

HOW TO FILL OUT THE SEPTIC ABANDONMENT APPLICATION

- ** Prior to submitting the abandonment application, it is recommended the applicant request a copy of the most recent septic as built/ Permit to discharge from AHD**
 - If an as built does not exist, the person conducting the abandonment must investigate the entire septic system to determine what components exist on the property.
 - If there is confusion with the leaching product, schedule an office appointment with Sanitarian.
- Fill out all sections of the contact information
- The water source box must be checked (either public water or private well)
- Person conducting the abandonment must print their name and sign the application.
- The date of abandonment should be blank until the inspection is scheduled with a Sanitarian.
 - Sanitarians will fill in the date of abandonment once inspected.
- Reason for abandonment section examples: “connecting to sewer, house demo, constructing new septic”.
- Using the as built/permit to discharge, identify the septic system components and size that will be abandoned. (Septic tank, cesspool, drywell, galleries, pump chamber, etc.)
 - If as built/permit to discharge indicates the leaching consists of “non-hollow structures” (trenches, “fields”, mantis, GST, GLF etc.) those leaching products do not require abandonment.
- Leaching type and size MUST be filled out using the historical information on file with AHD.
- DO NOT ACCEPT APPLICATIONS IF:
 - Leaching abandoned checked off “yes”, but leaching type is blank.
 - Leaching abandoned checked off “yes”, but leaching type listed as “UNKNOWN”
 - Leaching abandoned checked “No”, but leaching type is blank.
 - *Leaching abandoned checked “No”, but leaching type is “galleries, drywells, cesspools”
 - *Tank(s) abandoned checked off “no”, but no waiver provided.

*Hollow structures may be left in place, if requested to be repurposed for another use (i.e. stormwater or surface water galleries) provided they have been evaluated by a licensed septic installer or engineer an inspection report required to be submitted to AHD. The components must be located on a plot plan/survey, along with a signed waiver with notary seal.