

# Yamhill County

## DEPARTMENT OF PLANNING AND DEVELOPMENT

400 NE BAKER STREET • McMinnville, Oregon 97128

Phone: 503-434-7516 • Fax: 503-434-7544 • Internet Address: <https://www.co.yamhill.or.us/283/Planning-Development>

## Alteration Permit Guide

### *Items needed to process your application:*

**1. Completed Application Form and Fees: Incomplete Applications will be returned.**

When replacing a drain field, complete items 1 thru 6.

When replacing only a tank, complete items 1 thru 4.

**2. Signed Authorization for Agents to apply for permits, signed by owner.**

**3. Land Use Compatibility Statement: Must be signed by the Yamhill County Planning Department.**

**4. A Detailed Site Plan:**

Draw a site plan to scale or show all distances from actual measurements that shows the location of all existing buildings, roads, driveways, property lines, easements, water sources, surface water bodies and other physical features. Show all new proposed construction. Show the location of the existing septic tank, distribution box or drop boxes, and disposal lines. Show the proposed location of any new septic components to be installed.

**5. Locate the Existing system:**

Uncover the septic tank lid (do not remove the lid) and stake the location of either the distribution box or drop boxes and the ends of the disposal field lines. If you know tank replacement is necessary, do not pump the tank until the new tank allows the old tank to be properly abandoned (pumped and backfilled with sand, gravel, or other approved material or complete removal to an approved disposal site).

**6.\* Test Holes:**

If replacing or adding to existing drain lines, dig two test holds, 5' deep, 3' wide and 4' long in the general area of the probable system replacement (75' apart if possible and **please provide access steps or a sloped entrance**). Test holes may not be closer than 100 feet to wells, springs, or surface water bodies (high water mark). If the 100 foot setback cannot be met, contact the sanitarian to discuss test hole placement. Do not dig test holes until snow melts.

Return the application, fee, and attachments to the address listed above.

Call the Yamhill County Department of Planning and Development if you have any questions (503-434-7516).

**Applications must have all required paperwork filled out and signed at time of submittal.**

**Yamhill County Department of Planning & Development**  
**ON-SITE SEWAGE DISPOSAL FEES -- AUGUST 1, 2024**

DESCRIPTION	Fee	Agency	Surcharge	Total
<b>NEW SITE EVALUATIONS:</b>				
<b>RESIDENTIAL</b>				
Site Evaluation - 1st lot	799		117.00	\$916
Site Evaluation - each additional	799		117.00	\$916
<b>COMMERCIAL FACILITY SYSTEMS</b>				
For 1st 1,000 gallons projected daily sewage flow	799		117.00	\$916
For each 500 gallon or part thereof above 1,000 gallons	195			\$195
<b>CONSTRUCTION- INSTALLATION PERMITS:</b>				
Standard On-Site System	891	54	117.00	\$1,062
<b>ALTERNATIVE SYSTEMS</b>				
Alternative Treatment Technologies (ATT)	1,249	54	117.00	\$1,420
Capping Fill	1,336	54	117.00	\$1,507
Disposal Trenches in Sapolite	891	54	117.00	\$1,062
Holding Tanks	989	54	117.00	\$1,160
Pressure Distribution	1,262	54	117.00	\$1,433
Recirculating Gravel Filters	1,649	54	117.00	\$1,820
Sand Filter	1,649	54	117.00	\$1,820
Steep Slope System	891	54	117.00	\$1,062
Tile Dewatering	1,200	54	117.00	\$1,371
All Pumps & Siphons	73			\$73
<b>SYSTEMS GREATER THAN 1,000 GPD BUT LESS THAN 2,500 GPD</b>				
For each 500 gallon or part thereof above 1,000 gpd, maximum of 2,500 gpd	114			\$114
<i>(Note: this fee is in addition to the construction installation permit)</i>				
<b>ALTERATIONS</b>				
Major (drainfield or tank and drainfield)	891	54	117.00	\$1,062
Minor (tank and/or tight-line only – plumbing permit may be required)	337	54	117.00	\$508
<b>PERMIT RENEWAL, REINSTATEMENT OR TRANSFER</b>				
Field visit required	596	54	117.00	\$767
Field visit not required	157	54	117.00	\$328
<b>REPAIR PERMIT:</b>				
Major (drainfield or tank and drainfield)	478	54	117.00	\$649
Minor (tank and/or tight-line only - plumbing permit may be required)	249	54	117.00	\$420
<b>PLAN REVIEW FEE: (Commercial Only)</b>				
1st 1,000 gallons	410			\$410
Over 1,000 gallon - Projected flow for each 500 gallon or part thereof	68			\$68
<b>AUTHORIZATION:</b>				
If field visit is required	553	54	117.00	\$724
If field visit is not required	154	54	117.00	\$325
New Temporary Hardship	308	54	117.00	\$479
Renewal of Temporary Hardship <i>(tank must be pumped every 4 years)</i>	170	54	117.00	\$341
<b>EXISTING SYSTEM:</b>				
Evaluation	454		117.00	\$571
<b>ANNUAL EVALUATIONS</b>				
<b>INSPECTIONS</b>				
Alternative Systems (ATT, sandfilters, recirculating gravel filters)	608			\$608
Holding Tanks	170			\$170
<b>REPORTS</b>				
Alternative Systems (ATT, sandfilters, recirculating gravel filters)	88			\$88
Holding Tanks	46			\$46
<b>SEWAGE DISPOSAL SERVICE:</b>				
Pump Truck Inspection - 1st	211			\$211
Pump Truck Inspection - each additional	107			\$107
<b>OTHER FEES</b>				
DEQ Surcharge				\$117
Agency Sign Off	54			\$54
Reinspection Fee – permits	244			\$244
Inspection - Consultation Fee	107			\$107

