



DEPARTMENT OF LAND DEVELOPMENT SERVICES
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AUTHORIZATION TO USE EXISTING SYSTEMS GUIDE

An Authorization Notice (AN) to use an existing system is required when placing into service, reconnecting to, changing the use of, or increasing the projected daily sewage flow into an existing onsite system. Every proposal requiring an AN will fall into one of three categories depending on the projected daily sewage flow for the particular situation (this will be determined at the time of application). Sewage flows are calculated based on the number of bedrooms for residential applications or the number of employees/people served or the use for commercial applications.

This is required by the Department of Environmental Quality (DEQ) Onsite Wastewater System Rules [OAR 340-071-0205(1)]. Please refer to this rule for more information.

Proposals requiring an Authorization Notice include:

- Replacing an existing dwelling with a new dwelling;
- Increasing the number of bedrooms in an existing dwelling;
- Placing a hardship or temporary dwelling on the property;
- Placing the system into service;
- Expanding a commercial facility (increase in employees or people served); or,
- Changing the use of an existing system.

Requirements for a Complete Application:

1. A completed application for the AN must be submitted with all required exhibits and the applicable fee. The fee will be based on a Site visit*/No Site Visit determination from the type and age of the system. Site visits are required when the system is more than 5-10 years old or if the County has no record of the installation.
2. The application form must be signed by the owner or the owner's authorized representative. "*Authorized Representative*" means a person with written authorization to act as another person's delegate. If needed, a Notice Authorizing Representative form is attached.
3. A Land Use Proposal Form signed off by the Planning Department;
4. An accurate property development plan (*see attached list*)- The applicant must clearly show the existing/replacement system areas, wells, property lines, all existing/proposed development, "footprints" of existing and proposed dwelling if applicable, etc on the site plan;
5. All other information the agent finds necessary to complete the application (schedules of maintenance, pumping receipts, documentation of any hardship claimed, etc).

NOTE- You are required to submit documentation that the septic tank has been pumped in the last 10 years.

*Site Visit required:

- The septic tank, inlet/outlet connections and all distribution boxes (if there are any) shall be uncovered and made ready for inspection.
- Depending on components existing in the system, pumps/electrical panels, Ground Water Interceptor outlets and ends of pressurized laterals will need to be inspected if applicable.
- If the location or functioning of the drainfield is in question, the ends of all disposal lines shall be carefully uncovered to determine their fall and length. *This must be done with a hand shovel to avoid damaging the system.*

You should expect to receive a telephone call from the agent to discuss inspection requirements. Once a system is made ready for inspection, the agent must be notified.