

PORTLAND WATER DISTRICT SUBSURFACE WASTEWATER DISPOSAL PERMIT APPLICATION PROCESS

Installation or replacement of a subsurface wastewater disposal system (septic system) on a property located within 200 feet of the high water mark of Sebago Lake requires written approval of the Portland Water District (PWD). The District's jurisdiction also extends up some of the tributaries to the lake (including, for example, the area around Sebago Cove in Naples and along the Crooked River to Route 302). The approval process followed by the PWD is based on the Maine State Plumbing Code [CMR 144A Part 241] and therefore is similar to that required by the municipality in which the property is located. There are 3 steps in the approval process. They are:

STEP 1: APPLICATION

You Provide:

- A completed PWD application
Application is attached.
- A system design
HHE 200 Form prepared by a Licensed Site Evaluator.
- A Floor Plan of the residence
Indicating the number of bedrooms. If construction or expansion is proposed, include existing and proposed floor plan.
- An Erosion and Sedimentation Control Plan
The attached brochure describes how to design an E & S Plan.

PWD will:

- Review the design for compliance
Based on the State Plumbing Code.
- Conduct a site visit
To confirm that the site is suitable and setbacks to the lake and property boundaries are adequate.
- Issue a Construction Permit within 3 days
Allowing you to hire a contractor.

STEP 2: SYSTEM INSTALLATION AND INSPECTION

You Must:

- Arrange to have the system installed
The installation must be in accordance with the design you submitted for review.
- Contact PWD to arrange an inspection
24 hour notice is required.
- Not bury the system prior to inspection
The inspection can only be done when the system components are visible.

PWD will:

- Attempt to accommodate the construction schedule
Provided 24-hour notice is given.
- Inspect the system for compliance with the design and adequacy of installation
An OK to cover the system will be given.
- Approve use of the system
If approved it can be used immediately after completion.

STEP 3: FINAL APPROVAL

You Must:

- Ensure that the disturbed soil is seeded and mulched
In accordance with the E & S Plan.
- Maintain temporary measures (e.g. silt fence)
Until permanent vegetation is established.

PWD will:

- Return within a few weeks of inspection
To confirm the site is stable.
- Issue a Final Approval letter
Concluding the permitting process.
- Periodically Inspect the Site
Until permanent vegetation is established.

**PORTLAND WATER DISTRICT
APPLICATION FOR
SUBSURFACE WASTEWATER DISPOSAL SYSTEM PERMIT**



INFORMATION ABOUT RESPONSIBLE PARTIES

PROPERTY OWNER			
Name			
Mailing Address			
Phone Number		Email	
APPLICANT			
Name			
Mailing Address			
Phone Number		Email	
SYSTEM INSTALLER			
Name			
Mailing Address			
Phone Number		Email	

INFORMATION ON PROPOSED CONSTRUCTION SITE

Town				TYPE OF PROJECT <input type="checkbox"/> New Septic System <input type="checkbox"/> Replacement System <input type="checkbox"/> Seasonal Conversion <input type="checkbox"/> System Expansion <input type="checkbox"/> Tank only
Tax Map #		Lot #		
Street/Road/Fire Lane				

Application must be signed and dated.

Please send to: Attn: Water Resource Specialist 1 White Rock Rd. Standish, ME 04084

Include with application:

- HHE-200 Form
- Variance Form (if required)
- Floor Plan (existing and proposed if building expansion is proposed)
- Erosion and Sedimentation Control Plan

Remember that a town permit is also required. DEP approval may also be needed for proposed work in the shoreland zone.

Owner/Applicant Signature	Date