

Site Evaluation Guide for Septic Systems

Items required to process your application:

1. Completed [application form](#) and fee:
Please make sure your application is complete. Incomplete applications will be returned.
2. A [vicinity/locator map](#): On an 8½ x 11 sheet of white paper, show how to get to your property. If your property is remote or hard to find, please also describe in writing how to find it. Please flag the entrance to your property. If you have a large parcel, show on a sketch how to find the test hole area.
3. [Preliminary site development plan](#):
Show test hole locations, proposed and existing development, and physical features with corresponding measurements and distances. Show property lines, easements, roads, creeks, ponds and north direction on the plot plan. Show all existing and proposed wells and springs on your parcel and neighboring parcels. If property lines are within 200 feet of proposed development, lines must be flagged or staked from a known lot corner.
4. [Tax lot map](#): A tax lot map obtained at your local county assessor's or planning department.
5. Test holes: The application will not be accepted until the test holes are dug. Areas to avoid if possible:
 - Any area within 100 feet of lakes, year-round rivers, and streams, springs, proposed or existing wells (including neighbors' wells).
 - Any area within 50 feet of an intermittent (flows for at least two months of the year, but not continuously throughout the year) stream or any pond, and irrigation ditches.
 - Swale areas or land form depressions where surface water is likely to collect. Plants such as wiregrass, spike rush, and mint may be indicators of wet soil conditions.
 - Slope greater than 45% (4.5 feet of drop in 10 linear feet).
 - An area that has been filled or where soil is modified by cutting.
 - Any unstable landforms or areas influenced by unstable landforms.
 - Areas where groundwater is encountered near the ground surface.
 - Areas with shallow soil depth (underlain by bedrock, claypans, etc.) that may restrict the movement of water, air and growth of plant roots.
 - Areas to be developed for roads, buildings, etc. Stay at least 50 feet upslope from cuts greater than 30 inches in height.
6. [Digging the test holes](#): The area you intend to use may contain underground utilities; prior to excavating, notification and clearance may be required. Call the Oregon Utility Notification Center at (503) 232-2987 or toll-free at 1-800-332-2344.
 - Dig two or more test holes in the area of the proposed drainfield. Test holes should be approximately 75 feet apart. Test holes should be dug in accordance with the attached DEQ fact sheet: "[Test Hole Preparation for Onsite Sewage Evaluations.](#)"



State of Oregon
Department of
Environmental
Quality

Water Quality
Onsite
Eastern Region
700 SE Emigrant, #330
Pendleton, OR 97801
Phone: (541) 276-4063
(800) 304-3513
Fax: (541) 278-0168
www.deq.state.or.us

- The property owner is responsible for prevention of personal injury or property damage resulting from these holes.

7. Other information: The Site Evaluation Report consists of a copy of the field worksheet and a letter explaining the next steps to obtain an installation permit or the reasons for denial and review processes available. The field worksheet includes a site sketch, a description of soil profiles from the test holes provided and the site conditions. Soil profile notes indicate depth, soil texture, soil color, gravel content, and other soil properties that affect sewage treatment and disposal on the site. The sketch will show the location of the test holes, slope gradient and direction, most physical features (such as property lines, fences, roads, buildings, surface water bodies, water source, power poles, etc.) and other pertinent information.

A favorable Site Evaluation Report is a document that states the kind and size of the septic system for the initial system and the replacement system approved, and any special conditions or limitations of the specific site. The approval is valid until you or the next property owner obtain a permit and install the prescribed system. Any alteration (cutting, filling, well placement, etc.) of the natural conditions affecting the approved areas may invalidate the approval for the initial and replacement systems, making it impossible to issue an installation permit. You should retain this report and refer to it in the construction / installation permit application process.

Please include your name, township, range, section, and tax lot or account number on all maps and drawings that you submit.

Mail or hand-deliver the application, fee and attachments to:

Oregon Department of Environmental Quality
700 SE Emigrant, Suite 330
Pendleton, OR 97801

For more information:

If you would like more information on Site Evaluations for Onsite Septic Systems, please call toll free in Oregon 1-800-304-3513.