



CLEAR CREEK COUNTY Public and Environmental Health

REQUIREMENTS FOR SINGLE FAMILY RESIDENCE, MULTI-FAMILY, OR COMMERCIAL DEVELOPMENTS (NEW INSTALLATION, ALTERATIONS, REPAIRS)

Prior to any work on an Onsite Wastewater Treatment System (OWTS), a permit needs to be obtained from the Environmental Health Department. This packet is to assist you with completing the requirements to obtain your permit. The Environmental Health staff will review your completed application and issue your permit upon approval.

General Information

Many areas of the mountains are served by individual private wells and private on-site septic systems, but there are some public districts and private corporations which provide water and sanitation services. You will need to determine if your property is within the existing or expansion boundaries of such a district, as the Environmental Health Department will not issue any permits where connection is possible within a Sanitation District unless the Sanitation District agrees to allow the property to abandon sewer service.

In accordance with the Clear Creek County OWTS Regulations, any structure or land site where people live, work or congregate shall contain adequate sanitary sewage disposal systems and shall not discharge any effluent to the surface of the ground, in excavations, or into the surface waters of the State; all must be approved by the Environmental Health Department.

All OWTS must be designed by a Colorado licensed Professional Engineer. However, you may use any Colorado licensed Professional Engineer. Visit our website for a list of [Colorado licensed Professional Engineering Companies](#) who are familiar with working in our county.

All installations, alterations, or repairs to an OWTS must have a valid OWTS permit and work cannot commence until the permit is issued by the Environmental Health Department. All installations, alterations, or repairs must be performed by a [County Licensed OWTS contractor](#). If construction has not been initiated or completed within one (1) year from the issuance date, a renewal permit must be applied for. Expired permits cannot be renewed.

For the purpose of inspecting and enforcing the County's OWTS Regulations and the terms and conditions of any permit issued, the Environmental Health Department has authorization to freely enter upon private property conduct required tests, take samples, monitor compliance and make inspections.

Please note that these are requirements for the Environmental Health Department only; additional submittal requirements may be required for other applicable County permits and reviews.

Environmental Health Department Directory:

Environmental Health Secretary – (303)679-2428

Environmental Health Specialist – (303)679-2420

Fax – (303)569-1103, Website – <http://www.co.clear-creek.co.us/index.aspx?nid=93>

Submittal Requirements for an OWTS Permit

OWTS Application: The application must be completely filled out signed and dated. A contractor who is licensed to install in Clear Creek County must be provided. Please visit our website for a list of [Licensed OWTS Contractors](#). If you would like to have Contractor who is not on our list install your system. Have them contact us immediately to begin the process of becoming licensed in our county.

Copy of your Water Supply System (e.g., private well permit, deep grouted well permit, tap receipt for public system). If you have not received your permit form the State, but have an application that is being processed, you must submit a copy of the application with your OWTS Application. A copy of your well permit will be required prior to final inspection and sign off from the Public and Environmental Health Department. If you have not received a well permit, or need a copy of a well permit please contact [Colorado Division of Water Resources](#) at 303-866-3581.

OWTS Engineer Report: This report must be prepared by a Colorado licensed Professional Engineer.

- The Report should detail, in the very least, but is not limited to the following: the site conditions; existing construction that affects the OWTS; proposed construction that addresses what the OWTS is being designed for; subsurface conditions; recommendations as to how the OWTS should be installed; any operations and maintenance recommendations; and any additional comments or notes. For more requirements please reference Section 13 of Clear Creek County's On-site Wastewater Treatment System Regulations.
- All Reports must be dated within six (6) months of application submittal and stamped by a Colorado licensed Professional Engineer. An OWTS Engineer's Report is not necessary when the application is only for the replacement of a tank, however tanks specs and site plan must be provided.

Detailed Soil Investigation: Must be done by a competent technician meeting requirements found in section 13.13. of the Clear Creek County OWTS Regulations. For more information on detailed soil investigation please refer to Section 13.

Site Plan: Must be prepared by a Colorado licensed Professional Engineer.

