption systems utilizing are as follows:

Table IIIa
Maximum Soil Application Rates Based Upon Percolation Rates

Percolation Rate (Minutes Per Inch)	Monthly Averages	
	Septic Tank Effluent ⁽¹⁾ - BOD ₅ 30 mg/L - 220 mg/L - TSS 30 mg/L - 150 mg/L - (gallons per square foot per day) ⁽²⁾	Pretreated Effluent - BOD ₅ <30 mg/L - TSS <30 mg/L - (gallons per square foot per day) ⁽²⁾
Fine Sands	0.5	0.9
0 to 5	1.2	1.6
6 to 7.4	0.8	1.2
7.5 to 8.5	0.7	1.2
8.6 to 10.0	0.6	1.2
11 to 19.5	0.6	0.9
19.6 to 29	0.5	0.9
30 to 37	0.5	0.7
38 to 45	0.4	0.7
46 to 50	0.4	0.5
51 to 55	0.3	0.5
56 to 60	0.2	0.5
61 to 120	0.0	0.3
Greater than 120	0.0	0.0

Note: "BOD" means biochemical oxygen demand.

"TSS" means total suspended solids.

(1) Typical waste strengths for domestic waste. Pretreatment should be considered for waste of higher strength.

(2) Percolation rates and soil loading rates do not precisely correlate; therefore, a range is provided.

Table IIIc
Minimum Length of Absorption Trenches in Feet

Soil loading rate gal/ft ²	2 Bedroom-300 gal		3 bedroom-450 gal		4 bedroom-600 gal		5 bedroom-750 gal		6 bedroom-900 gal	
	2' WT	3' WT	2' WT	3' WT	2' WT	3' WT	2' WT	3' WT	2' WT	3' WT
0.1	NOT SUITABLE FOR SOIL ABSORPTION TRENCHES									
0.2	750	500	1,125*	750	1,500*	1,000*	1,875*	1,250*	2,250*	1,500*
0.3	500	333	750	500	1,000*	666	1,250*	883*	1,500*	1,000*
0.4	375	250	562	375	750	500	938*	625	1,125*	750
0.5	300	200	450	300	600	400	750	500	900*	600
0.6	250	167	375	250	500	333	625	417	750	500
0.7	214	143	321	214	428	286	536	357	643	429
0.8	188	125	281	188	375	250	469	312	562	375
0.9	167	111	250	167	333	222	417	278	500	333
1.0	150	100	225	150	300	200	375	250	450	300
1.1	136	91	205	136	273	182	341	227	409	273
1.2	125	84	188	125	250	167	313	208	375	250

*Requires pressure distribution (pump)

Note: "WT" is width of trench in feet

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

	From Septic Tank To	From Laterals To
Private Water Well	50'	100'
Public Water Well	200'	200'
Ground Water Heat Pump Borehole	50'	100'
Lake or Reservoir	50'	100'
Stream or Pond	25'	25'
Edge of Drainage Ditch	10'	10'
Dwelling or Other Structure	10'	10'
Property Lines (unless a mutual easement is signed and recorded)	10'	10'
Other Type Subsurface Treatment System	5'	10'
Water Lines Continually Under Pressure	10'	10'
Suction Water Line	50'	100'
Foundation Drain or Subsurface Tile	10'	10'

ATTACHMENTS

- A. Site Plan: See example below.. You will need to draw, on a separate sheet of paper, a site plan similar to the example.
- B. 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.
- C. Percolation Test Results: The percolation test report must be signed.

- D. Service Maintenance Agreement: In the event you are installing a Media Filter or Aerobic Treatment System, you will be required to have a Service Agreement for Maintenance of that system. The Environmental Health Inspector will work with you and your provider in putting this document together. You will be required to have this SIGN agreement recorded and provide the Planning Department with a copy of the recorded document BEFORE a permit application can be processed.
- E. Filing Fee: \$210.00, which covers the septic permit and the first inspection. Second and subsequent inspections will be subject to a \$60.00 per visit fee. Additionally, late inspections, after 4:30 P.M., and Saturday inspections will be subject to a \$75.00 per hour inspection fee (time at site plus drive time). If these additional services are utilized, you or your installer will be billed after the inspections.
- F. City Approval: If your property is located within the corporate boundaries of a City, the County will issue the Permit and inspect the system. The exception to this is if your property is located in Council Bluffs, in which case the Council Bluffs Health Department issues the permit and does the inspection. In the other cities in Pottawattamie County, you will need to secure approval from the City where your property is located. This is generally done through the City Clerk and the City Council.

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, drainage ways, 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.

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 (323-6125).

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.

