### **OSTDS APPLICATION INFORMATION**

# Submission of an incomplete, inaccurate or illegible application will result in unnecessary delays.

A permit application for any onsite sewage treatment and disposal (septic tank) system is required by Florida law.

- Applications must be complete, accurate and legible. A complete application contains <u>all</u> information required by Chapter 64E-6, Florida Administrative Code (FAC).
- The applicant or their authorized agent is responsible for <u>all</u> the information required in the application. If the application is incomplete, the permitting process is put on hold until <u>all</u> the information is received.
- Applications allow the Florida Department of Health to determine if the system, as proposed by the applicant or their agent, can be installed to meet the required standards to protect public health.

Once a complete application is received, the Department has certain timeframes required by statute for issuing a permit for a septic tank. Permit timeframes are different depending on whether a septic tank is considered a performance-based system or a conventional (non-performance) system. For permit timeframe purposes, applications for septic tank system construction may be grouped into the following categories:

#### 1. Applications for Non-Performance-based Treatment Systems

Unless a shorter time frame is prescribed by law, Section 120.60, Florida Statutes (FS) provides specific timeframes for construction permit applications.

Submitted applications must be reviewed within 30 days for errors or omissions. If errors or omissions exist, the department must request, in writing, any additional information that is necessary to complete the application. This serves as the basis by which the department must evaluate the application, and is required to ensure that the supporting facts and circumstances indicate regulatory compliance.

Applications must be approved or denied within 90 days once a <u>completed</u> application has been received. Note that when additional information is requested, the 90-day time to issue the permit is stopped. Once all corrected information is received, the 30 and 90-day time clock begins anew.

#### 2. Applications for Performance-based Treatment Systems

Sub-paragraph 381.0065(4)(j)2., FS, provides specific timeframes for construction permit applications for Performance-Based Treatment Systems (PBTS).

Within five <u>working</u> days after receiving an engineer-designed PBTS application, the county health department must review and shall request additional information if the application is incomplete. Within 15 <u>working</u> days after the department receives a <u>completed</u> application for a PBTS, the county health department must either issue the permit or notify the applicant that the system does not comply with performance criteria, and refer the application to the Onsite Sewage Program Office in Tallahassee, Florida who shall review the application for a determination whether the system should be approved, disapproved, or approved with modifications. Once referred to the Onsite Sewage Program Office, the standard time lines found in Chapter 120, Florida Statutes, and mentioned above, are in effect.

For the calendar year of 2017, there were 16,884 new system permits and 19,882 repair permits issued for the state. The statewide averages for permit issuance was three working days for new permits, and one working day for repair permits.



#### ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM (OSTDS) APPLICATION: GENERAL INFORMATION

#### Our goal is to serve you as efficiently as possible.

An OSTDS permit application cannot be processed until the application is complete. The Florida Department of Health in Manatee County – Environmental Health Services will hold the application until complete - This will delay the issuing of the permit. The following are required for a complete permit:

- Permit Application Fees
- Application Page # of Bedrooms, Square Footage of Living Space, # of People
- Application Page Signed and Dated
- Site Plan New/Existing To-Scale and Signed and Dated
- Site Plan Repair Distance to Setbacks and Signed and Dated
- Floor Plan Label Rooms and Outside Dimensions and Signed and Dated
- Site Evaluation Filled out Correctly and Signed and Dated (DOH or Master Contractor)
- Existing/Repair Evaluation Filled out by a Licensed Septic Contractor
- Site Plan Checklist Answer all Questions and Sign and Date

The Florida Department of Health in Manatee County – Environmental Health Services will need a 'dig ticket' to have all utilities marked before any site work can be done.

When the application is complete, the Florida Department of Health in Manatee County – Environmental Health Services will make every effort to issue a permit as soon as possible (2 days for repairs and 6 days for new/existing – After Dig Ticket Approval.)

Please help the inspectors by making sure the property in question is accessible. Also make sure the flags are located:

- at the entrance to the property (Orange Flag)
- at the proposed onsite wastewater treatment and disposal system (OSTDS) location (Yellow Flag)
- at the well location (if applicable) (Blue Flag)

If this office attempts to perform the site evaluation, repair/existing evaluation, system construction and/or final inspection and the property is not accessible, or the flags are not at the proper locations, a \$50.00 re-inspection fee will need to be paid before the work can proceed and be completed.

Please call for an inspection by 4:00 PM for an inspection the next business day.

