

INITIAL FILING CHECK LIST REQUIREMENTS:

- ☐ All fields on the Record of Sewerage System form must be filled in correctly.
- ☐ (e.g.) Top right hand corner – Order attached – if this is not an order then draw a diagonal line through this box. Similarly for other boxes that don't apply.
- ☐ Confirmation of the correct Folio/Assessment roll number;
- ☐ Approved Person or Engineer seal & signature on form and supporting documents
- ☐ Soil Assessment information
- ☐ Site plan, drawn to scale, and sealed with stamp.
- ☐ Copy of Title Search or copy of State of Title Certificate
- ☐ Details on Restrictive Covenants, Rights-of-Ways, Easements. Refer to section 7 of the RSS;
- ☐ If the planner is not the installer, provide installer's Letter of Certification for the final report

PLOT PLAN & DESIGN SPECIFICATION REQUIREMENTS:

- ☐ Scaled plans
- ☐ North arrow
- ☐ Proposed or existing home site, dwelling or other,
- ☐ Septic tank or package treatment plant;
- ☐ Pump Chamber;
- ☐ Control Panel
- ☐ Dispersal Method and field layout
- ☐ Water, gas, phone, hydro service line locations
- ☐ Surface water: creeks (year round or seasonal) streams, lakes;
- ☐ Retaining wall
- ☐ Direction and percentage of ground slope
- ☐ Roadways
- ☐ Patio or decks
- ☐ Paved areas, parking areas and driveways
- ☐ Dimensions of lot
- ☐ Property lines
- ☐ Swimming pools
- ☐ Excavations or other breakout points
- ☐ Any areas affected by easements, rights-of-ways; agreements or restrictive covenants
- ☐ Distance from septic tank/treatment plant and dispersal field area to:
 - House
 - Subject property well and neighbouring wells (or surface water supply)
 - Domestic water line
 - Perimeter of Lot
 - Other private drinking water sources
 - Surface water – springs, streams, creeks, water courses, ditches, drains and other drainage networks e.g. to interceptor drains

SPECIFICATIONS REQUIREMENTS:

Please provide sewerage system specifications consistent with standard practice, including:

- ☐ Type of building the onsite wastewater system will service;
- ☐ Daily Design Flow Rate
- ☐ Hydraulic Loading Rate;
- ☐ Type of treatment and process. Effluent quality classification (based on constraint class)
- ☐ System developed in accordance with the information obtained from the site and soil evaluations
- ☐ Placement of components
- ☐ Tank sizing

SITE AND SOIL INVESTIGATION/ASSESSMENT:

- ☐ Soil description report to include:
 - Soil Conditions
 - Soil type
 - Soil profile – Minimum of two soil profile test pit results
 - Soil depth to seasonal high water table, restrictive layer, limiting layer
 - Minimum of 2 percolation test hole results or 4 permeameter test results
 - Soil texturing, soils logs, soils lab results

GENERAL:

Make, manufacturer and location of all components:

- ☐ Septic tank / pre-treatment tank /flow equalization
- ☐ Package treatment plant
- ☐ Pump chamber
- ☐ Distribution box
- ☐ Pump, pump size, pump curve, etc., when applicable;
- ☐ Site plan and section views of the sewage dispersal system;
- ☐ Any other major system components & piping
- ☐ Adjacent and down slope landscaping plans
- ☐ Results of subsurface ground water monitoring or hydro-geological reports and surveys;

SAND MOUND:

- ☐ Details of fill specifications with copies of sieve analysis report
- ☐ Sand mound dimensions and location
- ☐ Finished elevations
- ☐ Side slope ratios and method for native ground preparation and fill placement;

AMENDMENTS TO FILING REQUIREMENTS:

Amendments must be filed due to:

- ☐ Conflicts arising from failure to comply with local zoning and/or bylaws;
- ☐ Substantial changes to the design of the sewerage system
- ☐ Change in ownership;

Documents to be submitted by the AP:

- ☐ Completed Record of Sewerage System form;
- ☐ Any other information that supports the amendment: i.e. change to the folio number
Or a street address change, etc.

LETTER OF CERTIFICATION FILING REQUIREMENTS:

- ☐ Letter of Certification to be filed within two years of initial filing date and within 30 days of construction
This document is to be signed and sealed.
- ☐ Scaled copies of the “as built” plans – sealed by the AP.
- ☐ Copies of the Maintenance Plan
- ☐ If the Planner is not the Installer, provide the Letter of Certification document for the duly completed and signed by the Installer

MAINTENANCE PLAN & FINAL PACKAGE FOR THE OWNER CHECKLIST:

- ☐ Letter of Certification with Authorized Person’s seal and stamps by Interior Health Authority affixed;
- ☐ Copy of sewerage system scaled as built plans and specifications sealed by AP.
- ☐ Maintenance Plan with AP’s seal affixed;
- ☐ Inspection and Maintenance plan regarding all components of the onsite wastewater system which should follow manufacturer’s instructions and/or standard practice.
- ☐ Effluent quality performance monitoring plan (if Type 2 or Type 3);

User manual for the owner that contains at minimum:

- ☐ Operating Manual
- ☐ Layout and design of sewerage system and components
- ☐ Service provider contact information and other pertinent contact sources
- ☐ Warranties
- ☐ Service contract, schedule and maintenance events
- ☐ Do’s and Don’ts
- ☐ Water conservation practices
- ☐ Monitoring Plan

AUTHORIZED PERSON’S USE OF SEAL:

- ☐ Stamp only documents that you created or authored.
 - Site plan
 - Maintenance Plan
 - Record of Sewerage System Filing Document
 - Site Assessment Report
- ☐ Do not stamp: Property Tax notice, Assessment Notice, Title Search or State of Title Certificate; etc.