



MARION COUNTY PUBLIC WORKS
BUILDING INSPECTION DIVISION
5155 Silverton Rd NE
Salem OR 97305
(503) 588-5147
FAX (503) 588-7948
www.co.marion.or.us

SEPTIC EXISTING SYSTEM EVALUATION REPORT INSTRUCTIONS

A Septic Existing System Evaluation is required on the parent parcel to establish the system location, size and condition. The existing septic system components are inspected to determine the location of the system and whether the required setbacks can be met from the proposed partitioning lines.

ITEMS NEEDED TO PROCESS YOUR APPLICATION:

1. **Existing System Information:**

A copy of the Certificate of Satisfactory Completion (CSC) or As-Built drawing showing the components and location of the existing system.

- OR -

If the Certificate of Satisfactory Completion (CSC) or As-Built drawing is unavailable, the components of the system must be *carefully* UNCOVERED for determination. This includes UNCOVERING the septic tank and each disposal field line to determine their length and location.

NOTE: All UNCOVERING must be done before the application is accepted.

2. **Future Repair Area:**

In addition, it is imperative that a full drainfield replacement area, which meets soil and setback requirements, be provided for the existing parcel. Please indicate the exact location of the existing and future repair drainfield locations on the site plan for our confirmation in the field.

3. **Proposed property lines:**

Proposed partitioning lines must be flagged on the property before submitting an application for review.

4. **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.

*Field visit required when system is more than 5-years old or if we have no record of the installation.

5. A Detailed Site Plan:

Instructions are listed on the backside of site plan form.

6. Septic Tank Pumping & Inspection Form:

Submit a septic system evaluation form with a pumper receipt completed by a licensed septic pumping service if the septic system was *installed more than 5-years ago*.

7. 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.

Return the completed application form, fee and attachments to:

Marion County Building Inspection Division at the address listed above.