If you have any questions please feel free to call the Florida Department of Health in Manatee County – Environmental Health Unit at (941) 748-0747 ext. 1340, from 8:00am until 5:00pm – Monday through Friday.

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## ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM (OSTDS) NEW CONSTRUCTION / EXISTING / REPAIR / ABANDONMENT / PERMIT CHECKLIST

The following items are needed to have a complete OSTDS Permit Application:

	<b>Completed Permit Application.</b> All applicable information must be completed on form DH 4015 (see attached). An application cannot be processed without a property street address or property ID #, plat date. (All fields populated, signed and dated by applicant.) <b>Application for a private residence must have the number of people living in the residence, the number of bedrooms, and the total square footage of living space stated for the application to be complete.</b>
	<b>E-Mail Address.</b> Please give your e-mail address to allow more efficient processing of the Onsite Wastewater Treatment and Disposal system (OSTDS).
	Building Permit Number. Please give the building permit number for the project that will require the Onsite Wastewater Treatment and Disposal system (OSTDS).
	Agent Letter. An agent letter must be submitted as part of the OSTDS application if someone other than the property owner or licensed Florida septic contractor is submitting the application and/or signing the required pages of the OSTDS application.
	Site Plan. A <u>to-scale</u> site plan of the property must be provided (see attached to-scale site plan sample). The site plan must show the location of any building structures, the location of the street and the location of the septic tank and drainfield area. The site plan will need to be signed and dated by the applicant/agent.
	<b>Floor Plan.</b> A floor plan must be submitted with the stated outside dimensions. The rooms must also be labeled. The floor plan will need to be signed and dated by the applicant/agent.
	<b>Site Evaluation.</b> The site evaluation must be performed according to 64E-6, Florida Administrative Code. The site evaluation information must be filled out on DH 4015. 2 soil profiles must be completed and an ESHWT (Estimated Season High Water Table) must be determined and scientifically documented using USDA methodology.
	<b>Fee (New)</b> . A fee of \$350.00 must be submitted with the application – If the Florida Department of Health in Manatee County performs the site evaluation.
	Fee (Existing). A fee of \$35.00 must be submitted with the application.
	Fee (Existing - Modification). A fee of \$295.00 must be submitted with the application – if the Florida Department of Health in Manatee County performs the site evaluation.
	<b>Fee (Repair).</b> A fee of \$300.00 must be submitted with the application – if The Florida Department of Health in Manatee County performs the site evaluation.
	Fee (Abandonment). A fee of \$50.00 must be submitted with the application.
lf you	have any questions or you are ready for your inspection, please call (941) 748-0747 ext. 1340.

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**Fiorida Department of Health** in MANATEE COUNTY Division 410 6TH Ave. E., Bradenton, FL. 34208 • FAX: 941-750-9364 PHONE: 941-941-7593 FloridaHealth.gov



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	STATE OF FLORIDA DEPARTMENT OF HEALTH ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM APPLICATION FOR CONSTRUCTION PERMIT			FEI	PERMIT NO. DATE PAID: FEE PAID: RECEIPT #:					
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APPLICANT: AGENT: TELEPHONE: MAILING ADDRESS:	Property owner's full name. Property owner's legally authorized representative. Telephone number for applicant or agent. P.O. box or street, city, state and zip code mailing address for applicant or agent.
LOT, BLOCK, SUBDIVISION:	Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.
DATE OF SUBDIVISION:	Official date of subdivision recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership shall be considered a subdivision of the lot.
PROPERTY ID#:	27 character number for property. CHD may require property appraiser ID # or section/township/range/parcel number.
ZONING:	Specify zoning and whether or not property is in I/M zoning or equivalent usage.
PROPERTY SIZE:	Net usable area of property in acres (square footage divided by 43,560 square feet) exclusive of all paved areas and prepared road beds within public rights-of way or easements and exclusive of streams, lakes, normally wet drainage ditches, marshes, or other such bodies of water. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions may be included in calculating lot area.
WATER SUPPLY:	Check private or public <= 2000 gallons per day or public > 2000 gallons per day.
SEWER AVAILABILITY:	Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet.
PROPERTY ADDRESS:	Street address for property. For lots without an assigned street address, indicate street or road and locale in county.
DIRECTIONS:	Provide detailed instructions to lot or attach an area map showing lot location.
BUILDING INFORMATION: TYPE ESTABLISHMENT:	Check residential or commercial. List type of establishment from Table II, Chapter 64E-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office.
NO. BEDROOMS:	Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants.
BUILDING AREA:	Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.
BUSINESS ACTIVITY:	For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table II, Chapter 64E-6, FAC.
FIXTURES:	Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.
SIGNATURE / DATE:	Signature of applicant or agent. Date application submitted to the CHD with appropriate fees and attachments.

