

# 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*