# Test Pit Preparation for Onsite Sewage Evaluations

## When do you need a "Test Pit?"

When you apply for a permit to construct an onsite sewage disposal system, a DEQ or County inspector will have to visit the proposed construction site. A *test pit* allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

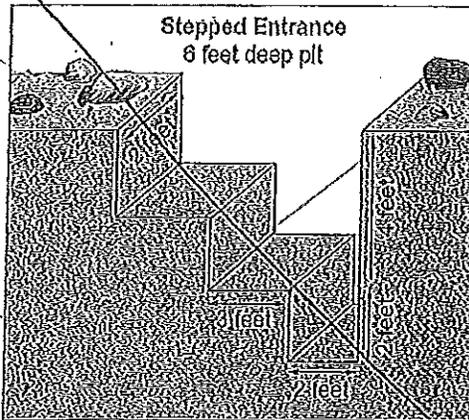
## Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and shall not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

## 6-Foot test pits

At the *request of the inspector*, test pits may need to be excavated to a depth of 6 feet as shown in the figure below:



The entrance to a 6-foot test pit may be sloped or stepped as soil conditions warrant.

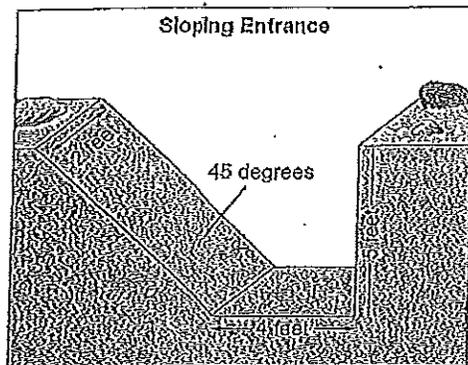


State of Oregon  
Department of  
Environmental  
Quality

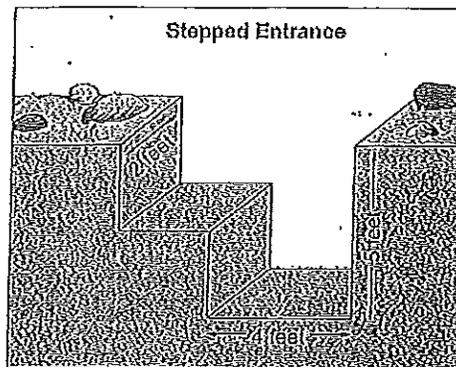
Water Quality  
Onsite Program  
811 SW 6th Avenue  
Portland, OR 97204  
Phone: (503) 229-5696  
(800) 452-4011  
Fax: (503) 229-5850  
[www.deq.state.or.us](http://www.deq.state.or.us)

## Providing Access to the Standard Test Pits:

For easy access, one end of the test pit shall be either:



Sloped at approximately 45 degrees or less if the soils are dry or loose.



Stepped when soils are wet.

All spoils need to be a minimum of 2 feet from the pit edge.

