



DEQ Onsite Program

DEQ Site Evaluation Packet



This document was prepared by
Oregon Department of Environmental Quality
Onsite Septic Program
www.oregon.gov/deq



Translation or other formats

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

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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 sample 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](#): This is required if someone other than the property owner is submitting the application.
5. [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.
6. [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 initial and replacement 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:

- Stay at least 100 feet from lakes, year-round rivers, streams, springs, proposed or existing wells (including neighbors' wells).
- Stay at least 50 feet from 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 or 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.

DEQ does not require a Land Use Compatibility Statement (LUCS) before applying for a site evaluation, but a LUCS 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.

Apply online. All applications and required documents must be submitted through Oregon ePermitting. Email, mail, or in-person submissions are not accepted. [Contact the local onsite office](#) to request application submittal training or to request a reasonable accommodation, such as needing to make a one-time manual submittal because you live in an area underserved by broadband internet.

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Application for Onsite Wastewater Treatment (Septic) System

Submit this application to the DEQ Onsite Program through [Oregon ePermitting](#)

Property owner information

Name: _____ Email: _____

Mailing address: _____ Phone number: _____

Legal property description

Township	Range	Section	Tax lot	Acreage or lot size
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Subdivision name	Block	Lot	County
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Property address: _____ Account number: _____

Directions to property: _____

Existing facility/Proposed facility/Water supply information

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

<input type="checkbox"/> Site Evaluation <input type="checkbox"/> Construction-Installation Permit <input type="checkbox"/> Repair Permit <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 dwelling <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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All applications and required documents must be submitted through [Oregon ePermitting](#). Email, mail, or in-person submissions are not accepted. [Contact the local onsite office](#) to request application submittal training or to request a reasonable accommodation, such as needing to make a one-time manual submittal because you live in an area underserved by broadband internet. Applications missing required fees or exhibits will be considered incomplete, and you will be notified accordingly.

Post a flag or sign with your name and address at the property entrance, and flag and number the test holes, if applicable.

By signing below, I certify that the information I have provided is accurate and authorize the Department of Environmental Quality and its agents to enter the property described above 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
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	<input type="checkbox"/> Authorized representative form attached	Installer name: _____	License/certification number: _____
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State of Oregon Department of Environmental Quality

