

**KWIC APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM
CONSTRUCTION PERMIT & INSPECTION**

(KWIC) Keuka Watershed Improvement Cooperative, 1 Keuka Business Park, Penn Yan, NY 14527 (315) 536-0917

This application is being made for a permit to construct, repair, inspect or reconstruction a wastewater treatment system at the property described below. Applicants are advised that construction, repair, inspection or replacement of wastewater treatment systems are subject to regulation by the wastewater management regulations of the municipalities of Barrington, Hammondsport, Jerusalem, Milo, Penn Yan, Pulteney, Urbana, Wayne and their mutual agreement in the Keuka Watershed Improvement Cooperative as well as the New York State Public Health Law.

Applicant Information: *(Please Print Clearly)*

Business Name		Business Phone		Cell Phone	
Last Name	First Name	Home Phone		Email	
Street Address		City	State	Zip code	
Property Street Number	Property Street	Municipality	Tax Map No.		

Application Type: *(Check One)*

- Construction New or Increase Water Demand
 Existing System Replacement Dwelling
 Replacement System
 Repair Major (pump stations, pumps, absorption lines etc.)
 Repair Minor (sewer & effluent lines, d box if lines are not plugged)
 Tank Replacement (septic or holding tank)
 System Modification (adding ETU)
 Site Investigation *(only)*
 Property Transfer Inspection
 Renewal

Structure Information: *(Check all that apply)*

Building Type: _____ Bedroom Equivalents: _____ Gallons per day flow: _____ Bathroom No. _____

Use: *(Circle or Highlight one)* {Residential, Seasonal/Rec, Rental, Commercial, Industrial, Institutional, Multi residential, Shared, Other}

- Garbage Grinder
 Water-saving Fixtures
 All Wastewater to System
 Water Softener
 High Water Demand Fixtures (Surround showers, hot tub, Sauna, Jacuzzi, Whirlpool, etc.)
 Last Known occupancy date greater than 60 days

Water Supply & other information: *(Check all that apply)*

- Public Water
 Lake
 Private well 50 ft deep or less
 Private well over 50 ft deep
 Neighbors Well within 200 ft
 Regularly Used Medications (e.g. chemotherapy, dialysis)
 Buried Utilities
 Land Slopes 15% or greater

I hereby certify that the above information is correct to the best of my knowledge and I agree that the system shall be installed and maintained in accordance with the local wastewater management regulations. I further acknowledge that the dwelling and the system must be open so that proper inspection and approval can be made by the design professional and the watershed inspector and that the system cannot be put into operation until a permit to operate has been issued.

Applicant or Agent *(Agent must have legal representation form)*

Date

Expected Construction Date

Fees: Payable To: KWIC

Site Investigation (witnessing test holes-2 locations per lot, one visit)	\$75	Site Evaluation Existing system for replacement dwelling (1 visit)	\$75
Design Permit (construction permit -- new or replacement)	\$100	Late filing fee design permit (construction starts prior permit issuance)	\$150
Design Permit (modification or revision)	\$75	Repair permit (major)	\$30
Late filing Repair Permit (repairs made prior to permit issuance)	\$100	Renewal Permit (renewal must occur prior permit expiring)	\$30
Design Permit extension (One 60 day extension if requested prior to permit expiring and some components have been installed)			No Fee
Repair Permit (minor), Tank Replacement and Real Property Transfer Inspection fees check with local municipality for rates.			

(Official Use Only Site & Soil Analysis, System Requirements)

Site & Soil Analysis

Soil Name: _____ Soil Symbol: _____
 Depth to Limiting Layers (in.): _____ Kind: _____
 _____ Kind: _____
 Depth to Seasonal High Water Table (in.): _____
 Perc Test (Min/In.): _____ Loading Rate (g/sq. ft.): _____

System Requirements

Septic Tank Size (gal.): _____
 Type of System: _____
 System Notes: _____
 Official's Initials: _____ Zoning & Steep Slopes Permit Required

**Municipalities: Barrington,
Hammondsport, Jerusalem,
Milo, Penn Yan, Pulteney,
Urbana, & Wayne**



**Keuka Watershed Improvement
Cooperative**
1 Keuka Business Park, Penn Yan, NY
14527
ph. 315.536.0917

Instructions for filling out the application form:

Applicant Information Box

1. Business name and business phone only apply to any business, institution, or other organization applying for an onsite wastewater construction permit.
2. Cell phone, Home phone, and Email are not mandatory, but aid in contacting the applicants if there are questions.
3. Last name, first name, street address, city, state, zip code is for your contact address or mailing address. (Mandatory information)
4. Property street number, property street, municipality and tax map number are for the property requesting the permit for construction, repair or inspection. The tax map number is on your tax bill sometimes referred to as tax ID. In Yates County the number is 4 to 12 digits with two dashes (for example 74.1-1-12) and in Steuben County the number is 11 to 13 digits with two dashes (for example 103.10-02-012.122). (Mandatory information)

Application Type Box (check one box only) (Mandatory information)

