

Ventura County Environmental Health Division 800 S. Victoria Ave., Ventura CA 93009-1730

EHD ON #:_	
Accela #:	

APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

APPLICANT INSTRUCTIONS 1. For the proposed structure, submit with this application: a. A Zoning Clearance issued by RMA/Planning for the proposed construction. b. One copy of the floor plan. c. One copy of a soils report. d. Three copies of a plot plan with system design specifications. e. An EHD "Bedroom Equivalent and Fixture Unit Worksheet." f. County Service Area 32 offer to grant easement agreement (Alternative OWTS only). 2. THIS APPLICATION EXPIRES 180 DAYS FROM THE DATE FEES ARE RECEIVED.					FOR OFFICE US Recd by Date Recd Amt. Recd Receipt Number Check Number			
	Job address Assessor's parcel number			Zone Clearance No	City/Town/Area			
3.	•			I. Telephone No. ()				
5.	Mailing address			, ,	(
	Email Address	Number	Street	City	State	Zip		
6.	Applicant's Name	7. Telephone No. ()						
8.	(if different than owner) Applicant's Mailing Address							
		Number	Street	City	State	Zip		
9.	Email Address Residential Development:	☐ Main Residence		 econdary Residence (explain)				
	·	☐ Other (explain) _						
		Total number of b	pedroom equi	valents				
		Total number of p	olumbing fixtu	re units				
	Commercial Development:	Total number of p	olumbing fixtu	re units				
		Total number of e	employees an	nd visitors				
10.	Water supply: Public: Private		у					
11.	Distance from nearest water	well:		Septic tank _		feet		
				Sewage dispo	osal system	feet		
12.	Distance from springs, stream	s, lakes, ocean waters, a	nd natural dra	ainage courses: Septic tank _		feet		
				Sewage dispo	osal system	feet		
13.	Type of disposal system: Leaching Chamber Leach Bed	☐ Conventional: ☐ Leach Line ☐ Seepage Pit		☐ Alternative: [see 1.f) above ☐ Mound System ☐ Subsurface Sand Filte Lengthft. x	Advanced Treatment			
14.	Size of septic tank		gallons					
15.	Surface slope in area of disp	osal system		percent				
	Leach line installation	•		·				
	Number of trenches	on	foot centers	Length of each trench		feet		
	Depth of each trench _							
	Earth cover over drainlin				ain line			
	Square feet/Lineal feet	of trench		Absorption area provid	led	square feet		
17.	Seepage pit installation:			Diameter of a short		f		
	Number of pits Earth cover over pits			·				
	Absorption area provide				pit			
18.	Signature of applicant or repr	resentative			Date			
	FOR OFFICE USE ONLY							
۸ ۸-	olication: T Approved T				Data			
Application:								
	Installation approved by				Date			

DISTRIBUTION: White and Canary - Environmental Health Div. Pink - Division of Building and Safety Goldenrod - Applicant



Please take a moment to provide feedback. An opinion form can be completed at http://www.vcrma.org/customer-service-evaluation-form-field-inspection. You can find it on our website under Services and Resources by scanning this QR code:





Ventura County Environmental Health Division 800 S. Victoria Ave., Ventura CA 93009-1730 TELEPHONE: 805/654-2813 or FAX: 805/654-2480

Web Site Address: www.vcrma.org/divisions/environmental-health

PROCEDURES FOR COMPLETING AN APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

- STEP 1 Obtain a zoning clearance verification from the RMA/Planning Division.
- STEP 2 Complete an EHD form, "Bedroom Equivalents and Fixture Units Worksheet".
- STEP 3 Submit a completed "APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM" form.

Provide the information requested on lines 1 through 18 on the application. Make sure the mailing address and telephone numbers are current.

- STEP 4 Submit one copy of the floor plan of the structure(s).
- STEP 5 Submit one copy of the soil engineering report containing percolation data, boring logs, and system design, recommendations. Include any other pertinent data. All soils reports are required to have been completed within a 12-month period prior to submittal of the application.
- STEP 6 Submit three copies of a scaled plot plan (1 in. = 20 ft., 1 in. = 40 ft., or 1 in. = 50 ft.) depicting the proposed system. The plot plan must include:
 - 1. All existing and proposed structures (including garage)
 - 2. Septic tank(s)
 - 3. Distribution box(es) if required
 - 4. Primary disposal system
 - 5. 100% expansion area
 - 6. Water wells within 300 feet of the sewage disposal system
 - * 7. Property lines and easements
 - 8 Trees
 - 9 Test holes and borings
 - 10. Lakes and streams (intermittent or live)
 - 11. Rock outcroppings
 - 12. Road cuts (with approximate height)
 - 13. Contour lines or other indication of slope
 - 14. Paved areas (including driveway)
 - 15. Water lines (public mains and on-site distribution lines)
 - 16. Existing on-site sewage systems
 - * 17. Public sewer lines
 - * It is the applicant's responsibility to determine the location of the nearest public sewer line. The appropriate local sewer agency should be contacted for this information. It is also the applicant's responsibility to determine the exact location of all property lines and easements.
- STEP 7 If you are proposing a subsurface sand filtration system, submit the form, "SUBSURFACE FILTER BED WITH SEWAGE DISPOSAL PIT" or the form, "BASAL SUBSURFACE FILTER BED".
- STEP 8 Pay the application fee which is determined by the OWTS type and the size of the septic tank.

***** PRECAUTIONS *****

The following are common problems which result in application processing delays:

- Failure to fill in the application completely.
- 2. Failure to provide a current (less than one year old) soils report.
- 3. Failure to pay the correct fee for the system proposed (alternate systems such as sand filters require an additional fee).
- 4. Application filled out with incorrect information (wrong address, incorrect fixture units, wrong pit, or trench sizes).
- 5. Illegible plot plans or insufficient detail provided, i.e., water lines and driveways not identified, contour lines without elevations.
- 6. Inadequate lot size for the proposed system.
- 7. Systems proposed under pavement.
- 8. Improperly designed systems proposed in bedrock.
- 9. Failure to provide the owner's address and phone number.