

# Town of Chelmsford Board of Health

## New Development (Unable to Connect to Town Sewer per DPW) Title 5 Septic System Process

Is the Proposed Development in the Groundwater Protection Zone?

Yes

1. Must adhere to Town of Chelmsford General Provisions, Chapter 201, Board of Health Article VII Groundwater Protection Zone
2. Must adhere to the Town of Chelmsford Chapter 195 Article XIV Aquifer Protection District
3. Must adhere to the Town of Chelmsford Chapter 141 Article I Stormwater Management
4. If all the Town of Chelmsford Governing Boards have approved the proposed project, including those listed above follow steps below.

No:

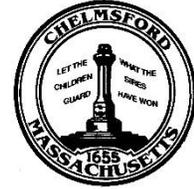
1. The proposed project is **not** in the Groundwater Protection Zone
2. If all the Town of Chelmsford Governing Boards have approved the proposed project, follow the steps below.

### Soil Test Application (Perc Test) – Step 1

1. Applicant applies for a Soil Test Application in Permit Eyes (Ensure all documents are uploaded)
2. The Health Department will review applications. Once all the necessary information has been received the payment fee will be entered.
3. Applicant will receive communication on payment
4. Applicant makes payment
5. Health Department sends information to the Consultant
6. Consultant contacts the Applicant to schedule inspection
7. Soil/Perc Test notes are sent to the Health Department for each lot
8. If adequate soil testing has been completed, then the designer will typically move forward with design plans for the septic system(s).

### Plan Review – Step 2

1. Applicant applies for a DSCP New Construction – Step 2 Plan Review Application for each Lot in Permit Eyes (Ensure all documents are uploaded)
2. Applicant also emails their Plan Review via a link to the Health Department ([cdestrempe@chelmsfordma.gov](mailto:cdestrempe@chelmsfordma.gov) and [ndanahy@chelmsfordma.gov](mailto:ndanahy@chelmsfordma.gov) )



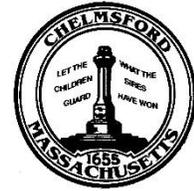
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3. The Health Department will review application once all needed information has been received the payment fee will be entered.
4. Applicant will receive communication on payment
5. Applicant makes payment
6. Health Department sends information to the Consultant
7. Consultant reviews the Plan. Consultant either creates a memo identifying items in need of attention or provides a draft approval letter for the Health Department to review.
  - A. If the applicant's plan needs edits, then the applicant will need to revise the plan and then apply for a DSCP New Construction Step 2A – Plan review resubmission.
    1. The applicant is to upload all new documents to Permit eyes.
    2. Applicant also emails their resubmission via link to the Health Department ([cdestrempe@chelmsfordma.gov](mailto:cdestrempe@chelmsfordma.gov) and [ndanahy@chelmsfordma.gov](mailto:ndanahy@chelmsfordma.gov) )
    3. The Health Department will review updated application once all needed information has been received the payment fee will be entered.
    4. Applicants will receive communication on payment.
    5. Applicant makes payment.
    6. The Health Department sends information to the Consultant.
    7. Consultant reviews the Plan. Consultant either creates a memo identifying items in need of attention or provides a draft approval letter for the Health Department to review.
    8. If the applicants needs edits, the applicant will need to follow the steps a (1-8).
  - B. If the plan is approved, the applicant will receive a letter from the Health Department, then applicant's installer will apply for a DSCP New Construction- Construct and Inspection Process Application.

