



Septic Permit Plan Guideline

An application package for a Septic Permit to serve a new building must include (1) a completed application, (2) a scaled engineered plan (two copies if submitting via paper) and (3) the appropriate fee. For clarification of any conditions or requirements described in this guideline, please contact the DPS Well and Septic Section at (240) 777-0311.

Prior to consideration for Well and Septic approval of a building permit for a new home:

- 1) The property must already have an approved water supply. This includes service confirmation from WSSC, or a drilled water well. Submit the well completion report to the Well and Septic office.
- 2) The septic permit for the property must be issued.

Plan Requirements

The site plan **must be scaled to an engineer's scale** (1:30-1:50 is preferred) and include the following:

- Property lines and legal dimensions
- Vicinity map
- Professional certification and seal
- Topography at 2-foot intervals. Field run 2-foot topo may be required under specific conditions
- Standard Septic System Design Chart (contact Well & Septic staff member for example)
- Approved septic reserve area
- 20' SBRL (Septic Building Restriction Line) or 25' SBRL for sand mounds
- Locations and results of all existing water table tests and all percolation or sand mound test locations (passed and failed)
- Existing well and replacement well sites (if applicable) or public water house connection
- Locations of all existing structures, proposed improvements, utilities, rights-of-way, easements, etc.
- Locations of existing well and/or septic systems on the property and within 100 feet of the property lines
- Locations of surface water within 100' of the property

- Proposed septic system information:
 - all systems designed with more than one trench shall utilize a distribution box. Serial distribution shall be avoided whenever possible
 - trenches or mound to be installed in the highest part of the septic area
 - septic trenches must be a minimum length of 40 feet and a maximum length of 100 feet
 - show proposed trenches on contour w/ 10' separation on trench center
 - show proposed trench length(s) for the initial system **or** the proposed initial sand mound location
 - show sewer line between house and tank
 - septic tank and pump tank location and capacity
 - grade elevations at tank and top of tank (3' max. cover on tank)
 - proposed invert elevations: basement floor, SHC at house, in/out of tank(s) and distribution box, ground elevation and starting point of initial trench
 - pump design data and specifications, if applicable
 - sand mound design data and specifications, if applicable
- Septic area setback requirements:
 - 100 feet from all water wells
 - 100 feet from all water bodies, including intermittent streams
 - 50 feet from sewer lines to water wells
 - 25 feet from rock outcrops, drainage swales and areas w/ >25% slopes
 - 25 feet from stormwater management (*See Well and Septic Minimum Setbacks for ESD Practices*)
 - 25 feet from an abandoned well
 - 20 feet from any part of a building with a foundation (15' for the septic tank only)
 - 20 feet from a house foundation to be demolished.
 - 10 feet from a tennis court, swimming pool, retaining wall or detached structure with no foundation
 - 10 feet from a utility line
 - 10 feet from a ground mounted solar panel
 - 20 feet from public water house connections (or 10' if sleeved)
 - 5 feet from property lines and decks
 - 5 feet from an easement
 - 5 feet from a driveway (if the septic is a shallow system)
- Note requirements:
 - All wells and septic systems within 100' of the subject property have been shown on the plan
 - Note stating the water and sewer categories for the property and if the property will utilize private and/or public water and sewage systems.
 - Note stating the source of topography
 - All trees located in the septic area are subject to removal upon installation of the initial and future replacement septic systems

5/2024