1. **Construction new or Increase Water Demand** is defined as a new house; adding a bedroom to an existing house; adding water fixtures in a bathroom such as surround shower, hot tub, jacuzzi, whirlpool or similar water demands; change of use that requires an increase in water demand.
2. **Existing System Replacement Dwelling** is for a tear down and replacement of an existing dwelling with a new one with the same number of bedrooms or water demand on the original footprint of the older dwelling.
3. **Replacement System** is for the replacement of an existing system that has failed.
4. **Repair Major** is for repairs such as replacing a pump station, pump, absorption lines, raised fill repair, or other similar repairs.
5. **Repair Minor** is for repairs that are minor such as sewer & effluent lines, distribution box replacement if lines are not plugged, and cracked or leaking tank or cover repair, contact local watershed inspector.
6. **Tank Replacement** for existing septic tank or holding tank without increases in bedrooms contact local watershed inspector.
7. **System Modification** is for adding an Enhanced Treatment Unit to the system.
8. **Site Investigation** only is for witnessing a deep hole investigation and/or reviewing the site with an engineer for possible future system.
9. **Property Transfer Inspection** is requesting a property transfer inspection with the local watershed inspector.
10. **Renewal** is for renewing an existing permit.

Structure Information Box (check all that apply if they exist and fill in the blanks)

1. **Building Type** refers to house, office, shop, business, multi residential dwelling, etc. (Mandatory information)
2. **Bedroom Equivalents** relates to residential homes where bedrooms dictate the size of the wastewater system. A garbage grinder is the same as a bedroom. A hot tub or other high water demand fixture (Jacuzzi, surround shower, oversize tub, sauna, etc.) is the same as a bedroom. Bedroom equivalents can in the Keuka Watershed range from 110 gallons to 150 gallons per bedroom. This number is the number of bedrooms plus any of the high water demand fixtures or garbage grinder added together. (Mandatory information)
3. **Gallons per day flow** this item may need to be filled in by your engineer or KWIC. It is based engineers calculations based on information in your plans.
4. **Use circle or highlight one use listed between the brackets.** This information is used categorizing system to different specifications. (Mandatory information)
5. **Garbage Grinder** adds an additional bedroom to the tank size. Garbage grinders add undigested organic matter to the septic tank, which the anaerobic bacteria have a harder time digesting causing the tank not function as efficiently as designed. (Mandatory information)
6. **Water-saving fixtures** reduce water demand by 20-25% in the design calculations. It is important to know if water-saving fixtures exist or are planned for the size of the absorption area (treatment area). (Mandatory information)
7. **All Wastewater to System** is important to know that all of the wastewater of the structure is treated. (Mandatory information)
8. **Water Softener** we do not include water softener backwash into septic systems in the watershed. There is presently quite a controversy over its harmful effects on the functioning of the wastewater treatment system. (Mandatory information)
9. **High Water Demand Fixtures** such as surround showers, hot tub, sauna, Jacuzzi, whirlpool increase the number of bedroom equivalents in calculating the size of the absorption area. (Mandatory information)
10. **Last Know Occupancy date greater than 60 days** is important, if the system has not been used in the last 60 days any inspection is not valid due to non-use. Sometimes the only failure evidence might be high ground water. (Mandatory information)

Water Supply & other information Box (check all that apply) (Mandatory information)

1. **Public Water** refers to municipal water systems and private systems regulated by New York State Department of Health.
2. **Lake** is the source for many cottages and homes and the intake line is important in separation distances.
3. **Private well 50 ft deep or less** this includes dug wells, springs and drilled wells where the water bearing strata is less than 50 feet deep.
4. **Private well over 50 ft deep** there is less separation distances for deep wells with water bearing strata over 50 feet deep.
5. **Neighbors well within 200 feet** this is important for the engineer to show on the plans any neighboring wells within 200 feet.
6. **Regularly Used Medications** is a concern due to the effects of chemotherapy; dialysis and heavy anti biotic have a detrimental effect on the functioning of the wastewater treatment system.
7. **Buried Utilities** is for the engineer to show on the plans for contractor information to avoid damages to underground utilities.
8. **Land Slopes 15% or greater** is important for steep slope permits in some municipalities.

Official Use Only Boxes (Site & Soil Analysis, System Requirements)

These boxes are shaded and are met for watershed and municipal staff use only.

Processing Permit Applications

1. All permit applications in the municipalities of Urbana and Hammondsport are processed through Terry DeBuck, Watershed Inspector.
2. All permit applications for new or replacement systems in the municipality of Wayne are processed through Gil Harrop, Code Enforcement Officer.
3. All permit applications for tank replacements, repairs minor, and property transfer inspections in the municipality of Wayne are processed through Wilbur Dowdle, Watershed Inspector.
4. All permit applications for new or replacement systems, modifications to systems, existing system replacement dwelling, repairs major, site investigations, and renewals in the municipalities of Barrington, Jerusalem, Milo, Penn Yan, and Pulteney are processed through the Keuka Watershed Improvement Cooperative office.
5. All permit applications for tank replacements, repairs minor, and property transfer inspections in the municipalities of Barrington, Jerusalem, and Milo are processed through James Balyszak and Colby Peterson, Watershed Inspectors.
6. All permit applications for tank replacements, repairs minor, and property transfer inspections in the municipality of Pulteney are processed through Lauren Welch, Watershed Inspector.