



RE-USE/CHANGE OF STRUCTURE APPLICATION PROCEDURE

Please find the enclosed application for reconstruction of a structure served by an on-lot sewage disposal system. The information provided on the application will be used to evaluate existing and proposed wastewater flows from the structure, and their effect on the existing sewage disposal system. The application must be returned with a plot plan of the property showing the location of the sewage disposal system, records regarding sewage system design and installation practices, and details of the proposed construction.

Upon receipt and review of the submitted information, the township Sewage Enforcement Officer (SEO) will conduct a site inspection and determine the effects of the proposal on the existing sewage disposal system. The evaluation results will be one of the following:

- If the existing system is suspected to be malfunctioning, the re-use application will be denied. The applicant will be obligated to initiate and complete measures to repair the system. Prior to repairing or altering any portion of the existing sewage disposal system, a permit must be obtained.
- If the system is functioning, wastewater flows from the building decrease or stay the same as a result of the reconstruction, and all applicable codes are met, the SEO will have no objections to the proposal. The Township will be notified in writing. Please be advised the reconstruction may require a permit for building sewer installation, or septic tank installation. These permits must be obtained prior to SEO notifying the Township.

If the system is functioning, but the potential exists to increase wastewater flows from maximum utilization of the reconstruction, the SEO will sequentially evaluate each of the following sewage facility options.

1. Capability of the existing on-lot sewage disposal system to accommodate the potential increased sewage flows. The applicant will be responsible for submitting sufficient documentation to prove the system is adequate. The system must meet all current regulations and codes.
2. Replacement of the on-lot sewage disposal system with public sewerage facilities within five (5) years. Written confirmation from the Township or Sewer Authority must be submitted to the SEO.
3. Site suitability testing to delineate a replacement conventional on-lot sewage disposal area. Site suitability testing includes observation test probes and percolation testing. Should a suitable replacement area be identified, a statement shall be recorded on the property deed notifying future property owners of the sewage disposal replacement area testing results. The area shall remain undisturbed. In the event the existing system ceases to function properly, an application for a repair permit must be submitted to the SEO, a permit received, and a new system installed.
4. Other on-lot sewage disposal system replacement options including holding tanks, alternate and experimental technologies, individual small flow treatment facilities. This group of options will be evaluated on a case-by-case basis. A recorded statement on the property deed will also be required.

Upon receipt and review of the applicant's submission to meet the requirements of above options, the SEO will notify the Township in writing of findings and recommendations regarding the on-lot sewage disposal system. If the applicant is unable to secure any of the above options for replacement sewage facilities, the SEO will notify the Township of such. Please complete the enclosed Application for Re-Use of an Existing On-Lot Sewage Disposal System and return it with details of construction proposal and existing sewage disposal system.

25 Pa. Code 72.23 (h)

A permit is not required when a new dwelling is proposed to replace a previously existing dwelling when the local agency determines that the size and anticipated use of the new dwelling, as determined under §§ 73.16 and 73.17 (relating to requirements for absorption areas; and sewage flows), are the same as or less than those of the previously existing dwelling and the previously existing dwelling was in use within 1 year of the anticipated date of the completion of construction of the new dwelling. This exception does not apply when an active investigation of a malfunction is under way by the local agency or the Department.



Application for Re-Use/Change of Structure Served By On Lot Sewage Systems

Applicant Name: _____ Telephone No.: _____

Address: _____

Site Address: _____

Municipality: _____

_____ (Township or Borough Name)

Original Facility: ☐ Residential ☐ Commercial
☐ Industrial ☐ Institutional ☐ Other

Number of Bedrooms or gallons per day: _____

Proposed Facility: ☐ Residential ☐ Commercial
☐ Industrial ☐ Institutional ☐ Other

Number of bedrooms or gallons per day: _____

Water Supply: ☐ Public Water ☐ Private Well
☐ Other _____

Reason for re-use of system: (check all that apply)

- ☐ Replacement of existing dwelling
- ☐ Addition of room(s) or floor space
- ☐ Addition of bedrooms
- ☐ Conversion of use

Please attach the following documentation:

1. \$186.00 review fee payable to the township.
2. **A written narrative** with details of any proposed construction or re-use of an existing structure. If the construction involves changes in size or shape of the building exterior, a plot plan indicating existing and proposed features must be submitted.
3. **A site sketch** with type and location of all sewage system components OR any sewage permit information for the existing system.
3. Additional information as required by SEO.

Property Owner's Signature Date

Rev. 5/2022