



Teller County Environmental Health Department

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Checklist for OWTS Permit Submittals

(effective 07/27/2014)

Preliminary investigation

1. Address
2. Legal description
3. Existing structures
4. Location of existing or proposed Wells on property, or adjacent properties
5. Topography
6. Location of applicable setbacks in Table 7-1
7. Preliminary STA size

Reconnaissance

1. Proposed landscape position (retaining walls, ponds, driveways, etc...)
2. Vegetation (heavily treed, native grasses, etc...)
3. Detailed Soil Profile Analysis report used to determine LTAR (Long Term Acceptance Rate):
 - a. Visual and tactile evaluation of two or more soil profile test pit excavations; **OR**
 - b. Percolation tests plus one or more soil profile holes or one or more soil profile test pit excavations
4. Design Document (The Report and Site Plan may be attached to the design document, or the Report and Site Plan may be combined with the design information as a single document)
5. Brief description of the facility and its proposed use and the scope of work. (This can be in the narrative, but the data used for the design needs to be included)
6. Assumptions and calculations for each component (septic tank, STA (Soil Treatment Area), pump station, etc...)

Report and Site Plan to be included with Teller County OWTS Permit Application

1. Written report of the results of the preliminary investigation, and reconnaissance
2. Detailed Soil Profile Analysis report and
 - a. Name, address, telephone number, email address, and credentials and qualification of individual who conducted site evaluation
 - b. Dates of preliminary and detailed evaluations
3. Setback distances in Table 7-1, and/or from Table 7-2 if higher level treatment is used.
4. A drawing with complete property boundary lines on minimum of 8.5" x 11", but no larger than 11" x 17".
5. A drawing showing location of proposed structures, each new OWTS component including observation ports and cleanouts, septic tank location, STA (in detail including lay-out and size), distances to water, and physical and health features requiring setbacks (wells, water lines, streams, lakes, gulches, etc...)
6. North directional arrow
7. Contours OR slope direction and % slope
8. Location of any visible or known unsuitable, disturbed, or compacted soils

Requirements for TCEH Site Evaluation

1. Property marked at the road with a conspicuous address sign.
2. Flag or otherwise mark each hole or pit to allow for easy location
3. Proposed soil treatment area and replacement area must be protected from disturbance, compaction, or other damage by staking, fencing, posting or other effective method