- Accurate property boundaries along with a North arrow and ground slope direction and elevation of major components. **IT MUST BE TO SCALE!**
- Location of all existing and proposed structures, driveways, and the proposed site of the septic system. Must meet the applicable standards set forth in the County's OWTS Regulations.
- Location of the proposed or existing water supply and the location of any water supplies located within 200 feet of the subject property.
- Location of any streams, lakes, irrigation ditches, washes or other drainage conditions located on the parcel and within 100 feet of the property line.
- Soil profile data.
- Type of OWTS, and its components (such as dosing siphons, distribution valves, etc.).

Copy of the signed Construction Site Sanitation Agreement: All construction sites must provide sanitation facilities for workers on the site. Please complete the Construction Site Sanitation Form to acknowledge your understanding and assurance that sanitation facilities shall be provided. **Use of existing onsite household toilet facilities is not an option for OWTS Permits unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations.**

Copy of the Zoning Verification: Call zoning at 303-679-2436 with any zoning questions.

Landowner Authorization Form: To be filled out if anyone is submitting on the owner's behalf. We must receive the original wet stamp copy.

A Map and Directions to the Site: Please include a map with directions from the nearest major highway or any landmarks that may be useful in finding the site. Also include any gates and entry codes that will be needed to access your property. If you need help finding a good map, visit Clear Creek Counties Online Services, [New Clear Map](#).

Operation and Maintenance of Onsite Wastewater Treatment System

The property owner is responsible for proper maintenance of the system and for abatement of any nuisance arising from its failure. In order to maintain your OWTS and prevent failure, which can result in contamination to your well and other wells in the vicinity, your OWTS should have a regular schedule of inspection, maintenance and cleaning. **According to the OWTS regulations, if you have any mechanical or electrical components or are using a Higher Level Treatment system an Operating Permit will be required.** The following table gives the guidelines for a minimum schedule of maintenance:

Onsite Wastewater Treatment System Maintenance Recommendation & Requirements			
Type of Component	Recommended Inspection Period	Required Cleaning or Pumping	Additional Permits Required
Septic Tanks	Annually	Every 2-4 years	Use Permit – upon conveyance of property
Vaults, privy vaults, holding tanks	Annually	When Vault reaches 75% capacity	Use Permit – upon conveyance of property May require an Operating Permit upon conditions of the permit
Aeration, mechanical, or higher level treatment units	Per operating Permit Conditions	Per operating Permit Conditions	Use Permit – upon conveyance of property Operating Permit verifying it has a current Operations and Maintenance Contract with a licensed NSF/NAWT inspector
New Technology devices	Per permit conditions or maintenance agreement	Per permit conditions or maintenance agreement	Use Permit – upon conveyance of property May require an Operating Permit upon conditions of the permit.

The Clear Creek County OWTS regulations require the cleaning of all OWTS be performed by companies or individuals who hold a valid Systems Cleaner License from the Public and Environmental Health Department. Please visit our website for a list of active [OWTS Cleaners](#).

**Clear Creek County
Environmental Health Checklist for
OWTS Permit Application**

- Completed New Installation, Alteration, or Repair OWTS Application
- Completed Engineering & Site Plan
- Detailed Soil Evaluation
- Soil Investigation Summary Form & Soil Identification Log
- Soil Profile Test Pit Log Form (If required)
- Percolation Test Summary & Results Form (If required)
- Copy of Water Supply System Permit
- Copy of the Zoning Verification
- Copy of the signed Construction Site Sanitation Form
- Copy of the Landowner Authorization Form (if applicable)
- Application fee
- Map and directions to the site
- Gate or entry codes
- Prepare for your first site visit

Stake out the following:

- Field Tank(s) well Property lines structures
- driveway



When in doubt, stake it out

Please do not hesitate to contact us with any questions throughout this process.

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Onsite Wastewater Treatment System (OWTS)

New Installation, Alteration or Repair of Existing System Application

Installation, alteration, repair or excavation of an OWTS cannot commence until after the OWTS permit is issued by the Public and Environmental Health Department.