Notice Authorizing Representative

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: _____

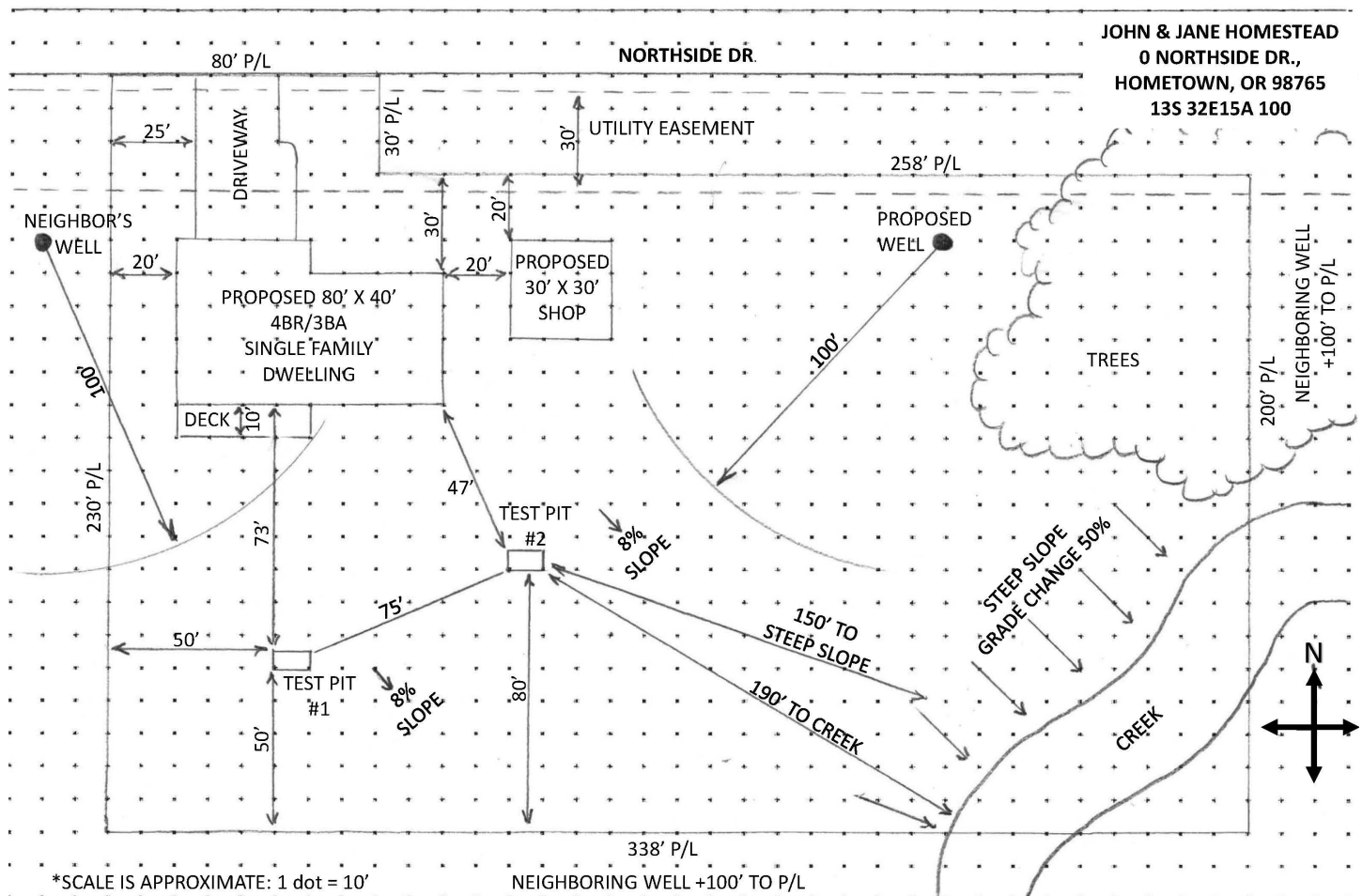


Sample Site Plan for Site Evaluation

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

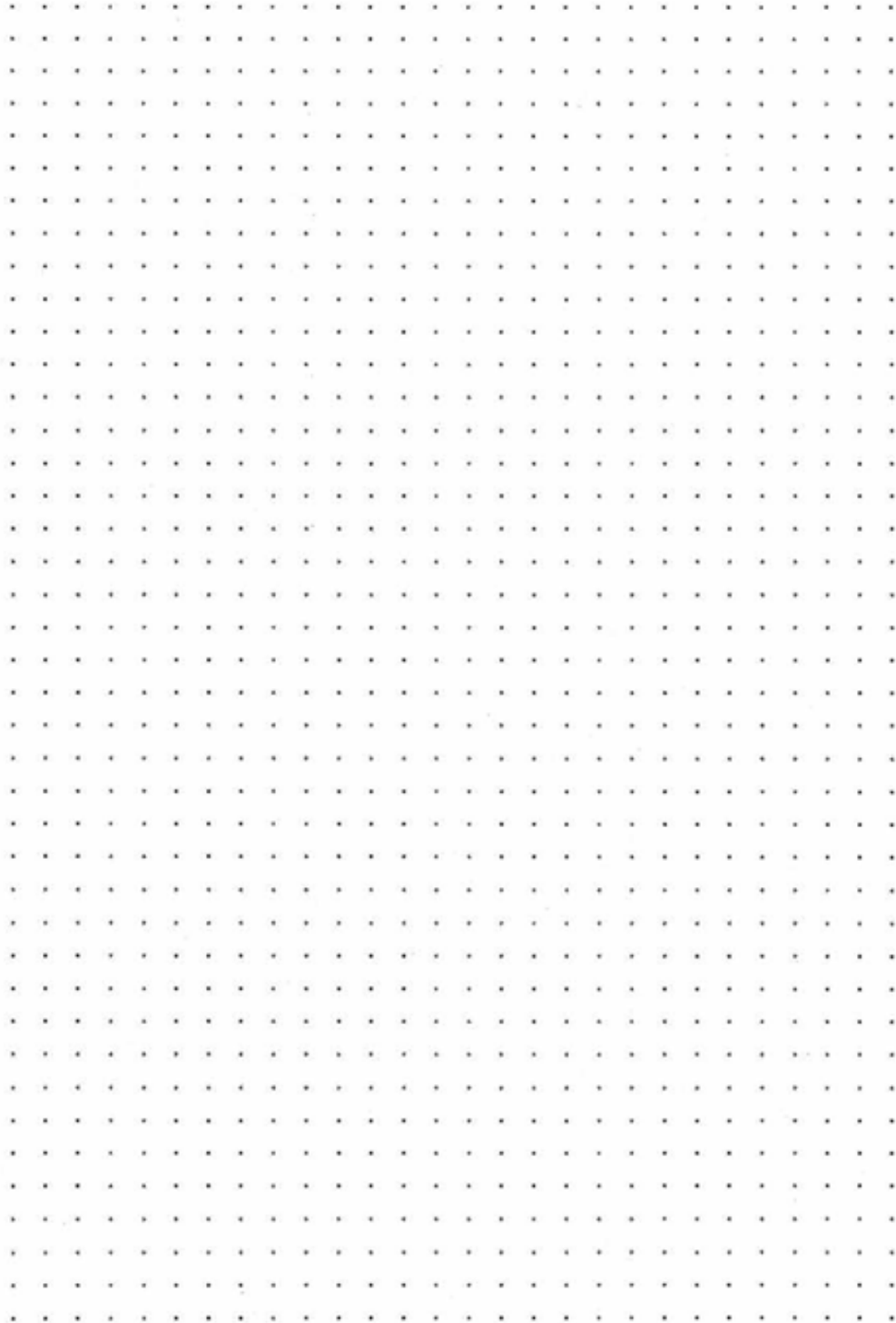
Site Plan For Site Evaluation

Property owner: _____

Address of site: _____

Legal description: _____

Scale: _____



FOR OFFICE USE ONLY

Application No.: _____

Fact Sheet

Test Pit Preparation for Onsite Sewage Evaluations

When do you need a “Test Pit?”

When you apply for a permit to construct an onsite sewage disposal system, a DEQ or County inspector will have to visit the proposed construction site. A test pit allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

