

# 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>

## Authorization Notice Existing System Evaluation Report Guide

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

1. **Completed Application Form and Fees:** Incomplete Applications will be returned.
2. **Signed Authorization for Agents to apply for permit, signed by owner.**
3. **Land Use Compatibility Statement:** Must be signed by Yamhill County Planning Department.
4. **Septic Tank Evaluation Form and Pumpers Receipt:**  
Submit a completed septic tank evaluation form by a licensed septic pumper or evidence that the tank has been serviced within the last five years (i.e. pumper's receipt).
5. **Plot Plan (if new construction is proposed):** Draw the plot plan to scale or show all actual distances. The Plot plan should show the location of all building, roads, driveways, property lines, easements, water sources, surface water bodies and other physical features.
6. **Site Preparation:**  
Uncover the septic tank lid (do not remove the lid) and all of the distribution boxes associated with the system. If tank has not been pumped and inspected in the last five years, it must be pumped by a licensed septic pumper.

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.**

### **An Authorization Notice is required:**

- 1) When connecting to an existing sewage disposal system that has been used in the past but is **not** now being used and is older than one year.
- 2) When replacing one home with another.
- 3) When rebuilding a house that has been destroyed.
- 4) When adding bedrooms to an existing dwelling.
- 5) When connecting to a system that has been in the ground for more than five years and never been used.
- 6) When connecting a second dwelling to an existing system serving another dwelling to provide temporary housing for a family member suffering personal hardship.

- A. If the second dwelling has its own tank but shares the drain field with the first dwelling, the tank must be pumped every four years (a copy of the pumper's receipt must be provided), and the distribution box(es) will need to be evaluated (authorization notice) every two to four years.
- B. If both dwellings share the tank and the drain field, the tank must be pumped (a copy of the pumper's receipt must be provided), and both the tank and distribution boxes will need to be evaluated (authorization notice) every two years.

7) When changing the use of a facility (i.e. turning a private home into a bed and breakfast).

8) When increasing the capacity of a facility (i.e. adding a tasting room to a winery, increasing seating capacity, etc.).

Some of the above situations may require changes to the sewage disposal system. If, based on your application, we find that you will have to change your sewage disposal system, we will advise you on how to proceed.

**NOTE: Requirement of Land Use Approval:**

If an Authorization Notice is requested for a personal hardship or temporary housing for a family member, a Conditional Use Permit must be obtained or renewed from our Land Use Division. The medical evidence of personal hardship or documentation of the need for temporary housing must be provided with the Land Use application.

**On-Site Sewage Disposal Fees – August**

<b>Authorization Notice</b>	<b>Fee</b>	<b>Agcy</b>	<b>Schg</b>	<b>Total</b>
If a field visit is required .....	\$553	\$54	\$117	\$724
If a field visit is not required .....	\$154	\$54	\$117	\$325
New Temporary Hardship .....	\$308	\$54	\$117	\$479
Renewal Temporary Hardship MH (tank must be pumped every 4 years) .....	\$170	\$54	\$117	\$341
 <b>Existing System</b>				
Evaluation .....	\$454		\$117	\$571



## SEPTIC TANK PUMPERS

McMinnville Pumping, LLC  
P.O. Box 953  
McMinnville, OR 97128  
Phone: 503-472-1323  
Fax: 503-472-7501  
License# 38672

King's Pumping Service  
P.O. Box 1037  
Dallas, OR. 97338  
Toll Free (888) 831-0148  
License# 37747

Valley Septic Service  
P.O. Box 444  
Albany, OR. 97321  
Phone: 541-926-0099  
License# 38621

Lil' Stinky Environmental  
Services, Inc.  
Phone: (503)829-8458  
Fax: (503) 722-7186  
License# 38231  
[www.lilstinky.com](http://www.lilstinky.com)

Honest Drain Solutions  
23325 S Ward Ct  
Oregon City, OR 97045  
Daniel Darling  
Phone: 503-312-1285  
License# 39093

American on Site  
David Bush  
Newberg, OR. 97132  
Phone: 503-538-8808  
License# 38346

A-Affordable Septic Service  
P.O. Box 1130  
Wilsonville, OR. 97070  
Phone: 503-682-1929  
License# 37918

West Side Drain Company  
P.O. Box 1050  
Gaston, OR  
Phone: 503-522-2727  
License#38783

Best Septic Tank Pumping  
Eugene, OR 97404  
Phone: 541-484-0844  
License# 37467

## 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.

### **Signs of septic system failure**

Pools of water or soggy spots, foul odors, and/or dark gray or black soils in the area of your drainfield.

Water that surfaces over the drainfield during heavy rain or when doing laundry.

Sewage backs up into the lowest drains in the house.

Gurgling of drains, slow drainage (check for clogs first).

Soggy soil overlying the drain field.

You can avoid costly repairs by having your septic tank inspected on a regular basis for solids accumulation. When the solids accumulation is greater than 40 percent, have your septic tank pumped by a DEQ-licensed pumper. Contact DEQ for recommendations on how often to have your septic tank inspected



# DETAILED SITE PLAN