Learn more about Oregon's Onsite Sewage Treatment and Disposal Program and locate a local onsite representative. Contact DEQ or visit DEQ's Onsite web page at:

<http://www.deq.state.or.us/wq/onsite/onsite.htm>

Last Updated: 10-29-02  
By: Bobbi Koch

# Yamhill County

DEPARTMENT OF PLANNING AND DEVELOPMENT  
525 NE 4<sup>TH</sup> STREET · McMinnville, Oregon 97128  
Phone: (503) 434-7516 · Fax (503) 434-7544 · TTY: (800) 735-2900  
Internet Address: <http://www.co.yamhill.or.us/plan/>

## Plot Plan Check List

- North Arrow
- Test Pit locations
- Wells, for the parcel the system is going as well as neighbors wells.
- Water sources, creeks, springs, rivers, seasonal drainages,
- House location
- Septic tank location
- Property lines
- Roads and driveways
- Drainlines, length of each line and distance from one line to the next.
- Drop boxes or distribution box
- Ground water interceptors and setbacks to drainlines (length of line and length of setback)
- Length of effluent line from tank to box
- Length of sewerline from house to tank.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

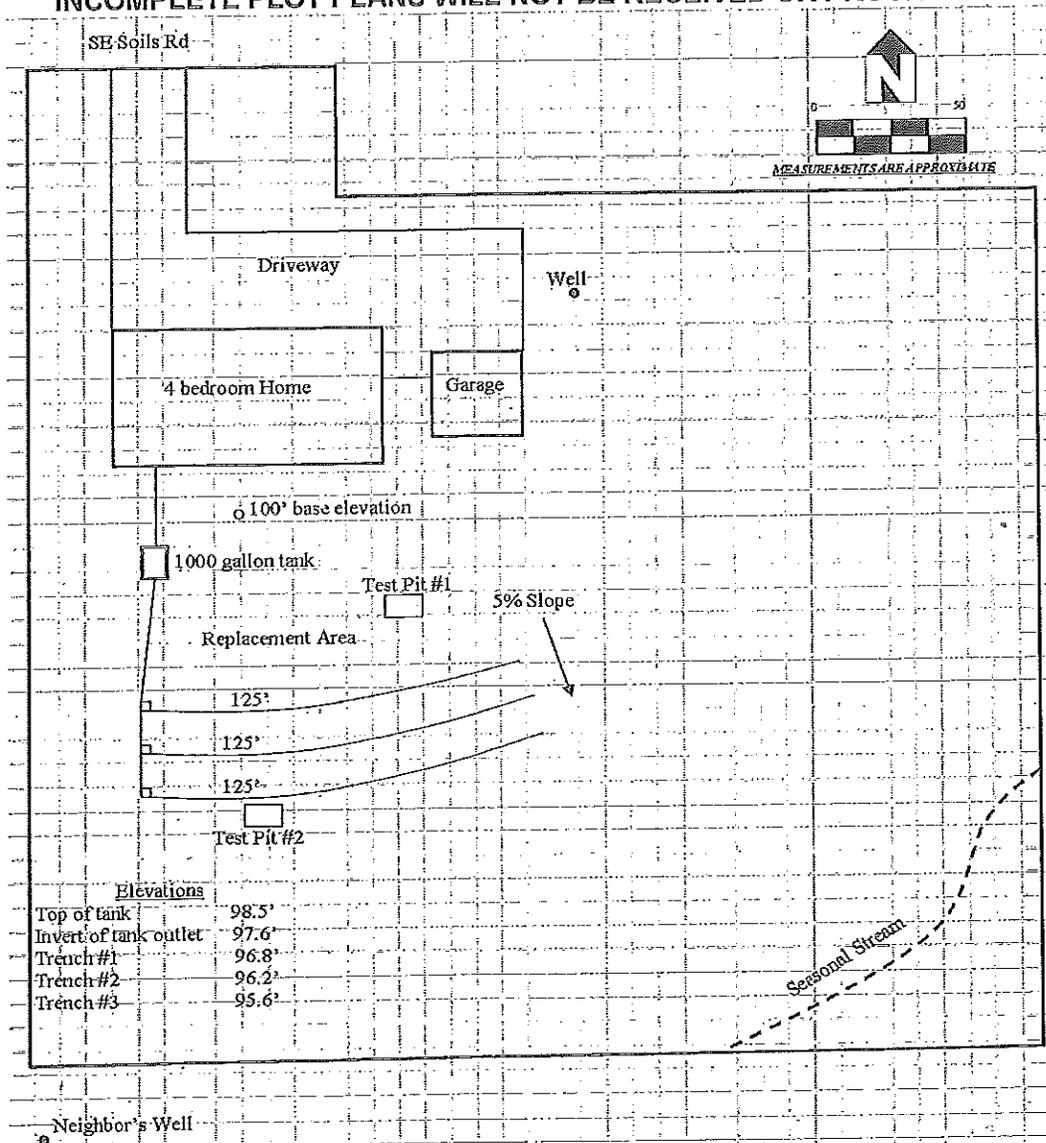
# SEPTIC INSTALLATION PLOT PLAN REQUIREMENTS

As part of your application for a septic permit, you must submit a plot plan of your proposed septic installation. This plan must show all of the items listed below. You may use the reverse side of this form for your plan.

