

# PENN FOREST TOWNSHIP

*Sewage Enforcement Office*

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[www.pennforesttownship.org/home](http://www.pennforesttownship.org/home)

## SEWAGE PERMIT PROCUREMENT PROCEDURE

### NEW SEWAGE PERMITS:

1. Obtain a Site Evaluation Application from Penn Forest Township Municipal Building or download one from the Township's website.
2. If there is no existing plot plan, have the property surveyed by a PA Licensed Surveyor. The following items **MUST** be placed and/or identified on the property:
  - A. Iron pins/markers and wooden stakes showing the lot number placed at all property corners.
  - B. The lot number must be distinctly marked with a sign attached to a tree at the front of the lot.
  - C. The side and rear property lines must be distinctly flagged.
  - D. The proposed test pit sites must be staked and/or distinctly flagged.
  - E. The four corners of the proposed sewage bed must be staked and/or distinctly flagged.
  - F. The proposed well location must be staked and/or distinctly flagged.

3. **APPLICATION:** Complete the Site Evaluation Application. Attach two copies of the plot plan for the property and submit the application along with the appropriate Township fee to the address listed above. All checks should be made payable to "Penn Forest Township."

The typical application fee for a residential individual septic system includes two (2) test pits and one (1) 6-hole percolation test, and the Township's administration fee.

4. **EXCAVATOR:** It is the applicant's responsibility to hire a consultant/excavator to do the digging for the test holes. After submitting the application the applicant should notify the excavator to contact Barry Isett & Associates, Inc. (BIA) @ (570) 455-2999 to provide the PA One Call Number\* and to schedule the testing.

\*PA One Call Systems, Inc., please call 1-800-242-1776 to notify of digging to be done on property. The operator will provide you with a serial number. This number must be provided when scheduling the digging and/or testing.

5. **TEST PIT:** The test area must be cleared and have a safe access path. The test pits must be dug so that the Sewage Enforcement Officer (SEO) can easily climb in and out. The excavator may dig the pits and then notify BIA that they are ready or they can schedule for the SEO to be at the site when the pits are dug.

**\*A callback fee (\$100.00 per occurrence) will be charged if the test pits are not properly prepared.\***

Upon successful completion of the test pits, the applicant and/or their consultant/excavator will be notified of the results and the depth that the percolation holes need to be dug. The excavator must immediately close the pit.

6. **PERCOLATION TEST:** When the consultant/excavator prepares the site for the percolation test, it must be done in a manner consistent with Chapter 73.15 of the sewage facilities act, in addition to the items listed below:
  - A. The test pits must be CLOSED.
  - B. The proposed percolation test area must be a minimum of 20' x 40' (800 S.F.) and cleared of all brush.
  - C. The percolation holes must be dug to the correct depth, be six to ten inches in diameter, and dug parallel to the contour of the land.
  - D. One of the percolation test holes must be within ten feet of the test pits and the entire percolation site must encompass a minimum of 800 S.F.

- E. DEP-approved coarse sand or gravel must be at the testing site. Provide enough stone to fill each hole two inches. Stone should be placed in a bag or bucket at the test site.
- F. A minimum of fifty-five (55) gallons of water must be present and should be located no more than ten feet from the percolation testing area. The water must be in an open top container. Sometimes more water will be needed, the excavator should use their best judgment, if the holes are very rocky it would be wise to supply extra water to avoid an incomplete percolation test which would result in having to reschedule and rerun the test for an additional fee.

**\*A callback fee (\$100.00 per occurrence) will be charged if the percolation test is not properly prepared.\*  
Wet and/or frozen weather conditions will delay testing.**

- 7. **TEST RESULTS:** When the percolation test is complete the applicant and/or agent will receive written notice of the test results in the form of a suitability letter. Upon receipt of this letter, the applicant should contact a septic system designer and have them complete the necessary septic system design for the property.
- 8. **DESIGN:** Obtain a copy of the Application for an Onlot Sewage Disposal System Permit (Form 3800-FM-WSFRO290) from Penn Forest Township. Submit four (4) copies of the septic system design to the Township along with the appropriate Township fee for review and upon approval the sewage permit will be issued. The permit is valid for three (3) years from the issuance date.

If a design and permit application is submitted six (6) years or more after the date of the original testing, the Township's SEO will need to verify this testing to confirm that it conforms with the regulations and that the site has not been altered or disturbed in a way that would negate the original testing. The test locations and site features specified under the procedures for New Sewage Permits (#2, above) must be staked out on-site prior to the verification. The cost to verify the prior testing is \$150.00, in addition to the standard permit application fee.

