

## **HOW TO FILL OUT THE APPLICATION TO CONSTRUCT, ALTER OR REPAIR A SEWAGE DISPOSAL SYSTEM**

Select the type of application in the top right corner. (New septic system, repair/alteration w/ leaching, repair/alteration tank only, B100a review, Plan change)

Applicant must fill out all sections of the contact information (emails and phone numbers are required).

**Residential Structure section:** *(Only filled out for residential structures)* i.e. Single-family house, multifamily house, Accessory Dwelling Unit, Pool house with full bath.

- List the approximate age of the dwelling. **(do not leave blank)**
- List the existing number of bedrooms in the dwelling. **(do not leave blank)**
  - If the design plan is for B100a compliance or a project proposes adding bedrooms, list the total number of proposed bedrooms.
- List the number of existing or proposed bathtubs over 99 gallons. **(do not leave blank)**
- Check the box, yes or no, for an existing garbage disposal. **(do not leave blank)**
  - *Note: garbage disposals are prohibited per AHD's Sanitary code; existing disposals must be removed.*
- Check the box for Water Treatment/softener or filter. **(do not leave blank)**
  - *note: CT Public Health Code prohibits discharges from most water treatment devices into a septic system*
- What is the water supply for the dwelling? Well or Public Water? **(do not leave blank)**
- Are there any fixtures in the basement or lowest level of the dwelling? **(do not leave blank)**

**Non- residential Structure Section:** *(only filled out when the septic system is serving a non-residential structure)* i.e. Store, Office building, School, Church.

- Define the non-residential structure- what is the proposed use?
- What is the design criteria used? I.e. Design flow in Gallons per Day.
- Is the project a part of a subdivision? List the name, lot size, and date of subdivision approval.

**Box #3, right most box.** - ALL INFORMATION IN THIS BOX IS REQUIRED AND CHECKBOXES MUST NOT BE BLANK.

- Is the property located within a public water supply water shed?
  - Information available here: <https://portal.ct.gov/dph/drinking-water/dws/public-water-supply-map> (only add layer for Drinking Water Watershed).
- Is public Sewer available to the property? (Only available in Westport).
  - Inquire with the Town for sewer availability with the Town's Public Works or Engineering Departments.
- Are there wetlands present on the property?
- Is the property within a Flood Zone?
- **Are there footing drains present around the structure? Are footing drains proposed around the structure?**
  - if unknown, the applicant should ask their engineer, contractor, or architect.
  - If still unknown, assume "yes".

- **Are curtain drains present for the structure? Are curtain drains proposed around the septic system?**
  - If unknown, the applicant should ask their engineer or licensed septic installer.
- Are stormwater drywells existing on the property? Are stormwater drywells proposed anywhere on the property?

**“System consists of” Section:** Applicant is to list the proposed components of the septic system as per the design plan. This section pertains to septic system components that are being proposed by a B100a design plan, septic repair plan, or new septic plan, as prepared by a Licensed Septic Installer or Professional Engineer. *Do not fill out this section with the existing septic system components unless they will remain.*

- Example: 1250-gallon septic tank AND existing galleries.
- Example: 1500-gallon septic tank, 1000-gallon pump chamber AND 85 Lineal Feet of GST 6218.
- Example: Existing 1250-gallon septic tank AND 75 linear feet GLF 12.72.

\*If the project proposes to install a component of a septic system, a licensed septic installer must sign and date the application prior to issuance of a permit to construct.

\*\*3 copies of the design plan to scale must be submitted with the application.