

SEPTIC SYSTEMS APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant's responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish Form	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Schedule 1 Form Designer Information	Septic Designer Information A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Schedule 2 Form Installer Information	Septic Installer Information A copy of the form can be found on our website. Schedule 2 Form	

Submittal Item	Details	Documents Included with Application
Septic Design and Calculations	Scaled layout identifying septic tank and bed location, cross section incl. elevations, all clearance distances between septic tank and bed to structures, open water, wells on property/neighboring properties, type of well.	
Soils Analysis	Percolation time (T) determined by a percolation test or soils classification unless using a T=50	