



## **INSTRUCTIONS FOR SITE EVALUATIONS**

A Site Evaluation is the first step in the process of obtaining a construction-installation permit for an onsite system. Before obtaining a construction permit, a site evaluation report finding the site suitable for an onsite system must be completed. To do this you must request that this office evaluate your property for an on-site subsurface sewage disposal system. In order for our staff to accept this application, it will be necessary for you to do four (4) things:

- 1. Provide a diagram of your proposed development, if known, or a hypothetical plan for development of your property. The diagram should include property lines, roads, driveways, surface water, wells, springs, existing and proposed structures.**
- 2. Provide a minimum of two (2) test pits in the site you propose to install an on-site subsurface sewage disposal system. These pits should be separated by a distance of at least seventy-five (75) feet and have minimum dimensions of two (2) feet wide by three (3) feet long by five (5) feet deep and stepped. The pits must be readily visible and flagged. If the site is covered by brush and the pits are hard to find, you must mark a trail to the site from an identifiable access point.**
- 3. Land Use Compatibility Statement.**
- 4. Complete and sign the attached application and submit the appropriate fee to the Tillamook County Department of Community Development office.**

Please make sure the site can be found and is marked. If a locked gate is required to be accessed, please leave a key or the combination to the lock with the application. The gate key will be returned to you upon completion of the site evaluation.

Processing of your application takes a minimum of two (2) weeks after completion of the above criteria. Weather conditions could delay review. Should questions arise, please feel free to contact this office at 842-3409.