

## CHARLEMONT BOARD OF HEALTH

### Septic Plan Review and Permitting Policy

The Charlemont Board of Health gives the authority to Glen Ayers, Regional Health Agent for the FRCOG's Cooperative Public Health Service, to witness Soil Evaluations/Percolation Tests, review septic designs sent to him on behalf of the Board of Health, and to sign off on said plans if they meet all State Title-5 and local requirements.

The following procedure will be used:

The Regional Health Agent will schedule percolation tests directly with the septic designers and will document the field work on the attached form that will be submitted to the Board of Health for the files. He will receive proposed applications/plans and then send his review comments and recommendations to the Board of Health by email. If after 48 business hours he has not received a message from any member of the Board of Health to the contrary, he has the authority to sign off on the permit, including any requested Local Upgrade Approval(s). Any member of the Board of Health has the right to object to the signing off and can either call a special meeting to discuss the question or put off the signing until the next regular Board of Health meeting.

The Regional Health Agent will collect all required fees, per the most recently approved fee schedule, and will submit the payments to the Town Hall for processing. All collected fees will be payable to the Town of Charlemont and will be turned in on at least a weekly basis. An invoice will be included with any such payments, and a receipt will be provided to the applicant/owner when any payment is received.

All paperwork, permits, plans, approvals, and revisions will be submitted to the Board of Health for filing. The Regional Health Agent will keep field copies of all necessary paperwork/plans. After the final inspection is completed on a septic repair or installation, the Health Agent will review any As-Built Plans and certifications and will sign-off on the Certificate of Completion if all documentation is complete. A copy of the Certificate of Completion and As-Built Plan will be forwarded to the Board of Health for their files.

All Title-5 Septic System Inspections will be witnessed by the Health Agent or a Board of Health Member who is also a DEP-certified System Inspector. The person witnessing the inspection will also be responsible for reviewing the Certified Inspection Report when it is submitted to the Board of Health. If any follow-up action is needed, the witness will take the lead, unless the repair requires a permit.

The Charlemont Board of Health gives any of its members the authority to sign-off on a residential building permit, once the septic plans have been reviewed in the manner described in this policy, and it has been determined that the system complies with State and local requirements. Board of Health members signing off on permits will make sure they have reviewed potable water supply information, if applicable.

Enforcement of Title-5 related matters will be handled on a case-by-case basis in consultation with the Board of Health.