ATTACHMENTS: A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, if the features are with 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) showing number of bedrooms and building area of each unit. For nonresidential establishments, a floor plan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater.

**Mission**: To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

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Vision: To be the Healthiest State in the Nation

#### THE FLORIDA DEPARTMENT OF HEALTH - MANATEE COUNTY **ONSITE SEWAGE TREATMENT AND DISPOSAL APPLICATION** SITE PLAN CHECKLIST

As the owner or agent applying for an OSTDS permit it is my responsibility to determine if the proposed development is in compliance with the zoning requirements of Manatee County. I further assume responsibility to obtain any applicable permits from other Federal, State and/or Local Government Agencies.

Site plans for all new, existing and modification permits must be drawn to scale. For individual lots five acres or greater, the applicant may draw a minimum one acre parcel to scale showing all required features or the minimum size drawing necessary to properly exhibit all required features, which ever is larger. The applicant must show the location of the one acre or larger parcel inside the total lot ownership.

If a feature (i.e. lakes, waterlines, property lines, wells) is on the property it must be drawn to scale. Offsite features must be drawn to scale if within 75 feet of the property line. For repairs, the setback is measured from the OSTDS location and is the setback distance plus 25 feet. For lots five acres or greater, the setbacks are from the parcel lines demarking the one acre or greater parcel drawn to scale and dimension lines may be used. (The Non-Tidal and/or Tidal Surface Water information must be marked or the application will be considered incomplete and put on hold until information is submitted to the Florida Department of Health in Manatee County.)

SITE DATA:	ORIGINAL PERMIT NUMBER	PERMIT NUMBER		
Dwellings: is n	nore than one dwelling proposed or existing on proper (5' setback to building foundation)	ty?	*Yes	No
Easements: (ro	ads, pipelines, underground utility lines & etc)		*Yes	No
Slopes: (Slight,	Moderate, Severe)		*Yes	No
Wells on Lot:	Private (Drinking Water) Irrigation (75' setback) (50' setback)	Public (Drinking Water) (Flow<2000=100" Flow>2000=200" setb	*Yes	No
Potable Water	.ine to be shown on plot plan: (2' setback)			
	es: (within 75 ft. of property line) isting wells, water bodies or existing septic tank and c	drainfield system(s)	*Yes	No
Drainage Featu	res: (15' setback to ditch/swale)		*Yes _	No
Filled Areas: (U	nacceptable soils must be replaced)		*Yes	No
Utility Easemen	t (2 Residences on one OSTDS- Must Be Document	Stamped at the Clerk of Courts)	*Yes	No
Jurisdictional V	Vet Land (Read Informational Sheet)		*Yes	No
Surface Water:	(75' setback) (50' setback if lot platted before 1/1/197	2)	*Yes	No
Surface Water:	Non Tidal Influence (Lake,Stream, Canal, Pond) DC	DH Determined1_ Surveyor MAFL _2_	*Yes	No
Surface Water:	Tidal Influence ( Bayou, Manatee River, Bradenton R	liver) Surveyor 1_ MHWL Surveyor 2A	*Yes	No
*ANY ITEM CHE TANK SYSTEM	CKED AS "YES" ABOVE, MUST BE SHOWN ON THI USING DIMENSION LINES, IF A REPAIR. OTHERW	Surveyor _2BMHWL E SITE PLAN AND THE DISTANCE TO TH ISE, THE APPLICATION WILL BE CONSI	ie propo Dered in	DSED SEPTIC ICOMPLETE.
Applicant Sig	nature	Date:		
	EH 1/10/2019 (Page 6)			

**Florida Department of Health** in MANATEE COUNTY Division 410 6TH Ave. E., Bradenton, FL. 34208 PHONE: 941-941-7593 • FAX: 941-750-9364 **FloridaHealth.gov** 



