



**MARION COUNTY PUBLIC WORKS  
BUILDING INSPECTION DIVISION**  
5155 Silverton Rd NE  
Salem OR 97305  
(503) 588-5147 Fax (503) 588-7948  
<http://www.co.marion.or.us>

## **SEPTIC SITE EVALUATION APPLICATION INSTRUCTIONS**

A Septic Site Evaluation is required to determine septic feasibility of undeveloped parcels or proposed parcels in the partitioning process.

### **ITEMS NEEDED TO PROCESS YOUR APPLICATION:**

1. **Completed Application Form and Fee:**

Oregon Administrative Rule (OAR) 340-071-0160 does not allow Marion County to accept incomplete applications. *Please return the completed application form, with the appropriate fee and attachments:*

*The application form must be signed by the owner or owner's authorized representative. "Authorized Representative" means a person with written authorization to act as another person's delegate. If needed, an **Authorization to Apply** form is attached for your convenience.*

*\* Indicate the proposed use of the system, number of bedrooms, employees, etc.*

2. **A Detailed Site Plan:**

*Instructions are listed on the backside of site plan form.*

3. **Land Use Compatibility Statement (LUCS):**

*Required when a property is located inside the city limits or urban growth boundary of a city. Instructions are provided with the LUCS form.*

4. **Test Holes:**

*Instructions for test hole preparation are included on the attached Test Hole document.*

**Return the completed application form, fee and attachments to  
Marion County Building Inspection Division at the address listed above.**



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[www.co.marion.or.us/PW/BuildingInspection](http://www.co.marion.or.us/PW/BuildingInspection)

**NOTICE AUTHORIZING REPRESENTATIVE**

I, \_\_\_\_\_, have authorized  
(Property Owner / Print Name)

\_\_\_\_\_ to act as my agent in performing the  
(Authorized Representative / Print Name)

activities necessary to obtain site evaluations, permits, and other onsite wastewater treatment program services provided by the Department of Environmental Quality or County Agent on the property described below in accordance with OAR chapter 340, division 071.

**PROPERTY IDENTIFICATION:**

\_\_\_\_\_ Property Situs or Street Address

And described in the records of MARION County as:

Legal Description \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

**PROPERTY OWNER:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address \_\_\_\_\_

DEQ License # \_\_\_\_\_ CCB # \_\_\_\_\_