



LANE COUNTY PUBLIC WORKS

City Referral Form – Onsite Wastewater (Septic)

LAND MANAGEMENT DIVISION 3050 North Delta Highway, Eugene, OR 97408

This form may be used by City officials within Lane County to inform Lane County when a proposed development, either within the city limits or within the city's UGB, does not have physical and/or legal access to the piped public wastewater system and will therefore need to direct wastewater to an onsite private wastewater (aka, septic) system. In order for a property owner to obtain a septic system permit from the County, the City must first determine that the public wastewater system is not available for connection*.

Sanitation repair and alteration permits, and development proposing a new septic system or potential increases of flow to an existing septic system, are required to obtain a septic permit or authorization notice from the County's Sanitation office. Please complete the following form and submit it to Lane County Sanitation staff.

PERMIT APPLICANT STATEMENT

I have researched and I understand the public wastewater and private on-site septic system options for the proposed development described below. I am requesting approval of a permit or authorization notice from Lane County for:

- checkbox An alteration or repair of the existing septic system (no other construction or development is proposed on the site)
checkbox An installation of a new septic system
checkbox An authorization to continue to use the existing septic system (no work is proposed to the existing septic system)

A complete application, including this form and a copy of the site plan submitted to the City, will be submitted to Lane County.

Applicant Name _____ Date _____

Signature _____

SECTION 1 (May be filled in by the applicant or by the City official)

1. Applicant Name _____
Mailing Address _____ Telephone _____
City/State/Zip _____ Email _____

2. Property Information:

Property Owner Name _____
Map (TRS) & Tax Lot _____
Property Address _____

3. The following work is proposed (Please check all applicable boxes):

- checkbox A septic checkbox repair or checkbox alteration ONLY. No building or development work is proposed on the site.
checkbox A new checkbox single-family dwelling (SFD) or checkbox duplex
checkbox An additional/secondary dwelling unit (ADU/SDU)
checkbox The addition of one or more bedrooms to an existing checkbox SFD, checkbox ADU/SDU, or checkbox duplex
checkbox An addition to an checkbox SFD, checkbox ADU/SDU, or checkbox duplex. No new bedrooms proposed.
checkbox A new detached accessory structure or addition to an existing one. Provide use description: _____
checkbox A change in land use or building occupancy that may change the sewage flow to an existing septic system. Provide description: _____
checkbox Multi-Family or commercial. Provide description: _____

Is the proposed development a replacement to what was there before? checkbox Yes checkbox No

If yes, please describe previous use (including number of bedrooms). _____

SECTION 2 (To be filled in by a City Planning or Public Works official)

5. The development is located: _____ Inside the _____ city limits
_____ Inside the _____ UGB
6. Distance from the property to the nearest sewerage connection point = _____ (See * below)
7. Will connection to the public piped wastewater system be required? Yes No
If no, please explain why not: _____

8. Is the City referring the applicant to the County to obtain a private onsite septic system permit? Yes No
9. Has the applicant submitted for a building permit for the proposed development? Yes No
10. Does the proposed activity or use comply with applicable City land use requirements? Yes No
 A development permit will be required to ensure compliance with City land use development requirements.
Additional comments: _____

NOTE: Per Oregon Administrative Rules (OAR) Chapter 340, Division 18, Lane County may not issue a septic permit if the proposed facility does not comply with all applicable local land use requirements. The applicant is responsible for working with the local planning, public works, and building offices to comply with land use and building requirements.

10. City Official's Signature _____ City _____
Printed Name _____ Date _____
Title _____ Telephone _____
Email _____

*This form may be emailed by City staff to Lane County Sanitation at riley.robinson@lanecountyor.gov or it may be given to the applicant to submit to the County. **Please be sure to give the applicant a copy of the City-approved site plan, if there is one.** If you have any questions, please contact County Sanitation staff at 541-682-4466.*

*** Per Oregon Onsite Wastewater Treatment System Rules, OAR 340-071-0160(4)(f):**

A sewerage system that can serve the proposed sewage flow is both legally and physically available, as described in paragraphs (A) and (B) of this subsection.

(A) Physical availability. A sewerage system is considered available if topographic or man-made features do not make connection physically impractical and one of the following applies:

(i) For a single family dwelling or other establishment with a maximum projected daily sewage flow not exceeding 899 gallons, the nearest sewerage connection point from the property to be served is within 300 feet.

(ii) For a proposed subdivision or group of two to five single family dwellings or other establishment with the equivalent projected daily sewage flow, the nearest sewerage connection point from the property to be served is not further than 200 feet multiplied by the number of dwellings or dwelling equivalents.

(iii) For proposed subdivisions or other developments with more than five single family dwellings or equivalent flows, the agent will determine sewerage availability.

(B) Legal availability. A sewerage system is deemed legally available if the system is not under a DEQ connection permit moratorium and the sewerage system owner is willing or obligated to provide sewer service.