



# DEQ Onsite Program

## DEQ Site Evaluation Packet



This document was prepared by  
Oregon Department of Environmental Quality  
Onsite Septic Program  
[www.oregon.gov/deq](http://www.oregon.gov/deq)



**Translation or other formats**

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800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

**Non-discrimination statement**

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).



# Site Evaluation Guide

A site evaluation is required when you want to build or 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. [DEQ Application form](#) and fee: Please make sure your application is complete. Incomplete applications cannot be accepted and will be returned.
2. [Vicinity/Locator map](#): Please provide your address or specific GPS coordinates and a link to the Google map. On large parcels or in remote areas where the site is difficult to find, please upload to your application record a drawing that shows how to find your site and provide flagging at the entrance to your property.
3. [Tax lot map](#): This map may be obtained at the local county assessor's office or planning department. Tax lot maps are also available online at [ORMap](#).
4. [Notice Authorizing Representative form](#): Required if someone other than the property owner is submitting the application.
5. [Land Use Compatibility Statement or County planning approval](#):  
**For Coos County:** Zoning Compliance Letter from Planning Department.  
**For Jackson, Baker, Union, and Wallowa Counties:** DEQ does not require a Land Use Compatibility Statement or County planning approval before applying for a site evaluation, but a statement will be required before DEQ issues a Construction/ Installation permit. DEQ recommends 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. [Site Plan for Site Evaluation](#): 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. See checklist for all requirements and a Sample Site Plan linked above.
7. [Test Pits](#): The application is considered incomplete and will not be accepted until test pits are dug. Dig two or more test pits in the area for the proposed drainfield. Test pits should be approximately 75 feet apart and dug in accordance with guidelines described in: [Test Pit Preparation for Onsite Sewage Evaluation](#). When in doubt, provide additional pits in multiple locations, if possible.

### 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. Vegetation such as willows, wiregrass, spike rush, and mint may be indicators of wet soil conditions.
- Slopes greater than 45 percent (4.5 feet of drop in 10 linear feet).
- Areas that have been filled or where soil has been disturbed, modified, or removed.
- Any unstable landforms or areas influenced by unstable landforms (ex: landslide).
- Areas where groundwater is encountered at or near the surface.
- Areas with shallow soil depth (underlain by bedrock, hardpan, claypans, etc.) which may restrict movement of water and air, and growth of plant roots.
- Areas to be developed or disturbed for roads, buildings, etc. Stay at least 50 feet upslope from cuts greater than 30 inches in height escarpments that intersect a limiting soil layer.

## Other information

The site evaluation Report includes 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 pits provided and the site conditions. Soil profile notes indicate depth, soil texture, soil color, and other soil properties that affect sewage treatment and disposal on the site. The sketch will show the location of the test pits, slope gradient and direction, most physical features (such as property lines, fences, roads, buildings, surface water, water source, power poles,) and other pertinent information.

A favorable site evaluation Report is a document that states the type and size of the septic systems for both the initial system and the replacement areas 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, development, etc.) of the natural conditions affecting the approved areas and required setbacks 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.

[Apply online](#). You can also mail or hand-deliver your application, fee and attachments to the appropriate [DEQ regional office](#).

## Translation or other formats

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# Oregon Department of Environmental Quality Application for Onsite Sewage Treatment System

Send this application to the appropriate  
[DEQ office](#)

For DEQ Use Only:	Date Stamp
Date received: _____	
Fee paid: _____	
Receipt number: _____	
Application number: _____	
Date of 1 <sup>st</sup> response: _____	
Date of 2 <sup>nd</sup> response: _____	
Date of final response: _____	
Date of completion: _____	
Scanned: _____	Data Entry: _____

## Property owner information

Name:	
Mailing Address:	
Phone number:	

## Legal property description

Township	Range	Section	Tax Lot	Acreage or Lot Size
County	Subdivision Name		Tax Account Number	Block

Property address:

Directions to property:

## Existing facility/Proposed facility/Water information

Existing facility		Proposed facility		Water supply
<input type="checkbox"/> Single family residence		<input type="checkbox"/> Single family residence		<input type="checkbox"/> Public
Number of bedrooms: _____		Number of bedrooms: _____		Name: _____
<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> Private
Description: _____		Description: _____		Well, Spring, Shared: _____

## Type of application

<input type="checkbox"/> Site Evaluation <input type="checkbox"/> Construction <input type="checkbox"/> Permit Repair <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Alteration Permit <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Renewal Permit <input type="checkbox"/> Existing System Evaluation <input type="checkbox"/> Permit Transfer <input type="checkbox"/> Permit Reinstatement	<input type="checkbox"/> Authorization Notice for: <input type="checkbox"/> Connecting to an Existing System Not in Use <input type="checkbox"/> Replacing a Mobile Home or House with Another Mobile Home or House <input type="checkbox"/> The Addition of One or More Bedrooms <input type="checkbox"/> Personal Hardship <input type="checkbox"/> Temporary Housing <input type="checkbox"/> Other-please specify: _____
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If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes. By my signature, I certify that the information I have furnished is correct, and hereby grant the Department of Environmental Quality and it's authorized agents permission to enter onto the above described property for the sole purpose of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's name – please print legibly \_\_\_\_\_ Applicant's phone number \_\_\_\_\_