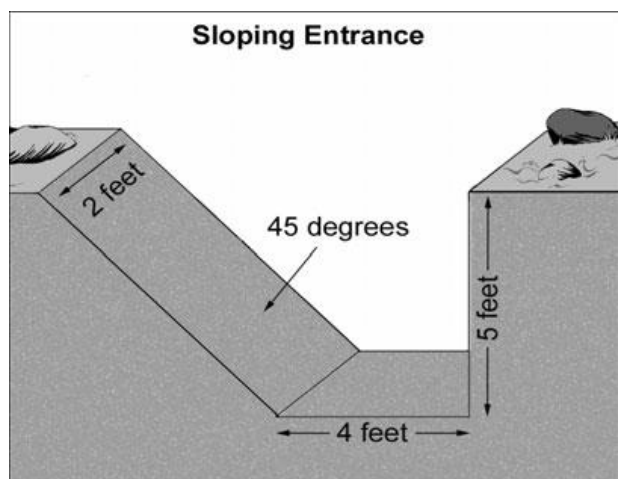
Preparing the Test Pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

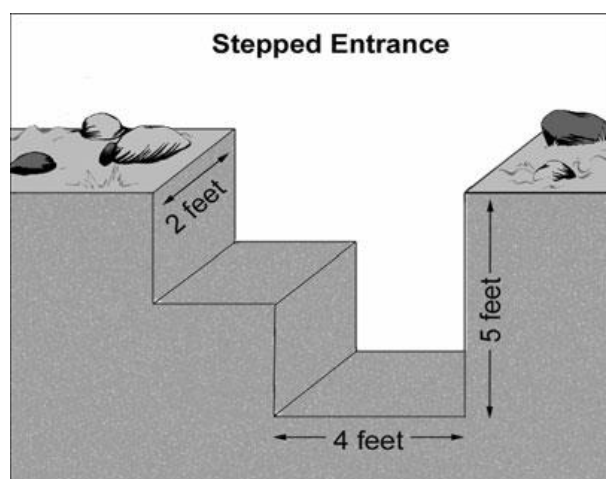
- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.
- Test pits shall be approximately 75 feet apart.

Providing Access to the Standard Test Pits:

For easy and safe access, all spoils need to be a minimum of 2 feet from the pit edge and one end of the test pit shall be either:



Sloped at approximately 45 degrees or less if the soils are dry or loose



Stepped when soils are wet

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