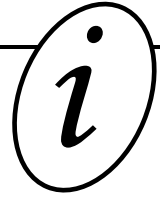




# Applying for a Septic Permit on a Vacant Residential Lot



LAND MANAGEMENT DIVISION 3050 N DELTA HYW, EUGENE OR 97408

1. Is your property in the City or in the County? If you are coming to the County's Customer Service Center, the first thing you will do is check in with the front-counter staff. They will determine whether your property lies within County jurisdiction, or if it is within a city limits or a city's urban growth boundary (UGB). This determination will make a difference regarding what steps are needed for the permitting process.

If you are not coming in to the office, please call the Planning Request Line at (541)682-3577 to determine the jurisdiction and, if within the County, the buildability of your lot.

2. To verify what jurisdiction your property lies in, you will need to provide at least one of the following to Lane County staff:
  - ❖ Map and tax lot number -- this number is located in the upper left-hand corner of your tax statements. (i.e. 17-04-22-00 Tax Lot 400)
  - ❖ Full address of the lot
3. Once it has been determined what jurisdiction your property is within, talk with either the County Planning Department (if the property is in Lane County jurisdiction) or your City's Planning Department to verify the lot is a buildable lot and that home site approval can be granted.

The County Planning Department is available:

- ❖ On a drop-in basis, Monday – Friday, from 9:00 am – 3:00 pm.
- ❖ By calling the Planning Request Line at (541)682-3577 (leave a message & someone will return your call as soon as possible).

Please note: If you decide to call the Planning Request Line, you will need to leave the following information:

- ❖ Your name
- ❖ Your phone number
- ❖ Map & tax lot number or address of the subject property
- ❖ Detailed message

4. Once you have verified you have a buildable lot, you need to apply to the Lane County On-Site Wastewater Program for a site evaluation. A site evaluation is an inspection of the proposed septic system location, its soil profile, the groundwater, and the required setbacks, to determine what type of septic system may be approved and where it may be placed on your property. We have forms available about how to dig test pits to expose the soil profile. A site evaluation application requires:
  - ❖ An 11"x17", to-scale, detailed site plan of your lot, showing existing site conditions and existing and proposed improvements, as well as the location of the test pits
  - ❖ A completed On-Site Wastewater Permit Application form

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5. Site evaluation application forms (titled "On-Site Wastewater Permit Application") are available at our front counter and on our website, [https://lanecounty.org/government/county\\_departments/public\\_works/land\\_management\\_division/on-site\\_wastewater/subsurface\\_sanitation\\_permits](https://lanecounty.org/government/county_departments/public_works/land_management_division/on-site_wastewater/subsurface_sanitation_permits).
6. Submit your site evaluation application at the County's Customer Service Center. Once submitted, the entire process should take roughly one to four weeks, depending on the time of year, our schedule, and how well you've prepared your application.
7. The site evaluation approval does not have an expiration date and is valid as long as:
  - ❖ NO clearing, grading, or other site modification has been done in the area
  - ❖ NO well has been installed within 100' of the approved area
8. Once the site evaluation is approved, you will be able to apply to the Lane County On-Site Wastewater Program for the septic installation permit. It is recommended to wait on this step until you are ready to build your house. Both the septic installation permit and the building permit may be submitted at the same time.
9. A septic installation permit requires:
  - ❖ An 11"x17", to-scale, detailed site plan of your lot, showing existing site conditions and existing and proposed improvements and the location of the proposed septic system
  - ❖ A completed On-Site Wastewater Permit Application form
10. Please see the County's How to Prepare Your Site Plan handout, available online at [https://lanecounty.org/UserFiles/Servers/Server\\_3585797/File/Government/County%20Departments/Public%20Works/Land%20Management%20Division/Land%20Use%20Planning%20Zoning/Land%20Use%20Planning%20&%20Zoning%20Handouts/Site\\_Plan\\_How\\_To\\_Handout.pdf](https://lanecounty.org/UserFiles/Servers/Server_3585797/File/Government/County%20Departments/Public%20Works/Land%20Management%20Division/Land%20Use%20Planning%20Zoning/Land%20Use%20Planning%20&%20Zoning%20Handouts/Site_Plan_How_To_Handout.pdf).
11. If your property is under a City's jurisdiction for the building permit, but an on-site septic system is proposed, a City Referral Form signed by City Planning staff will need to be attached to your County application upon submittal. The City Referral Form is available from County staff.

If you have any further questions regarding the process of applying for a septic permit, you are welcome to call Sanitation staff at (541) 682-4651 or come in to the Customer Service Center. The County office is on a drop-in basis, Monday through Friday, from 9:00 am to 3:00 pm. Please also visit our website:

[https://lanecounty.org/government/county\\_departments/public\\_works/land\\_management\\_division/on-site\\_wastewater](https://lanecounty.org/government/county_departments/public_works/land_management_division/on-site_wastewater).