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	ATE OF FLORID			PERMIT #	
	PARTMENT OF HI				
ON	SITE SEWAGE TH	REATMENT AND	DISPOSAL SYSTEM		
SI'	TE EVALUATION	AND SYSTEM	SPECIFICATIONS		
APPLICANT :			AGENT :		
PROPERTY ID #:			[Section/Township/	Parcel No. or Ta	ax ID Number
TO BE COMPLETED F	V ENGINEED HEAT	TH DEDADMICIN			
MUST PROVIDE REGI	STRATION NUMBER	AND SIGN AND	EMPLOYEE, OR OTHER QU SEAL EACH PAGE OF SUE	JALIFIED PERSON. BMITTAL. COMPLET	ENGINEERS E ALL ITEMS.
PROPERTY SIZE CON	FORMS TO SITE PI	AN: [] VES	[] NO NET USABLE AR		
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AUTHORIZED SEWAGE	FLOW:	GALI	ONS PER DAY [RESIDE	SNCES-TABLE 1/OT	HER-TABLE2]
UNOBSTRUCTED AREA	AVAILABLE:	SQFI	ONS PER DAY [1500 G UNOBSTRUCTED ARE	A REQUIRED:	GPD/ACRE] SQF1
BENCHMARK/REFEREN	CE POINT LOCATIO	N:			
ELEVATION OF PROP	OSED SYSTEM SITE	IS [IN	CHES/FT] [ABOVE/BELOW	W] BENCHMARK/REF	ERENCE POINT
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REMARKS/ADDITIONAL	CRITERIA:				
JIE EVALUATED BY:				DATE:	
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DH 4015, 08/09 (Obsoletes previous editions which may not be used) incorporated: 64E-6.001, FAC



### THE FLORIDA DEPARTMENT OF HEALTH -- MANATEE COUNTY FLOOR PLAN FOR NEW – EXISTING CONSTRUCTION APPLICATIONS

- 1. THE NEW EXISTING (RESIDENTIAL) FLOOR PLAN DOES NOT NEED TO BE TO SCALE.
- 2. THE NEW EXISTING (COMMERCIAL) FLOOR PLAN DOES NEED TO BE TO SCALE.
- 3. THE NEW EXISTING (COMMERCIAL) FLOOR PLAN MUST SHOW PLUMBING FEATURES.
- 4. THE FLOOR PLAN WILL REQUIRE THE ROOMS LABELED.
- 5. THE FLOOR PLAN WILL REQUIRE THE OUTSIDE DIMENSIONS.

NOTE: A REPAIR DOES NOT REQUIRE A FLOOR PLAN.

Requirement for Existing Applications:

• Existing construction permit applications will need to have a floor plan for the existing structure before modifications were made, and a floor plan for the structure after the modifications are made.

### NOTE: THE APPLICANT MUST SIGN AND DATE THE FLOOR PLAN.

1/10/2019

 Florida Department of Health

 in MANATEE COUNTY

 Division

 410 6<sup>™</sup> Ave. E., Bradenton, FL. 34208

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### THE FLORIDA DEPARTMENT OF HEALTH -- MANATEE COUNTY SITE PLAN FOR NEW / EXISTING / ABANDONMENT CONSTRUCTION APPLICATIONS (REPAIR SITE PLAN EXAMPLE)

### 1. THE NEW - EXISTING SITE PLAN MUST BE TO SCALE.

- 2. THE SITE PLAN MUST HAVE PROPERTY LINE DISTANCES STATED.
- 3. THE SITE PLAN MUST HAVE THE HOUSE AND ALL SETBACKS SHOWN ON THE SITE.
- 4. THE SITE PLAN MUST SHOW OFF SITE FEATURES WITHIN 75 FEET OF THE PROPERTY LINE. (NEW-EXISTING ONLY)
- 5. THE TWO SITE EVALUATION HOLES AND REFERENCE POINT MUST BE SHOWN.
- 6. THE MAFL MUST BE DETERMINED BY DOH-MANATEE OR A SURVEYOR.
- 7. THE REPAIR SITE PLAN MUST HAVE THE LOCATION OF THE FXISTING DRAINFIELD AND THE LOCATION OF THE REPLACEMENT DRAINFIELD.
- 8. THE REPAIR SITE PLAN MUST HAVE THE LOCATION OF THE EXISTING TANK AND THE LOCATION OF ANY REPLACEMENT TANK OR LIFT DOSE TANK.

