

# PENN FOREST TOWNSHIP

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## SEWAGE AND WELL PERMIT PROCUREMENT LETTER

### SEWAGE APPLICATION FEE \$400.00

1. OBTAIN AN APPLICATION FROM PENN FOREST TOWNSHIP.
2. **SURVEY**: TWO (2) COPIES OF A SURVEY, NOT OLDER THAN TWO (2) YEARS OLD, WITH A RAISED SEAL MUST ACCOMPANY THE APPLICATION WHEN IT IS SUBMITTED TO THE TOWNSHIP. IF YOU DO NOT HAVE ONE YOU MUST OBTAIN ONE PRIOR TO SUBMISSION OF THE APPLICATION. THE FOLLOWING ITEMS MUST BE PLACED AND/OR IDENTIFIED BY THE SURVEYOR:
  - A. IRON PINS OR PIPE MARKERS AND WOODEN STAKES SHOWING THE LOT NUMBER MUST BE PLACED IN ALL PROPERTY CORNERS.
  - B. THE LOT MUST BE DISTINCTLY MARKED WITH A SIGN ATTACHED TO A TREE IN THE FRONT SHOWING THE LOT NUMBER.
  - C. THE SIDE AND REAR PROPERTY LINES MUST BE DISTINCTLY FLAGGED BY A PROFESSIONAL LAND SURVEYOR.
  - D. THE PROPOSED TEST PIT SITE MUST BE STAKED AND FLAGGED.
  - E. THE PROPOSED FOUR CORNERS OF THE SEWAGE BED AREA MUST BE STAKED AND FLAGGED.
  - F. THE WELL LOCATION MUST BE STAKED AND FLAGGED.

**\*ALL THIS MUST BE COMPLETED BEFORE THE TESTING WILL BEGIN\***
3. **APPLICATION**: COMPLETE "PART I" OF THE SEWAGE APPLICATION, SIGN AT THE BOTTOM WHERE INDICATED, ATTACH THE TWO (2) COPIES OF THE SURVEY PLAN DIRECTLY TO THE APPLICATION, AND SUBMIT THE APPLICATION ALONG WITH THE TOWNSHIP'S FEE OF \$400.00 TO THE ADDRESS LISTED ABOVE.
4. **EXCAVATOR**: IT IS THE APPLICANT'S RESPONSIBILITY TO CONTACT AN EXCAVATOR TO DO THE EXCAVATION - THE TOWNSHIP DOES **NOT** DO THE EXCAVATION. AFTER THE APPLICATION IS SUBMITTED TO THE TOWNSHIP, NOTIFY YOUR EXCAVATOR SO THAT HE MAY MAKE ARRANGEMENTS WITH THE TOWNSHIP TO HAVE THE TEST PIT EXAMINED. THE EXCAVATOR WILL NEED TO PROVIDE THE TOWNSHIP WITH THE **PA ONE CALL NUMBER** WHEN SCHEDULING THAT APPOINTMENT.
5. **TEST PIT**: THE TESTING AREA MUST BE CLEARED AND HAVE A SAFE ACCESS PATH. THE PROBE HOLE ITSELF MUST BE DUG IN THE CORRECT AREA AND SO THAT THE S.E.O. CAN EASILY CLIMB IN AND OUT. ONCE THIS IS COMPLETE, NOTIFY THE TOWNSHIP IMMEDIATELY SO THEY CAN SCHEDULE THE INSPECTION OR SCHEDULE AN APPOINTMENT FOR THE S.E.O. TO MEET THE EXCAVATOR AT THE SITE.  
**\*CALLBACK FEES ARE IN EFFECT IF THE PROPERTY IS NOT SET UP PROPERLY\***

AFTER THE TEST PIT IS INSPECTED YOU WILL RECEIVE WRITTEN NOTICE OF THE TEST RESULTS AND THE DEPTH AT WHICH THE PERC HOLES NEED TO BE DUG. CONTACT YOUR EXCAVATOR IMMEDIATELY TO BACKFILL THE TEST PIT AND SET UP THE PERC TEST. IF THE S.E.O. MEETS WITH THE EXCAVATOR ON SITE FOR THE TEST PIT INSPECTION, HE WILL PROVIDE THE EXCAVATOR WITH THE INFORMATION.

