Authorization Notice Guide for Septic Systems

An Authorization Notice is required for a number of proposed septic system activities including, but not limited to: adding bedrooms to a house, connecting a new/replacement house to an existing system, increasing sewage flow and/or waste strength to an existing system. The following exhibits are required in order to process your application.

Click on the link to access forms and example documents.

**An Authorization Notice is generally required when:**

1. Connecting or re-connecting to any **existing** septic system.

2. Replacing one residence (mobile, manufactured or modular home, recreational vehicle, stick-built home) with another structure.

   Note: an Authorization Notice is not necessary when replacing a mobile home or RV with a similar mobile home or RV located within a lawful mobile home or RV park.

3. Rebuilding or replacing any structure. This includes structures destroyed by fire or other natural disaster.

4. Adding bedrooms or additional apartment facilities to an existing dwelling. Sometimes, an Authorization Notice is not needed when making additions to a home. Check with an onsite agent to find out if you will need an Authorization Notice for your proposed additions.

5. Personal Hardship: Connecting an additional dwelling to an existing system. This allows temporary housing, for a family member suffering from personal hardship or for an individual providing care for such person, for up to 5 years.

   Personal hardship may be authorized for up to 5 years, and it may be granted for additional extensions. Temporary placement may be authorized for a family member in need for up to 2 years maximum, no extension allowed. Approval by your local, county and/or city planning department is required.

6. Any proposed change in use results in an increase to either sewage flow or waste strength.

   Some of the given situations may require changes to the septic system. You will be advised on how to proceed if, based on your application, it is determined that you will have to change your septic system.

   An Authorization Notice is usually **not** needed if you are adding more square footage, garages etc. and **not** increasing the number of bedrooms. However, a local building or planning department may require you to obtain a DEQ land use review.

**Items required to process your application:**

1. **Application form** and fee:
   
   Please make sure your application is complete. Incomplete applications cannot be accepted and will be returned.

2. **Vicinity/ locator map**: Show how to get to your property using an 8½- by-11-inch sheet of white paper. Please describe in writing how to find your property and flag the entrance if it is hard to find. If you have a large parcel, show on a sketch how to find the septic system area.

3. **Detailed site plan**: Draw a site plan from actual measurements of the existing septic tank and disposal field (leach field). Draw any proposed improvements or changes, for example new...
bedroom additions or mobile home placement etc. In addition, show the location of all existing and proposed buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features.

4. **Tax lot map:** This map may be obtained at the local county assessor’s office or planning department. Tax lot maps may also be obtained online at [http://www.ormap.net/](http://www.ormap.net/)

5. **Notice Authorizing Representative Form:** Required if someone other than the property owner is submitting the application. Access this form [here](http://www.ormap.net/).

6. **Land use compatibility statement:** This must be signed by your county and/or city planning department.

7. **Existing septic system description:** Fill out the Existing septic system description form, as completely as possible, and to the best of your knowledge.

8. **Site preparation:** Call DEQ before uncovering any portion of your system, if your system was installed under a permit, and a Certificate of Satisfactory Completion was issued. Otherwise, uncover the septic tank lids (do not remove the lids), the inlet and outlet connections to the tank, and the distribution box or drop boxes. Stake the ends of the disposal trenches. Be careful not to damage any system components when digging. **We suggest the use of a metal or fiberglass rod for locating the tank and boxes before digging.**

9. **Other information:** Please include your name, township, range, section, and tax account number on all maps and drawings that you submit.

Mail or hand-deliver the application, fee and attachments to the appropriate DEQ regional office. See the map on the next page to determine your region.

For more information:
Please call toll-free in Oregon
1-800-304-3513
Water Quality Onsite Program, Eastern Region
800 SE Emigrant #330
Pendleton, OR 97801
Phone: (541) 276-4063
(800) 304-3513
Fax: (541) 278-0168

Water Quality Onsite Program, North Western Region
65 N. Hwy 101, Suite 202
Warrenton, OR 97146
Phone: (503) 861-3280
(800) 452-4011
Fax: (541) 861-3259

Water Quality Onsite Program, Western Region (Coos Bay)
381 N. Second St.
Coos Bay, OR 97420
Phone: (541) 269-2721
(800) 452-4011
Fax: (541) 269-7984

Water Quality Onsite Program, Western Region (Medford)
221 Stewert Ave., Suite 110
Medford, OR 97501
Phone: (541) 776-6010
(877) 823-3216
Fax: (541) 776-6262