Site Evaluation Guide for Septic Systems

A Site Evaluation is required when you want to build/place a new house on an undeveloped piece of property that has never been evaluated for septic system approval. A Site Evaluation may also be required when you want to replace an old system with a new system at a different location on the property. The following exhibits are required for a Site Evaluation.

Click on the link to access forms and example documents.

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 test hole area.

3. 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/.

4. Notice Authorizing Representative Form: Required if someone other than the property owner is submitting the application.

5. Land Use Compatibility Statement: DEQ does not require a Land Use Compatibility Statement prior to applying for a site evaluation, but a LUCS will be required before a Construction/Installation permit will be issued by DEQ. DEQ does recommend that you contact your local planning department to check on other land-use criteria concerning your project. If you are in a flood zone, be sure to check with the National Flood Insurance Program, which may also affect your proposed system.

6. Preliminary site development plan: Show test pit 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 water lines, 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.

7. Test Pits: The application will not be accepted until the test pits are dug. Areas to avoid if possible:
   - Any area within 100 feet of lakes, year-round rivers, 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 landform 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.) which may restrict movement of water and 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.

8. **Dig two or more test pits** in the area for the proposed drainfield. Test pits should be approximately 75 feet apart.

Test pits should be dug in accordance with guidelines described in “[Test Pit Preparation for Onsite Sewage Evaluations.](#)”

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 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 Stewart Ave., Suite 110
Medford, OR 97501
Phone:  (541) 776-6010
(877) 823-3216
Fax:  (541) 776-6262