TYPE OF PERMIT AND FEE

**** All fees include a \$23 State surcharge for OWTS permits ****

- Full System (\$800)
Two (2) or more major components
- Repair / Alteration (\$500)
1 major component only
- Vault or Toilet only (\$350)
- Self-Contained Toilet (\$130)

TYPE OF OWTS PROPOSED

- Septic Tank/Absorption Field
- Septic Tank Only
- Special Toilet (composting/incinerating)
- Advanced Treatment/Tank/Absorption Field
- Absorption Field Only
- Vault or Vault Privy
- Other: _____

SITE INFORMATION

Physical Address (if known): _____ Legal Description: _____

Parcel Number: _____ Size of Parcel: _____ Driveway Permit Number: _____

BMPs Permit Number: _____ Number of Bedrooms: _____

- Water Supply: Private Well (attach permit if available) Deep Grouted Well (attach permit if available)
 Public System (attach tap receipt) Other: _____

Do you plan on any future additions to the building utilizing the system? No Yes, explain: _____

CONTACT INFORMATION

Owner: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Engineer Designing System: _____ Phone: _____ Email: _____

Contractor Installing System: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

- PERMIT TO BE: Picked up at County Annex by Owner Mailed to Owner
 Picked up at County Annex by Contractor Mailed to Contractor

ATTACH ALL APPROPRIATE DOCUMENTS AS NOTED IN THE PACKET FOR SUBMITTAL. APPROVAL MUST BE GIVEN BY THE CLEAR CREEK COUNTY PUBLIC AND ENVIRONMENTAL HEALTH DEPARTMENT PRIOR TO BACKFILLING ANY PORTION OF THE SYSTEM.

I certify that the information I have provided is true and correct to the best of my knowledge.
 I have read, understand and will comply with the above information and attached documentation.
 I understand that an OWTS Permit must be issued prior to submitting an application for a building permit.
 I understand that the granting of an OWTS Permit does not indicate any implied approval of any other permit, land use request or variance application.
 I understand by signing this application, I grant permission for county representatives to enter my property for all necessary inspections and field work.

Signature of Applicant

Date

Site Plan Requirements for ALL Permits			
SCALED SITE PLAN (MUST BE COMPLETED with the following criteria)			
We strongly recommend that a licensed surveyor be consulted in the preparation of the Site Plan to reduce inaccuracies			
Site Plan must include the following: If no is checked off in any category, the site plan will not be accepted.			
YES	NO	NA	(To be checked off by County Staff)
			• Plan is drawn to scale & is a common engineering scale (i.e. 1"=20')
			• Scale is larger than 1"=50'
			• Title block, written & graphic scale, north arrow designating true north
			• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			• Boundaries of adjacent parcels or portions, or those boundaries that are in immediate proximity of the subject property(s)
			• Total acreage or square footage of parcel
			• Building envelope(s), if applicable
			• Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, including access road, rights-of way, driveways, turnouts/turnarounds, easements (attach easements and CDOT access permit)
			• Location and dimensions of any existing buildings/structures, retaining walls
			• Location and dimensions of any existing well, septic tank(s) & leach field that will remain
			• Location and dimensions of all proposed buildings/structures, retaining walls
			• Location and dimensions of all proposed well, septic tank(s) & leach field
			• Location, dimensions and counts for all existing and proposed parking lots and spaces
			• Location and dimensions of all existing and proposed utilities & utility easements, including water & sewer lines (attach easements)
			• Location and dimensions of all existing and proposed wetlands and/or watercourses and/or floodplains
			• Location and description of all existing and proposed drainage devices, erosion control features
			• Setbacks from buildings and structures (all sides), measured in feet. Setbacks must be identified from the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest, to the eaves or projections from the building or structure (including decks)
			• Square footage of each building/structure's footprint(s) and a total square footage of all buildings/structures combined
Building Elevations must include the following:			
YES	NO	NA	
			All proposed buildings/structures and any existing buildings/structures which will be impacted, including decks, porch covers, chimneys, vents, ornamental elements
			North, South, East, West elevations included
			Scale is a common architectural scale and accurate (i.e. 1/4"=1'-0")
			Proposed final topography where the buildings/structures intersect with the finished grade
			Height measurement indication of the tallest side of the building/structure from the lowest point where the structure intersects the finished grade to the highest point of the coping of a flat roof, or from the average elevation between the ridge and eave of the gable of a sloped roof
			Location and dimensions of proposed rooftop runoff infiltration system (all roof structures in excess of 1,750 sq ft)
SITE PLAN REVIEW FEE (check , cash, or credit card accepted)			
<input type="checkbox"/> Residential \$50.00		<input type="checkbox"/> Commercial \$200.00	
<input type="checkbox"/> Administrative Development Review \$200.00		<input type="checkbox"/> NA (Determined by CCC staff)	