Applicant's mailing address \_\_\_\_\_ Applicant's email address \_\_\_\_\_

Applicant is the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized representative	<input type="checkbox"/> Licensed septic installer
		<input type="checkbox"/> Authorization attached	Installer name: _____



State of Oregon Department of Environmental Quality

# Notice Authorizing Representative

State of Oregon  
Department of  
Environmental  
Quality

I, \_\_\_\_\_, have authorized \_\_\_\_\_  
(Property Owner/Print Name) (Authorized Representative/Print Name)

to act as my agent in performing the activities necessary to obtain all onsite wastewater treatment program services provided by the Department of Environmental Quality on the property described below in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility and I authorized DEQ agents to conduct required business activities on said property.

### Property identification:

\_\_\_\_\_  
(Property Situs or Road Address)

And described in the records of: \_\_\_\_\_ County as:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Map ID \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

### Property owner:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### Authorized representative:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

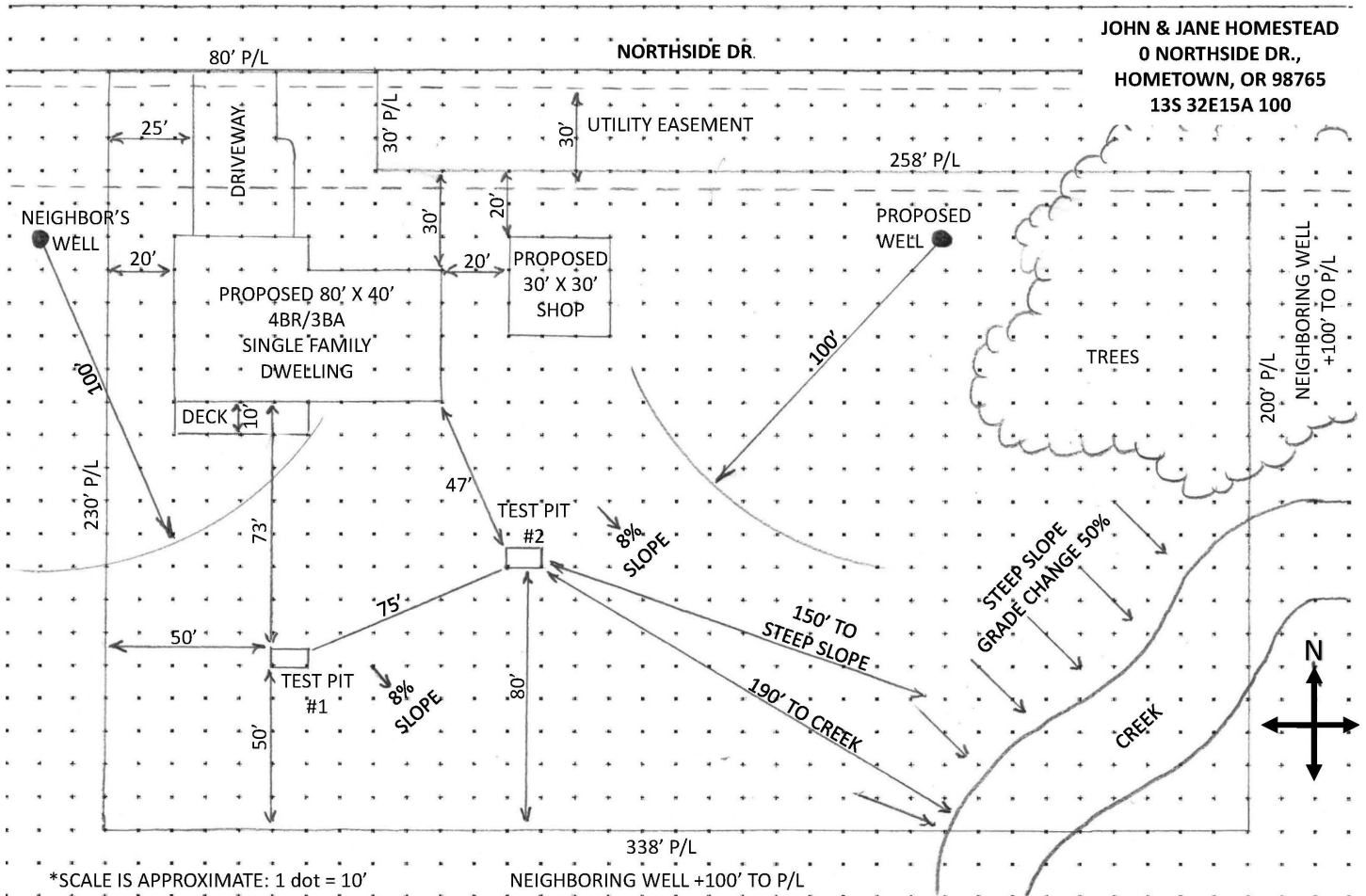


# Sample Site Plan for Site Evaluation

As part of making application for a site evaluation, you must submit a plan with your test pit locations. This plan **must** show all the items listed below.

