

## **STEPS TO OBTAIN AN ON LOT SEWAGE DISPOSAL SYSTEM PERMIT**

1. The applicant shall obtain an APPLICATION FOR AN ON-LOT SEWAGE DISPOSAL SYSTEM PERMIT, as printed by the Pennsylvania Department of Environmental Protection, from the Township office and shall complete Part 1 of the Application. Instructions for completing the Application are on the back of the white copy of the application.
2. The applicant shall pay to Greene Township the fee of \$390.00 for each lot receiving receipt for same.
3. The applicant shall contact the Township's Sewage Enforcement Officer to discuss the Project. The Township has named Vincent Elbel as Sewage Enforcement Officer and he may be contacted as follows:

Vincent C. Elbel, S.E.O.  
1409 Lakeshore Drive  
Chambersburg, PA 17202  
(717) 263-6120

4. The applicant shall secure a backhoe and set up a mutually convenient time with the S.E.O. to undertake the "deep probe" evaluations.
5. Upon satisfactory completion of the deep probes, the S.E.O. will explain to the applicant how to dig and prepare the percolation test holes. It is the applicant's responsibility to dig and prepare all percolation test holes. The S.E.O. will provide water for the test as long as he can get his truck directly to the test site. If he can't, the applicant will be responsible to provide 55 gallons of water to each test site. S.E.O. will schedule the perc test at a later time.
6. After all tests are completed, the S.E.O. will provide a written report to the applicant with all test results.
7. Applicant will need to have planning module approval in most instances. A planning module must be prepared by a registered surveyor, and approved by the Department of Environmental Protection prior to receiving an actual approved permit. In addition, it is the applicant's responsibility to hire someone to prepare an on lot sewage disposal system design, and stake out the system on the lot.
8. The S.E.O. may require the applicant to hire a Certified Professional Soil Scientist in marginal conditions, or for the approval of certain alternate system types. In addition, a Soil Scientist will be required for all fill site evaluations.
9. After all testing is completed, planning modules are approved, and a system design is reviewed and approved, a permit will be issued. The S.E.O. will mail the completed permit to the applicant.

**NOTE: ANY CHANGE IN A SYSTEM DESIGN OR LOCATION MUST BE APPROVED BY THE S.E.O. PRIOR TO INSTALLTION.**