**EXCEPTIONS FOR REPAIR / ABANDONMENT APPLICATIONS:** 

- **REPAIR/ABANDONMENT SITE PLAN DO NOT HAVE TO BE TO SCALE MUST** HAVE DIMENSION LINES DRAW WITH DISTANCES STATED.
- REPAIR SITE PLAN MUST SHOW FEATURES WITHIN 75 FEET OR ANY SETBACK **DISTANCE TO THE SEPTIC SYSTEM (TANK AND DRAINFIELD.)**

### NOTE: THE APPLICANT MUST SIGN AND DATE THE SITE PLAN.

1/10/2019

**Florida Department of Health** in MANATEE COUNTY Division 410 6TH Ave. E., Bradenton, FL, 34208 PHONE: 941-941-7593 • FAX: 941-750-9364 FloridaHealth.gov



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### UTILITY EASEMENT FOR MAINTENANCE OF ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM

Where a property owner proposes to build or has build a single residence or a single business or multiple residences or businesses on multiple lots, and the residence's or business's authorized sewage flow requires the use of multiple lots or parts there of, for the issuance of an onsite wastewater treatment and disposal system (OSTDS), the property owner must submit, prior to issuance of an onsite wastewater treatment and disposal system (OSTDS) permit, a written utility easement executed and recorded in the public property records at the county courthouse.

The utility easement must bind the required properties together so the original lots and their collective sizes, or parts thereof, is retained for the purposes of the onsite wastewater treatment and disposal system (OSTDS), and must include provisions for maintaining the onsite wastewater treatment and disposal system (OSTDS). The written utility easement must be done in accordance with Chapter 64E-6.004(7)(a), Florida Administrative Code.

If a written utility easement is required, then the onsite wastewater treatment and disposal system (OSTDS) will be put on hold until the written utility easement is received by the Manatee County Health Department according to Chapter 64E-6.004(7)(a) and applicable Florida Statutes.

Examples of the need for a written utility easement:

- A dublex is build with multiple single family units on a single lot with a single onsite wastewater treatment and disposal system (OSTDS). A written utility easement must be obtained to tie the maintenance of all the single family units together.
- A single family residence where the estimated sewage flow is larger then the authorized sewage flow allowed for the lot. The property owner can bind (with an written utility easement) an adjacent property to the property the single family residence is located on and use the authorized sewage flow allowed for both lots to build the larger single family residence.
- A single family residence is modified into two separate living units that are not connected, and each individual living unit has its own property. The onsite wastewater treatment and disposal system (OSTDS) is on only one of the properties. Both of the properties use the one onsite wastewater treatment and disposal system (OSTDS). The written utility easement is used to make sure both property owners are responsible for maintaining the onsite wastewater treatment and disposal system.
- A single family residence is modified into two separate living units that are not connected, and each individual living unit has its own property. The onsite wastewater treatment and disposal system (OSTDS) is located on both of the separate properties. The written utility easement is used to make sure both property owners are responsible for maintaining the onsite wastewater treatment and disposal system (OSTDS).
- A single family residence must use an adjacent lot to fit the area of the onsite wastewater treatment and disposal system (OSTDS). The written utility easement is used to bind the properties to give a legal register the onsite wastewater treatment and disposal system is on 2 properties if in the future the owner of the properties wants to sell one of the properties.
- The above examples can also be used for commercial businesses.

If you have any questions please feel free to call the Manatee County Health Department at (941) 242-6643 Monday through Friday between 8:00am and 5:00pm.

1/10/2019

 Florida Department of Health

 in MANATEE COUNTY

 Division
 410 6™ Ave. E., Bradenton, FL. 34208

 PHONE: 941-941-7593
 • FAX: 941-750-9364

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### JURISDICTIONAL NOTIFICATION

Please be advised that the Florida Department of Health in Manatee County Health Department has no authority to deny an onsite wastewater treatment and disposal (OSTDS) application on the grounds of the onsite wastewater treatment and disposal system (OSTDS) being located on property that contains areas under the regulatory authority of the Florida Department of Environmental Protection, U.S. Corps of Engineers, or a local permitting agency, such as your county building department or local environmental program.

If the Florida Department of Health in Manatee County believes that a permit has been issued on property that may contain areas under the regulatory authority of the Florida Department of Environmental Protection, U.S. Corps of Engineers, or a local permitting agency, such as your county building department or local environmental program, then the Florida Department of Health in Manatee County will advise the appropriate regulatory agencies and the local building department that the Florida Department of Health in Manatee County have issued a onsite wastewater treatment and disposal system (OSTDS) construction permit on a site that may be under their regulatory control.

The issued onsite wastewater treatment and disposal system (OSTDS) permit does not authorize the applicant, agent, and/or contractor to excavate and/or place fill in a jurisdictional area or violate any other state/local agency regulation(s). If applicable, the applicant, agent, and/or contractor must obtain the necessary permit(s) from the appropriate regulatory agency.

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