## ITEMS THAT MUST BE ON THE PLOT PLAN:

1. Applicant's name and property address.
2. Legal description of the property (Township, Range, Section and Tax Lot).
3. Location of the approved test pits.
4. North Arrow and Scale.
5. Driveway (existing or proposed) location.
6. All relevant structures (existing or proposed) including dwellings and outbuildings.
7. Location of property lines and/or easement boundaries
8. Location of all creeks, streams, rivers, lakes, ponds, springs, or other drainage ways (if applicable)
9. Location of any existing or proposed wells within 200' of the septic system.
10. Location of the existing and/or proposed septic tank, sand filter, ATT, drainfield, and drainfield replacement area (as applicable).
11. Length of each drainline.
12. Approximate ground slope percent and direction.
13. Relative elevations for septic tank top, invert of septic tank outlet, top of ATT or Sand Filter (if applicable), elevation of the header pipe Invert of each drain line, and any applicable components.
14. If your system includes a pump, provide pump calculations, pump curve, and a cross section of the dosing tank with float settings

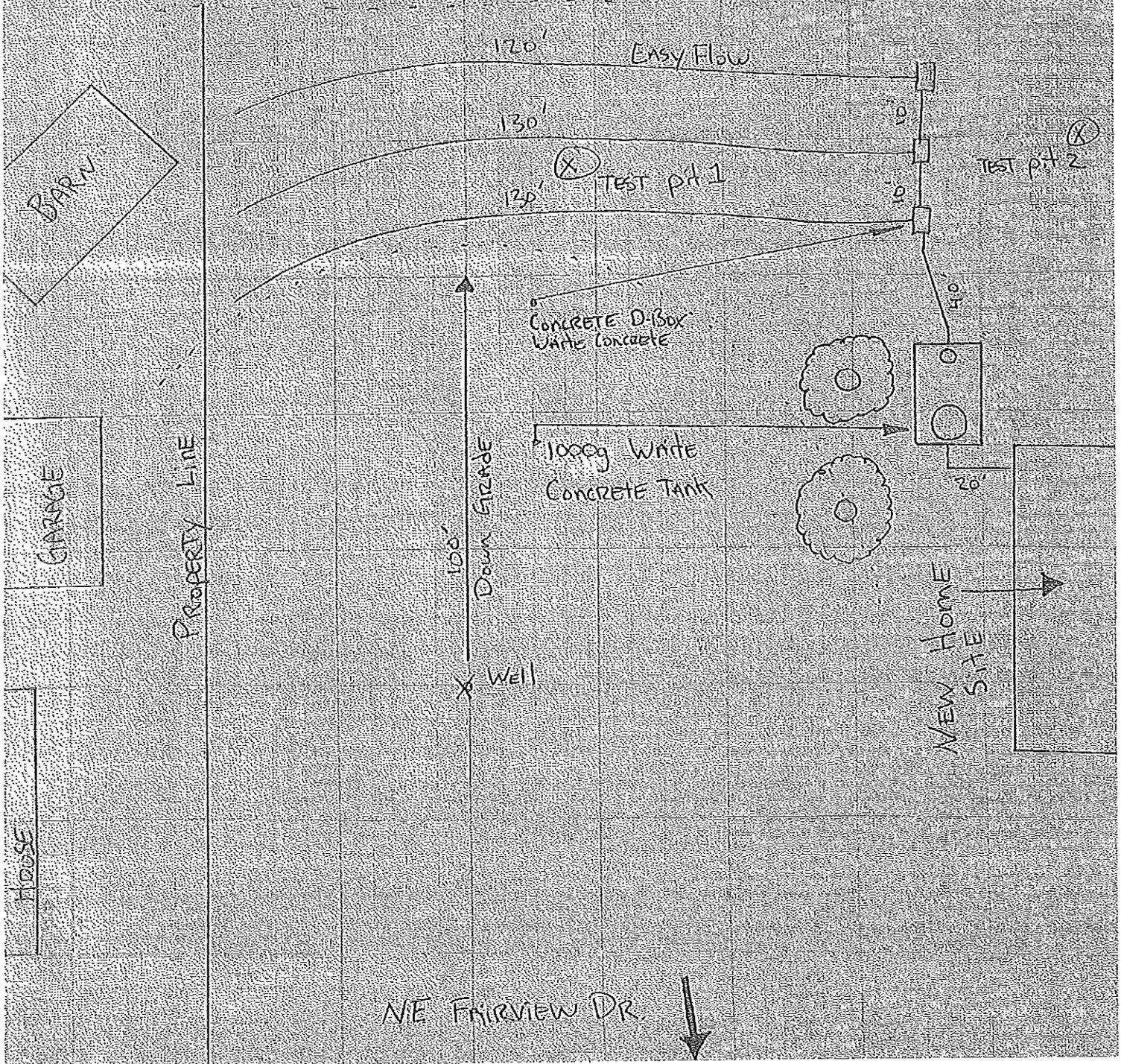
## INCOMPLETE PLOT PLANS WILL NOT BE RECEIVED OR PROCESSED.