6. **PERC. TEST:** WHEN PREPARING THE SITE FOR THE PERC TEST, IT MUST BE SET UP IN A MANNER CONSISTENT WITH CHAPTER 73.15 OF THE SEWAGE FACILITIES ACT, IN ADDITION TO THE ITEMS LISTED BELOW:
- A. THE PROPOSED PERC TEST AREA MUST BE 20' x 40' AND CLEARED OF ALL BRUSH (800 S/F).
  - B. THE PERC HOLES MUST BE DUG TO THE CORRECT DEPTH, BE SIX TO TEN INCHES IN DIAMETER AND DUG PARALLEL TO THE CONTOUR OF THE LAND.
  - C. ONE OF THE PERC HOLES MUST BE WITHIN TEN FEET OF THE TEST PIT\*, AND THE ENTIRE PERC SITE MUST ENCOMPASS 800 S/F. (\*TEST PIT MUST BE BACKFILLED)
  - D. D.E.P. APPROVED COARSE SAND OR GRAVEL MUST BE AVAILABLE AT THE TESTING AREA AND PROVIDED IN A BUCKET OR BAG. YOU MUST PROVIDE ENOUGH TO FILL EACH HOLE TWO (2) INCHES.
  - E. A MINIMUM OF FIFTY-FIVE (55) GALLONS OF WATER MUST BE PRESENT AND SHOULD BE LOCATED NO MORE THAN TEN (10) FEET FROM THE PERC TESTING AREA.  
**THE WATER MUST BE IN AN OPEN TOP CONTAINER.**  
\*ONCE IN A GREAT WHILE MORE WATER WILL BE NEEDED, PLEASE HAVE THE EXCAVATOR USE THEIR BEST JUDGEMENT, IF THE HOLES ARE VERY ROCKY IT WOULD BE WISE TO SUPPLY EXTRA WATER TO AVOID AN INCOMPLETE PERC TEST WHICH WOULD RESULT IN RERUNNING THE TEST AND AN ADDITIONAL \$80.00 TESTING FEE.
- \*CALLBACK FEES ARE IN EFFECT IF THE PROPERTY IS NOT SET UP PROPERLY\*  
WET AND/OR FROZEN WEATHER CONDITIONS WILL DELAY TESTING.**
7. **TEST RESULTS:** WHEN THE PERC TEST IS COMPLETE YOU WILL RECEIVE WRITTEN NOTICE OF THE RESULTS IN THE FORM OF A SUITABILITY LETTER. UPON RECEIPT OF THIS LETTER, YOU MAY CONTACT A SEPTIC SYSTEM DESIGNER AND HAVE THEM COMPLETE THE NECESSARY SYSTEM DESIGN.
8. **DESIGN:** SUBMIT FOUR (4) COPIES OF THE SEPTIC SYSTEM DESIGN TO THE TOWNSHIP FOR REVIEW AND UPON APPROVAL THE SEWAGE PERMIT WILL BE ISSUED. THE PERMIT IS VALID FOR THREE (3) YEARS AND MAY BE RENEWED.

**RENEWAL OF SEWAGE PERMIT:**

CONTACT THE PENN FOREST TOWNSHIP SEWAGE DEPARTMENT PRIOR TO THE EXPIRATION OF THE CURRENT PERMIT FOR A RENEWAL APPLICATION AND PROCEDURE LETTER

**TRANSFER OF SEWAGE PERMIT:**

SUBMIT A SEWAGE APPLICATION IN THE NEW OWNER'S NAME, AN ORIGINAL AUTHORIZATION LETTER FROM THE FORMER PERMIT HOLDER AND THE PROCESSING FEE OF \$25.00, MADE PAYABLE TO "PENN FOREST TOWNSHIP".

