FORM
100

JEFFERSON COUNTY PUBLIC HEALTH
Environmental Health Services Division

645 Parfet Street, Lakewood CO 80215
(303) 232-6301 FAX (303) 271-5760
jeffco.us/public-health

FORM
100

ONSITE WASTEWATER TREATMENT SYSTEM PERMIT
(for non-Board of Health Cases)
Instructions and Application Forms

USE THIS PACKET TO APPLY FOR MOST ONSITE WASTEWATER TREATMENT SYSTEM PERMITS THAT DO NOT REQUIRE A HEARING BEFORE THE BOARD OF HEALTH, INCLUDING NEW INSTALLATIONS, REPAIRS, ADDITIONS AND RENEWALS OF PREVIOUSLY ISSUED PERMITS, CURRENT OR EXPIRED.

Use **FORM 110** if your proposal must be heard by the Board of Health because it will serve a nonresidential, commercial or multi-family structure; will be installed on a slope over 40%; or it will be installed in the Indian Hills / Parmalee Gulch area.

Use **FORM 130** if you are proposing to install a single component such as a septic tank, vault, or an absorption system only.

Use **FORM 200** for new or expanded systems on sites that do not meet the minimum lot size, generally 1 acre for properties subdivided before November 1, 1973. The Board of Health considers these applications at a public hearing. Details are provided on this form.

NOTE: Applicants must verify that there is a **LEGAL ADDRESS** for their property through the Jefferson County Planning and Zoning Department (303 271-8700) before applying for your permit. Applications cannot be accepted unless a property has a legal address.

TO APPLY FOR YOUR PERMIT:

1. **COMPLETE PGS 1 - 3** of this application packet,

2. **ATTACH TWO COPIES OF YOUR ENGINEERING REPORT**, (11" x 17" max) including soil tests, engineered design, a geological report (if necessary) and site plan.

3. **FEES are shown on the top of Page 1:** Complete the bottom of Page 2 to pay by credit card or include a check payable to the "Jefferson County Treasurer" for the appropriate fee. Do not send cash through the mail.

AUTOMATIC EMAIL NOTIFICATIONS
For better service, please include your email address so that we can provide you with electronic updates during the process of issuing your permit and performing construction inspections.

PARCEL LEGALITY VERIFICATION
After applying for your individual sewage disposal system permit you must take certain documents to the Planning and Zoning Department so they may verify the legality of your parcel (see page 4 of this packet for further information).

PROCESSING TIME
Allow approximately ten (10) working days to process your application and issue the permit, AFTER Planning and Zoning has verified the legality of your parcel. Lack of documents, required engineering changes, failure to complete parcel legality procedure and other deficiencies may significantly increase processing time.

STAFF CONTACTS: LINDA JONES (303 271-5756)
jonelj@jeffco.us

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APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM PERMIT

Property Address				City	ZIP
Legal Description*	Lot(s)	Block	Unit/Filing	Subdivision Name	

(*For metes and bounds descriptions, please attach separate page with complete legal)

WORK PROPOSED AND FEES **(check only one)**	Cash or Check	Credit Card*
o NEW CONSTRUCTION:	**$1023.00**	**$1040.90**
o REPAIR / replacement of an existing system**:**	**$1023.00**	**$1040.90**
o ADDITION to an existing system:	**$1023.00**	**$1040.90**
o RENEWAL of a expired or current permit	**$ 273.00**	**$ 277.78**

**includes 1.75% service fee – be sure to complete charge authorization at the bottom of page 2*

APPLICANT INFORMATION	
Name	
Mailing Address	City State Zip
Phone	Email

ENGINEERING FIRM _____

LOT SIZE _____ acres **BEDROOMS** # _____ or 'NONE' for nonresidential uses

STRUCTURAL TYPE

( ) *Barn / Stable (commercial)
( ) Barn / stable – (personal use)
( ) *Dwelling – Bed & Breakfast
( ) *Dwelling – multifamily
( ) *Dwelling – multiple structures
( ) Dwelling – single family
( ) *Fire station
( ) *Garage (commercial)
( ) Garage (personal use)
( ) *Office
( ) *Recreational (public)
( ) *Recreational (commercial)
( ) *Religious Institution
( ) *Restaurant
( ) *Retail Facility
( ) *Studio / shop (commercial)
( ) Studio / shop (personal)
( ) *Other commercial use (*specify*) _____
( ) Other personal use (*specify*)_____
( ) *Other public use (*specify*)_____