Please Note:

- If applying for a permit and if the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization** is required.
- If you intend to use/occupy a recreational vehicle, accessory building or construction trailer on the property during construction or alteration of a primary building, a Special Use Permit will be required.
- If a parcel is less than 35 acres and not in a subdivision, the property owner must provide a **pre-September 1, 1972** recorded warranty deed with a metes-and-bounds description and a copy of the current warranty deed.
 - Copy provided yes no NA



CLEAR CREEK COUNTY
Public and Environmental Health

CONSTRUCTION SITE SANITATION AGREEMENT FORM

All construction sites must provide sanitation facilities for workers on the site. As stated in the Clear Creek County Onsite Wastewater Treatment System Regulations:

“The owner of any structure or land site where people live, work or congregate shall ensure that the structure or land site contains a properly functioning OWTS or sanitary sewer connection. Any toilet, sink, tub, shower, or any other fixture that discharges wastewater shall be connected to either the OWTS or sanitary sewer.”

Please be advised that failure to provide sanitation facilities throughout the life/duration of your permit will entail a stop work order and prohibit work to be done until approved sanitation facilities are provided.

Please check the proposed method of Sanitary Sewage Disposal:

Portable Sanitation Facilities

Existing Onsite Household Toilet Facilities*

Trailer or Recreational Vehicle with Special Use Permit or Special Exception

Other (Please Explain) _____

*The use of existing onsite household toilet facilities during repairs of any Onsite Wastewater Treatment System shall be prohibited, unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations.

- **DO NOT PLACE PORTABLE SANITATION FACILITIES IN THE ROAD RIGHT - OF - WAY**

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Signature of Owner

Date

**CLEAR CREEK COUNTY LANDOWNER
AUTHORIZATION FORM**

*This Form provides the opportunity for the property owner to
designate a representative to process an application.*

I, _____ of the County of _____,
(property owner)

State of _____, have appointed _____ my true and lawful
representative to act in my name and in my stead and on my behalf in connection with any action necessary in order
to apply

for a: _____
_____.

on certain real property described as follows: _____
_____.

I, AS PROPERTY OWNER:

- 1. UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE THAT MY DESIGNATED REPRESENTATIVE IS AWARE OF AND RESPONSIBLE FOR ALL REQUIREMENTS NECESSARY TO COMPLY AND COMPLETE WITH THE ABOVE AFOREMENTIONED ACTION.**
- 2. UNDERSTAND THAT ANY REQUIREMENTS PLACED ON THE PROPERTY WHICH CONTAIN RESTRICTIONS OR CONDITIONS WHICH MAY BE IMPOSED ON, AND MAY BURDEN, THE SUBJECT PROPERTY SHALL RUN WITH THE LAND REGARDLESS OF OWNERSHIP OF THE PROPERTY.**
- 3. TAKE FULL RESPONSIBILITY FOR NONCOMPLIANCE OF ANY REQUIREMENT ASSOCIATED WITH THE ABOVE AFOREMENTIONED ACTION.**

Agreed:

Signature of Property Owner Print name Date

Subscribed and sworn before me by _____ this _____ day of _____, 20_____.

Notary Public

My Commission expires:

(date)