#### **RENEWAL OF SEWAGE PERMITS:**

Approved sewage permits are only valid for three years. If the system was not constructed during the initial three-year period, you may apply for a one-time renewal of the sewage permit for an additional three years. Please contact the Penn Forest Township Sewage Administrator prior to the expiration of the current permit to obtain a Renewal Application Procedure letter. Please note that older designs (> 6 years old) may still be appropriate; however, the Township SEO will need to verify the prior testing/test site(s) and the suitability/applicability of the former septic design with respect to proposed development. Before the SEO can complete the verification, the applicant must have their surveyor stake out site features specified under the procedures for New Sewage Permits (#2, above). Based on the findings of the verification and the specifications of the proposed development, new testing and/or a new design may be required and the applicant would be responsible to complete a new permit application and submit fees for a new sewage permit. The cost to verify expired testing is \$150.00, in addition to the renewal application fee.

#### **TRANSFER OF SEWAGE PERMIT:**

If you hold a valid sewage permit for a property that you are selling without having constructed the permitted system, please contact the Penn Forest Township Sewage Administrator to obtain a Renewal & Transfer Application Procedure letter (the renewal conditions referenced above apply).

#### **FYI**

*High water consumption devices, such as whirlpools and garbage disposal, seasonal rentals, large numbers of people, incorrect reporting of the number of bedrooms to be utilized, etc., can and will lead to system malfunction. If any of these situations will affect the use of your sewage system, it is necessary to report them and have the system correctly sized.*

**\* PERMITS ARE REQUIRED FOR BUILDING, ADDITIONS, OR REPAIRS TO A SEPTIC SYSTEM \***

Please contact Penn Forest Township @ (570) 325-2769 for information and applications.

## INSPECTIONS REQUIRED DURING THE INSTALLATION OF A SEPTIC SYSTEM

It is the contractor's responsibility to notify BIA when the system is ready for inspection. The SEO will respond within 48 hours of notification. **The appropriate Installation Inspection fees must be paid to the Township before the SEO will perform the required inspections. Certificate of Occupancy permits cannot be issued by the Building Inspector unless these inspections are confirmed by the SEO.**

**Please call BIA @ (570) 455-2999 to schedule an inspection. You will need to provide the Lot number, Section, Development, 911 address, type of inspection along with the contractor's name and phone number.**

### ELEVATED SAND MOUND OR ELEVATED SAND TRENCH SYSTEMS (Pressure Dosed):

1. **Chisel/Scarification Inspection:** after the area beneath the system, including the berm, has been scarified.
2. **Sand Inspection:** after the DEP-approved sand is in place. A sand certificate is required and should be given to the SEO during the pressure inspection. \*Random sand sample(s) may be obtained at the discretion of the SEO.
3. **Pressure Inspection:** after the tanks, pump, aggregate, piping, and berm are in place. All tanks and piping must remain uncovered until this inspection is completed. If the contractor chooses not to install the 3' wide berm at the time of this inspection, then the final cover inspection procedure (4.a.) and (4.b.) must be followed. The sand certificate should be given to the SEO prior to this inspection. If no sand certification is provided, the inspection will need to be rescheduled and a callback fee will apply.
4. **Final Cover Inspection:** needs to be scheduled after the system has been covered with the required depth of final cover materials and before the builder calls for the final building inspection.
  - 4.a. Lateral cleanouts must be installed, if they are not already required by the sewage permit.
  - 4.b. Contact BIA to schedule a final cover inspection after all berm and final cover materials are in place.

### IN-GROUND BED/TRENCH SEPTIC SYSTEMS (Gravity & Pressure Dosed):

1. **In-ground Inspection:** after the bed or trenches have been excavated and prior to placement of stone.
2. **Pressure Inspection:** (if applicable) after the tanks, pump, aggregate, and piping are in place. All tanks and piping must remain uncovered until this inspection is completed.
3. **Final Cover Inspection:** needs to be scheduled after the system has been covered with the required depth of final cover materials and before the builder calls for the final building inspection.

*\*A callback fee (\$100.00 per occurrence) will be charged if additional inspections are necessary due to improperly installed system components.\**

## NOTICE

September 19, 1990

RE: Aggregates from Horsehead Industries

Penn Forest Township Board of Supervisors on September 4, 1990 voted to ban the use of Horsehead aggregates in Penn Forest Township.

Horsehead aggregates are not permitted for any use in Penn Forest Township.

Therefore, any septic system installed with this material will be required to be removed by the installer.

This also includes road repair, paving, anti-skid material, fill, etc....