

Site Evaluation Process

How do I start a site evaluation or a re-evaluation for residential property?

1. Dig soil test pits before applying for a site evaluation. A minimum of two test pits approximately 75 feet apart are required within the area of the proposed system and its repair/replacement area. The pits must be at least 4 feet wide by 4 feet long and no more than five feet deep. One end of the test pit must be sloped to provide an easy way to get in and out of the pit. If you want to have a larger area examined, you may dig more than two test pits.
2. The corners of the property need to be physically located and staked or flagged.
3. Complete and sign a [site evaluation application](#) form and submit it with all required information (see below) to the [Community Development Department](#) (CDD). (CDD staff can help you complete the zoning and legal lot blanks on the application.)

It is the responsibility of the applicant to obtain planning approval.

What do I do for commercial property?

Before you submit an application, a sanitarian must determine the appropriate sewage flow and associated fees for commercial proposals. Otherwise, commercial proposals follow the same procedure as residential property.

It is the responsibility of the applicant to obtain planning approval.

What information is needed with the application form?

1. **Accurate drawing:** In the space provided on the application, an accurate drawing must show roads and other landmarks and precise locations of test pits, the distance between test pits, and distance of each test pit from the closest property line. A separate sheet may be used for the drawing of the property showing the bounds of the lot and locations of the test pits. Additional information required with the application is listed on the application form. Applications that are missing information will be deemed incomplete and may be delayed.
2. **Well information:** It is critical that well information be included on site evaluation applications. All wells on the subject and adjacent properties should be located and shown accurately on the drawing. County staff may not perform this work for you because the sanitarian does not have permission to go on properties other than the subject property. A separate sheet may be used for the sketch of a large property indicating the well locations.
3. **Vicinity map:** A vicinity map must be included with the application. The map can either give clear written directions or show the route from a major

thoroughfare. Taking a moment to provide accurate directions will allow the County to provide the best service possible for customers. The application form must be signed after completion and submitted include the required site evaluation fee. The property should be promptly posted with the orange address card provided with the site evaluation form. Incomplete and/or incorrect information will delay the completion of the site evaluation.

4. **Signature and fee:** The application form must be signed and submitted with the appropriate fee.
5. **Address card:** Once you have applied you will receive an orange address card. This card should be posted promptly to help County staff locate the entrance to the property.
- 6.

When will the evaluation be completed?

After the site evaluation application is submitted the typical turnaround time for finishing the evaluation is four to six weeks, with emphasis on completing the evaluation as soon as possible.

During the busy construction season, the turnaround time may be extended due the volume of work. During the winter, the time may be extended due to weather and soil conditions. A site evaluation cannot be performed if the ground is frozen or snow covered. In some instances, the time may also be extended if the parcel requires water table observations during seasonal high water periods.

While we are happy to answer questions for customers, phone calls about pending site evaluations are discouraged in order to allow county staff time to focus on completing field work and written reports. If a problem arises during the interim period, County staff will contact the applicant or authorized representative. After the field work is performed, the site evaluation report is completed and mailed as soon as it is ready.

What is in the site evaluation report?

Upon completion of the site visit, a County sanitarian shall prepare a written report detailing the findings. Specific conditions or limitations imposed on an approved or denied site shall be listed on the evaluation report.

What if the site evaluation report contains an error?

If you believe a site evaluation report issued by the County contains an error, then you may request that the Department of Environmental Quality (DEQ) review the report. The application for review must be submitted to the DEQ in writing within thirty days of the date the site evaluation report was issued. Applications for report reviews must be accompanied by the review fee. The review will be conducted and a report prepared by DEQ. The address is:

Bob Baggett
[DEQ](#) - Bend Office
300 SE Reed Market Road
Bend OR 97702-2237
(541) 388-6146 x230
baggett.robert@deq.state.or.us

How long is a site evaluation valid?

DCEH is confident of the validity of all site evaluations less than 10 years old. In order to determine whether site evaluations older than 10 years are valid, we must consider all new information, new DEQ rules, and whether it is possible to site an onsite system with the information given in the site evaluation. If the site evaluation is not valid, the type of system can be changed to meet current rules or, if soil information is needed, a re-evaluation can be required. DCEH will make every effort to site an onsite system on a previously approved lot, but the County may not jeopardize public health in that effort.