Prior to the issuance of a Disposal System Construction Permit:

1. The area of the proposed Soil Absorption System (SAS) is to be staked and flagged to identify the location(s) and to prevent activities which might damage the soil absorption system. Stockpiling of materials and equipment within the SAS area is prohibited
2. The applicant must submit a foundation as-built at the same scale as the approved plan with the proposed onsite wastewater system components also depicted along with ties to the foundation
3. The system installer must demonstrate their credentials to be a licensed system installer by the Westford Board of Health



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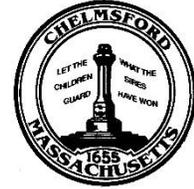
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### Disposal System Construction and Inspection Process Permit – Step 3

1. Application is made by a licensed installer to have a Disposal System Construction permit issued. Ensure all documents are uploaded into Permit Eyes.
2. The Health Department will review applications once all needed information has been received. The payment fee will be entered, this fee will include all steps in the inspection process. Applicant will receive communication on payment
3. Applicant makes payment
4. Health Department sends information to the Consultant
5. Consultant and Applicant will schedule installation inspections

### Throughout the project:

1. If site conditions are found in the field to be different from those indicated on the design plan, installation of the onsite wastewater system shall stop, and the designer and this office notified within 24 hours
2. The brand and model of effluent filter specified on the design plan is to be utilized. The installer is to demonstrate these have been made part of the onsite wastewater system
3. If groundwater is present at the bottom portion of the excavation for the soil absorption system (SAS) the excavation is to be dewatered prior to the placement of any fill. No fill is to be placed for the SAS during rain or snowstorms. Prior to placement of any needed fill in the SAS, the bottom is to be scarified and relatively dry and the fill material is to be stockpiled at the edge of the excavation and filled in gradually.
4. Inspections are to be performed by the designer of the onsite wastewater system as needed to properly oversee and document construction. At a minimum, these inspections are at the initial excavation, prior to backfilling, and during backfilling, as well as any other component of the construction which the designer wishes to examine.
5. At a minimum, inspections are to be completed by the Town of Chelmsford as follows: The Applicant and the Consultant will schedule these.
  - i. Bed bottom
  - ii. Tank bottom
  - iii. Final installation of components, confirmation of proper component selection, examination of construction methodology, and system operation
  - iv. Final grade



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- v. Sand fill will be collected from at least one location and analyzed for compliance with specifications in Title 5
6. No components are to be covered until a final component inspection has been completed
7. No excavation for or work associated with construction of the soil absorption system is to occur from November 30 to April 1

\* System Final not approved – Applicant must revisit the process. All requirements of Title 5 must be met.

\*\*\* An Occupancy Permit from the Building Department will NOT OCCUR until a Certificate of Compliance has been issued by the Health Department.

After construction:

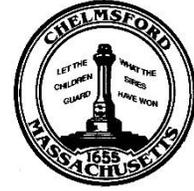
1. Within 30 days of completion of construction the installer and designer are to confirm if the installation work was completed in compliance with the design plan referenced in the DSCP and with Title 5, and if so, shall certify this on a Certificate of Compliance form
2. If changes have been made to the approved plans, then preparation of an as-built plan is required to be completed by the designer. If no changes have been made to the approved plans, then the approved plan shall be modified by the designer to show the distances from a known structure to the system components.
3. No sewage shall be discharged to the onsite wastewater system until a Certificate of Compliance has been issued by this office
4. No application for a Certificate of Occupancy may be requested from the Building Inspector until a Certificate of Compliance has been issued by this office, the Health Department

\*System Final is approved

1. Designer Uploads As-Built Card to Permit Eyes and completes Approval in Permit eyes (in sections specifically listed for Designer)
2. Installer Uploads As-Built Card to Permit Eyes and completes Approval in Permit eyes (in sections specifically listed for specifically listed for Designer)
3. COC-Form 3 Uploaded to Permit Eyes in general attachment section



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4. If Alternative system installed – Upload Certificate of Alternatives Compliance to Permit eyes in general attachment section.
5. Designer signed card uploaded to Permit Eyes in general attachment section
6. Installer signed card uploaded to Permit Eyes in general attachment section.
7. The Health Department will validate compliance, once compliant the Health Department will issue the Approval. Once the approval has occurred the Certificate of Compliance will be issued.