***** Board of Health Review is usually required - use FORM 110.

WATER SOURCE (check one)

( ) Individual water well ( ) Cistern

( ) Public (*name of supply)* _____

PARMALEE GULCH DRAINAGE

Is this property located in the Parmalee Gulch (Indian Hills) drainage? ( ) YES ( ) NO

(*If 'yes', your application will require review by the Board of Health – Use FORM 110)*

FOR REPAIR PERMITS ONLY

If this is application is for a repair permit was the problem with the system discovered during an inspection for a Use Permit? ( ) YES ( ) NO

SANITATION DISTRICT

Is this property in a sanitation district and within 400 ft. of a sewer line? ( ) YES ( ) NO

(If 'yes', you must attach a letter from the sanitation district stating that they have no objection to the installation of the proposed system)

TERMS AND CONDITIONS OF APPLICATION

In applying for this individual sewage disposal system permit, I hereby authorize the health officer and / or their representative to enter onto this property to determine compliance with the Individual Sewage Disposal System Regulations pursuant to the issuance of a permit. I further acknowledge that the above information is true and correct to the best of my knowledge and that any false statement made on this application may be cause to revoke the permit issued for this property.

_____ _____

OWNER / APPLICANT / AGENT **DATE**

WHEN ISSUED, THE PERMIT AND INSPECTION LOG WILL BE MAILED TO THE APPLICANT. A COPY OF THE PERMIT WILL BE SENT TO THE EMAIL LISTED ON PAGE 1. TO MAKE ALTERNATE ARRANGEMENTS CONTACT LINDA JONES @ 303 271-5756 or jonelj@jeffco.us.

CREDIT CARD AUTHORIZATION

(for VISA® and MasterCard® only)

Dept Use

By signing below I authorize the charge for the payment of fees and service charges shown:		
Name on Card	Cardholder Signature	Date signed
CHECK ONE FEE TO LEFT⟶	☐ $1040.90	☐ $277.78

16 – DIGIT CREDIT CARD NUMBER	Exp. Date (MM/YYYY)

Revised 9/1/2013

MAP TO PROPERTY

INSTRUCTIONS: Please **DRAW** a driving map to the site for the field inspectors. DO NOT JUST WRITE DIRECTIONS!

If the property is in a security or gated area, please indicate the code below or provide other instructions for entry. Remember that you must have the address posted on the property prior to our site visit and the location of the proposed well and absorption / evaporation system must also be staked. Failure to do so may result in a significant delay in processing your application!

SECURITY GATE CODE
(if applicable)

AMANDA FOLDER NUMBER

(Staff Use Only)

NOTICE TO APPLICANTS

If your application was to **Repair** an existing system, no further action on your part is necessary.

If your application was for **New Construction or an Addition to an Existing System**, after submission please go to the Planning and Zoning Department at 100 Jefferson County Parkway (Courts and Administration Building) in Golden so they may verify the legality of your parcel. Bring the following items with you:

1. A copy of your receipt from the health department, and
2. Deed(s) of your property as follows:
   a) for platted lots (such as "Lot 27, Unit 5, Mustang Ranch Subdivision") bring the current deed for the property.
   b) for metes and bounds parcels (such as "NW1/4 Section 5, T7S, R71W") or partial lots, bring the current deed for the property, the pre-1972 deed for the same property and a survey.

Copies of deeds can be obtained through the Jefferson County Clerk and Recorder. There is a nominal fee for this service.

When Planning and Zoning determines that the parcel is legal they will provide us with an electronic approval. Please remember, **NO WORK WILL BE DONE TO PROCESS YOUR APPLICATION** until the parcel legality process has been completed, so don't delay this important step.

If the Planning and Zoning Department determines that the parcel is NOT legally subdivided, contact CRAIG SANDERS at the Department of Health and Environment (303 271-5759) for further information on how to proceed. Illegally subdivided parcels may require approval of the Board of Health prior to the issuance of an individual sewage disposal system permit.