Example



20-25% GRADE ↑



NE Fairview DR ↓

# Licensed Alternative Treatment Installers

## Yamhill County Area

### **Toney Excavation**

**(503) 864-4838**

11130 SE Oak Dr  
Dayton, OR 97114

### **Precision Excavating**

**(503) 868-7388**

13640 NW Oak Rd  
Salem, OR 97304

### **Keller Excavating**

**(503) 550-0511**

7411 Eola Hills Rd  
Amity, OR 97101

### **Cary Laughlin Excavating**

**(503) 550-1923**

20005 Rosenbalm Rd  
Sheridan, OR 97378

### **High Heaven Timberland Inc**

**(971) 261-9797**

P.O. Box 57  
McMinnville, OR 97128

### **David H. Schroeder**

McMinnville, OR. 97128  
Phone: (503) 804-6896  
License# 39055

### **A Affordable Septic Service**

**(503) 682-1929**

PO Box 818  
Canby, OR 97013

### **Bell Construction**

**(503) 357-8892**

47333 Carpenter Creek Rd  
Forest Grove, OR 97116

### **American On-Site**

**(503) 538-8808**

31881 S Hwy 213  
Molalla, OR 97038

### **Ole Bergman Excavating, Inc.**

**(503) 510-9405**

1901 S Church St  
Dallas, OR 97338

### **Pihl Inc.**

**(503) 324-6210**

41660 NW Sunset Hwy  
Banks, OR 97106

### **Garber Excavating**

**(503) 623-0217**

PO Box 1032  
Dallas, OR 97338

### **Terry Vandergrift**

**(503) 434-0400**

Amity, OR 97101

### **Lil' Stinky Environmental Service**

**(503) 829-8458**

19631 S Kolar Dr  
Oregon City, OR 97045

### **CAC Excavation Inc.**

**(503) 550-6408**

9669 SE Wallace Rd  
Dayton, OR 97114

### **On-Site Septic & Excavation**

**(503) 362-7000**

PO Box 5241  
Salem, OR 97304

### **John Kroo Construction**

**(503) 538-5301**

P.O. Box 969  
Newberg, Or 97132

### **David H. Schroeder**

**(503) 804-6898**

Riverside Drive  
McMinnville, OR 97128

## Maintaining septic systems

**DON'T** flush material that will not easily decompose, such as hair, diapers, cigarette butts, matches, or feminine hygiene products.

**DON'T** wash or flush medicines or hazardous chemicals like paint, paint thinner and bleach into the system. They kill the bacteria needed to decompose wastes in the septic tank and drain field.

**DON'T** drive over the septic tank or drain lines.

**DON'T** plant anything over or near the drain field except grass. Roots from nearby trees or shrubs may clog and damage drain lines.

**DON'T** dig in your drain field or build anything over it.

**DON'T** cover the drain field with a hard surface such as concrete or asphalt.

**DON'T** make or allow repairs to your septic system without obtaining the required permit. Use professionally licensed septic contractors when needed.

**DON'T** use septic tank additives. These products usually do not help and some may even be harmful to your system.

**DON'T** allow backwash from home water softeners to enter the septic system.

**DON'T** enter your tank, any work to the tank should be done from outside. Gases that can be generated in the tank and/or oxygen depletion can be fatal.

**DO** conserve water to avoid overloading the system.

**DO** use substitutes for household hazardous waste.

**DO** learn the location of your septic tank and drain field. Keep a sketch of it handy with your maintenance record for service visits.

**DO** cover the drain field with a grass cover to prevent erosion and remove excess water.

**DO** keep your septic tank cover accessible for inspections and pumpings. Install risers if necessary.

**DO** keep a detailed record of repairs, pumpings, inspections, permits issued, and other maintenance activities.

**DO** divert other sources of water, like roof drains, house footing drains, and sump pumps, away from the septic system. Excessive water keeps the soil in the drain field from naturally cleansing the wastewater.

**DO** have your septic tank pumped out regularly by a DEQ licensed contractor.

**DO** call a professional whenever you experience problems with your system, or if there are any signs of system failure.