## Items required for a site plan:

- Property Owner's name, address, and legal description of the property.
- North Arrow and scale indicator (ex: 1 inch = 10 feet).
- Driveway location (existing or proposed).
- All relevant structures (existing or proposed) including dwellings, outbuildings.
- Location of all water sources, including wells, springs, streams, drainage ways, water meters, water lines, etc.
- Property lines with measurements accurately and clearly marked.
- Location of at least two test pits with measurements to all foundations, driveways, water sources, and two perpendicular property lines.
- Location and measurements of any land legally bound to another party (easements, etc.).
- Location of any relevant physical features on the property (slope direction, steep slopes, cutbanks, escarpments, etc.).





State of Oregon Department of Environmental Quality

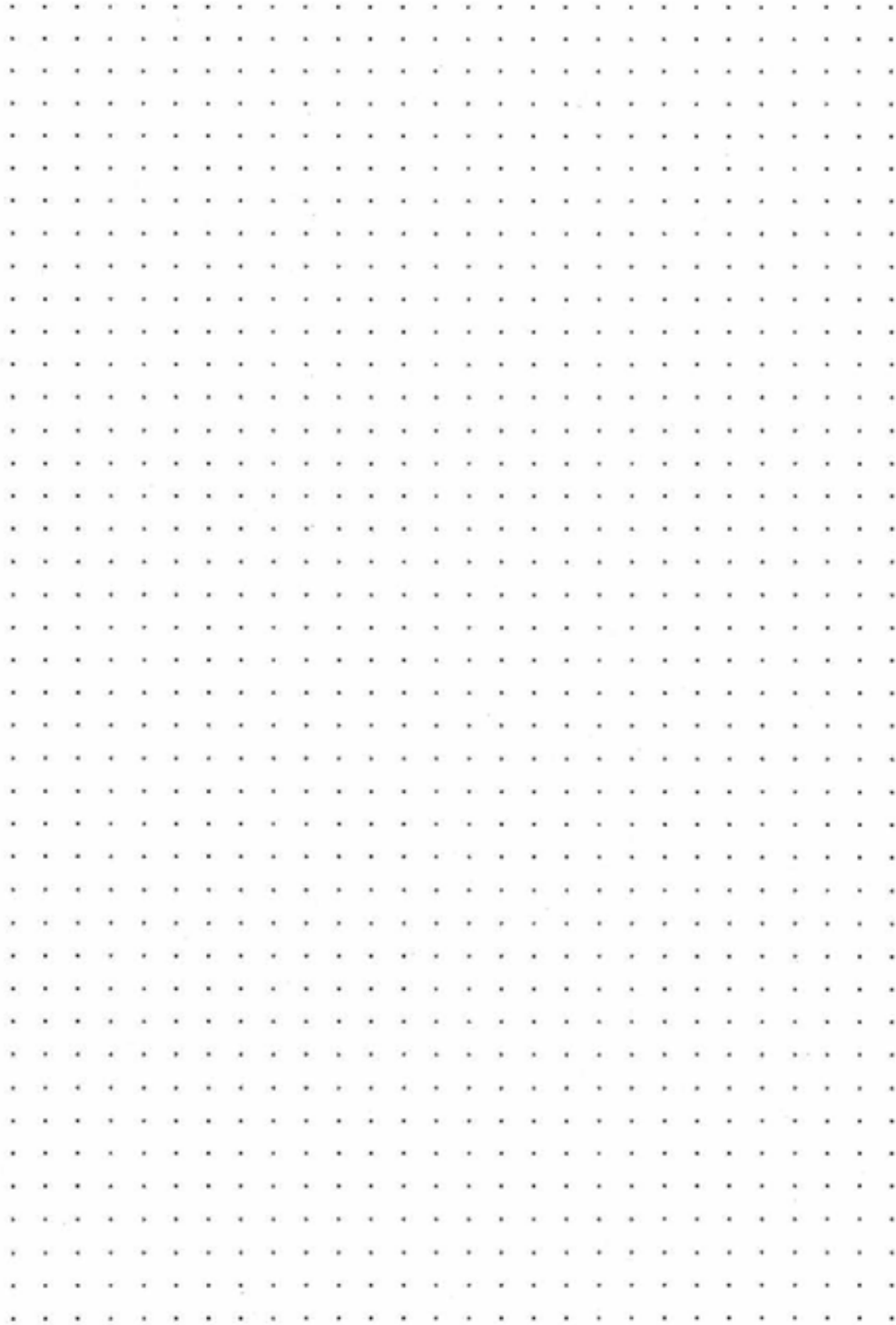
# Site Plan For Site Evaluation

Property owner: \_\_\_\_\_

Address of site: \_\_\_\_\_

Legal description: \_\_\_\_\_

Scale: \_\_\_\_\_



FOR OFFICE USE ONLY

Application No.: