

Instructions for submitting an **Application for Subdivision and/or On-Lot Sewage Disposal System Permit**

- 1.) Complete the attached application.
 - a.) Complete information fields that apply.
 - b.) Site information must be accurate. Development names and lot numbers are recorded upon the property deed and tax assessment maps.
 - c.) If you are applying for an on-lot sewage disposal permit for an existing lot, you must provide the sewage facilities planning module number assigned by the Pennsylvania Department of Environmental Protection. If the lot existed before May 15, 1972 this property is exempt from this requirement. If the property is exempt, write exempt in the field and attach proof that the property was created prior to May 15, 1972 using a copy of the recorded deed.
 - d.) If you are applying for on-lot sewage disposal in conjunction with a subdivision complete all the necessary on-lot disposal system information.
- 2.) Sign the attached signature page of the PADEP Application Form (3850-FM-BCW0290) Part IV Signatures under **#22. Owner's Authorization**
- 3.) If you are not the owner of the property, attach proof that you are authorized to act on the property owner's behalf.
- 4.) Attach a copy of the deed that has been recorded for this property and a detailed map defining all borders of the property and corresponding landmarks.
- 5.) **Once all the required information is collected, submit the application and application fee to the Local Agency.** Fees are payable in the form of a check made out to the Local Agency. Please reference the attached fee schedule for the appropriate application fee. Applications and fees must be submitted directly to the Local Agency.
6. Completed forms will be forwarded to the Sewage Enforcement Officer (SEO). At that point the SEO will contact you to schedule a visit to the site and discuss the project.

Application for Subdivision and/or On-Lot Sewage Disposal System Permit

Applicant Information

Name* _____

Address* _____

Email* _____

Telephone* (Day) _____ (Evening) _____

Site Owner Information

Name* _____

Address* _____

Email* _____

Telephone* (Day) _____ (Evening) _____

Site Information

Site Address* _____
(Street) (Post Office) (State) (Zip)

Tax ID No.* _____ Subdivision Name* _____

Municipality* _____ County* _____

Type of Permit* *New* _____ *Replacement* _____ *Repair* _____ *Subdivision* _____

Type of Facility to be served*

Single Family Residential _____ (No. of Bedrooms _____)

Multi-Family Residential _____ Commercial _____

Institutional _____

*If Multi-Family Residential, Commercial or Institutional enter flow _____ gal/day

Type of Water Supply* _____ Nearest Existing Water Supply* _____ ft

Approved Planning Module Number _____

Lot Size* _____ (sq. ft. / acres)

* All subject fields marked with an asterisk are required to be completed or application will be returned

PART III. SYSTEM DESIGN (continued)	
20. Other Toilets <input type="checkbox"/> Chemical Toilet <input type="checkbox"/> Incinerating Toilet <input type="checkbox"/> Composting Toilet <input type="checkbox"/> Recycling Toilet	21. Attach the Following Documentation Soil Tests - Copies of all 3850-FM-BCW0290A forms (and B, or morphological evaluation report when required; See Part II). Design Plan - A detailed sewage system design (including cross sections, plan reviews and comments) and plot plan. See instructions for required details. On-lot Sewage System Design Report – A report containing a detailed description of the selected system design. See instructions for contents. Other - Copies of any other documentation that is required when the conditions identified in any of the above sections are met, such as but not limited to: well isolation distance waiver; proof of authorized agent; reason for revocation; comments on special conditions not specifically covered. Pages - Indicate the total # of pages attached to this form _____.
PART IV. SIGNATURES	
22. Owner's Authorization (to be completed when applying for permit)	
<p>I am the owner of record (or the authorized agent of the owner) of the lot described in Part I of this application. I intend to install an on-lot sewage system on this property. The information provided as part of this application is true and correct to the best of my knowledge. I understand that providing false information on this application is subject to the penalties of 18 PA C.S.A. § 4904, relating to unsworn falsification to authorities. Submission of this form grants authorized representatives from the local agency and DEP access to the lot to inspect and conduct tests of 1) the site; 2) the system and structures under construction; 3) the completed sewage system; and, 4) the operational status of the system.</p> <p>Property Owner's Signature _____ Date _____</p>	
23. SEO's Review (to be completed when the form is initially reviewed for the issuance of a permit)	
<p>I am currently a Local Agency SEO for the jurisdiction encompassing the lot identified in this permit application and my SEO certification is current. The information in this application is true and correct to the best of my knowledge.</p> <p>SEO's Signature _____ Date _____ Certification No. _____</p>	
24. SEO's Final Inspection (to be completed after final site inspection)	
<p>I certify that I have inspected the final installation of the system proposed and permitted in this form. Based on my inspection, the system comports with the proposed and permitted system as reflected in this document and complies with the relevant portions of Pennsylvania's Sewage Facilities Act, and its implementing regulations.</p> <p>SEO's Signature _____ Date _____ Certification No. _____</p>	

*See the instructions for completion of this form and to get direction on how to generate the application number.

On-Lot Sewage Disposal Needs Applicant Fee Schedule 2026

New or Replacement On-lot Sewage Disposal System:

Total Fee: **\$800.00**

Application Fee: **\$400.00**

Payable by check to the Local Agency with completed application

Permit Fee: **\$400.00**

Payable by check to Local Agency prior to permit issuance

Additional fees may be charged as follows:

- Soil evaluation after 1 hour **\$50/hour**
- incomplete design **\$25.00**
- improperly prepared site **\$50.00**
- reconstructive planning **\$50.00**

Subdivision Application: **\$1,000.00 per new parcel**

Includes plot plan review, onsite slope measurement, isolation distance measurements and reports regarding results of soil probes and percolation tests for both the primary and secondary absorption areas. Also includes signature of planning module.

System Repair Permit: **\$300.00**

Payable by check to local agency with completed application

10 Acre Exemption: **\$25.00**

Payable by check to local agency with completed application

Holding Tank Permit Application Fee: **\$400.00**

Payable by check to local agency with completed application

Small Flow Treatment System (SFTF) and Holding Tank Inspection:

SFTF and Holding Tank inspections will be subject to an agreement filed with the Local Agency. Inspection fees will be addressed in the agreement.