\*A PROPERTY DEED IS NOT ACCEPTABLE FOR TRANSFER AUTHORIZATION.\*

**FYI**

HIGH WATER CONSUMPTION DEVICES, SUCH AS WHIRLPOOLS AND GARBAGE DISPOSALS, SEASONAL RENTALS, LARGE NUMBERS OF PEOPLE, INCORRECT REPORTING OF THE NUMBERS 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 FOR INFORMATION AND APPLICATIONS.

**INSPECTIONS DURING INSTALLATION OF SEPTIC SYSTEM**

IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE TOWNSHIP WHEN THE SYSTEM IS READY FOR INSPECTION. THE S.E.O. WILL RESPOND WITHIN 72 HOURS OF NOTIFICATION. **WHEN CALLING FOR AN INSPECTION PLEASE PROVIDE THE LOT NUMBER, SECTION, DEVELOPMENT, TYPE OF INSPECTION AND CONTRACTOR'S NAME AND PHONE NUMBER.**

**\*CALLBACK FEES WILL BE CHARGED IF ADDITIONAL INSPECTIONS ARE NECESSARY DUE TO IMPROPERLY INSTALLED COMPONENTS OF THE SYSTEM\***

**ELEVATED SAND MOUND OR ELEVATED SAND TRENCHES:**

- (1) **CHISAL/SCARIFICATION INSPECTION** - AFTER THE AREA BENEATH THE SYSTEM, INCLUDING THE BERMS, HAVE BEEN SCARIFIED.
- (2) **SAND INSPECTION** - AFTER THE D.E.P. APPROVED SAND IS IN PLACE. THE SAND CERTIFICATE IS REQUIRED AT THIS TIME. \*RANDOM SAND SAMPLE(S) MAY BE OBTAINED AT THE DISCRETION OF THE S.E.O.
- (3) **PRESSURE INSPECTION** - AFTER THE TANKS, PUMP, PIPING, AGGREGATE AND BERMS ARE IN PLACE AND A PRESSURE TEST CAN BE CONDUCTED AT THIS TIME. IF THE CONTRACT CHOOSES NOT TO INSTALL THE 3' WIDE BERMS AT THE TIME OF THIS INSPECTION, THEN THE FINAL COVER INSPECTION PROCEDURE (4.a.) AND (4.b.) **MUST** BE FOLLOWED. ALL PIPING MUST REMAIN UNCOVERED UNTIL THIS INSPECTION IS COMPLETED.
- (4) **FINAL INSPECTION** - WILL OCCUR AFTER THE SYSTEM HAS BEEN COVERED WITH THE REQUIRED DEPTH OF SUITABLE MATERIAL AND SAND.

\*IF THE 3' WIDE BERMS WERE NOT IN PLACE AT THE TIME OF THE PRESSURE INSPECTION, THEN THE FOLLOWING PROCEDURE MUST BE FOLLOWED BY THE CONTRACTOR:

- (4.a.) LATERAL CLEANOUTS MUST BE INSTALLED, IF THEY ARE NOT ALREADY REQUIRED BY THE SEWAGE PERMIT.
- (4.b.) CONTACT THE TOWNSHIP TO SCHEDULE A FINAL COVER INSPECTION AFTER **ALL** THE BERMS AND FINAL COVER MATERIALS ARE IN PLACE.

**INGROUND SEPTIC SYSTEM (GRAVITY AND PRESSURE DOSED):**

- (1) **INGROUND INSPECTION** - AFTER THE BED OR TRENCHES HAVE BEEN EXCAVATED AND PRIOR TO PLACEMENT OF STONE.
- (2) **FINAL INSPECTION** - AFTER THE TANK(s), PUMP (if required), DISTRIBUTION BOX (if required), STONE AND PIPING HAVE BEEN INSTALLED. **ALL** PIPING MUST REMAIN UNCOVERED UNTIL THE FINAL INSPECTION IS COMPLETED. IN CASE OF PRESSURE DISTRIBUTION, A PRESSURE TEST MUST BE CONDUCTED AT THIS TIME.

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**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. . . .