

KWIC OWTS PLAN REVIEW CHECKLIST

OWTS Name & address:

Design Professional:

Municipality:

County:

Received:

By:

Description of System:

Fee Paid:

Reviewed by:

Date:

ITEM	S	U	I	COMMENTS
General				
Plans signed by design professional	X			
Reviewed by other agency or local code officer	X			
Other permits approved (steep slopes, zoning variances)	X			
Landowners name & address	X			
Property location (street address)	X			
Tax parcel number	X			
Municipality	X			
Site Details (structures, water bodies, boundaries, roads)	X			
Test pits (locations, descriptions) Percolation tests (method, min 3 trials)	X			
All drawings on 11" X 17" paper and legible	X			
Site contours or slope arrows	X			
Elevations (Benchmark, primary treatment, absorption)	X			
Type of system (e.g. conventional, raised fill etc)	X			
Water Demand (#bedrooms, garbage grinder, spa, etc)	X			
Surface water diverted(roofs, drainage, etc)	X			
Separation Distances (wells, lakes, boundaries, etc.)	X			
Floorplans (indicating bedrooms etc.)	X			
Design flows	X			
Erosion & Sediment Controls (silt fence, water diversion)	X			
Specific Notes on plan map	X			
Septic Tank				
Concrete two compartment, correct size, gas deflector	X			
Approved effluent filter	X			
Correct grades of pipe in & out	X			
Correct materials (pipe, vents, etc)	X			
Enhanced Treatment Unit (ETU) if applicable				
NSF Class I Standard 40	NA			
Maintenance Agreement (Warranty)	NA			
Service Provider	NA			
Dosing				
Volume of dose	NA			
Alarms or overflows	NA			
Pump Station capacity	NA			
Pump details	NA			
Vents	NA			
Distribution				
Proper drop box, distribution box, manifold	X			
Trench or bed size	X			
Approved materials	X			
Trench or bed details (trench bottom level, grade in pipe)	X			
Proper placement (contour, elevations)	X			
Proper spacing	X			
Proper separation	X			
Waiver Needs justification				

S=satisfactory U=unsatisfactory I=incomplete NA=not applicable

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Notes				
General notes include complying with local regulations	X			
Decommissioning old system if applicable	NA			
Notes on placement	X			
Material specifications	X			
Electrical codes if applicable, circuits	NA			
Minimum velocity standards	X			
Workmanship standards	X			
Working sequence (erosion control, layout, etc)	X			
Construction inspection (watershed inspections)	X			

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