

**PORTLAND WATER DISTRICT
WASTEWATER DISPOSAL SYSTEM
PERMIT PROTOCOL**

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Portland Water District
FROM SEBAGO LAKE TO CASCO BAY

Revised April, 2011

Portland Water District Wastewater Disposal System Permit Policies and Procedures

PURPOSE:

These rules are designed to protect public health by preserving the quality of water in Sebago Lake, the source of supply for the Portland Water District's Greater Portland drinking water system. It outlines the requirements and procedures for obtaining Board of Trustee approval for the installation within 200 feet of Sebago Lake of new or replacement subsurface wastewater disposal systems and their components. It further states the requirement that all construction activities shall be planned and undertaken in such a manner that there is no adverse impact on the quality of water in Sebago Lake and its tributaries. These rules protect public health by ensuring that adequate provision has been made for the disposal of drainage and waste.

AUTHORITY:

This program derives its enforceability from Private & Special Laws 1913, Chapter 157, Section 3. In addition, authority arises from the District's Charter; Subchapter IV of Chapter 601, of Title 22 MRSA and the Rules and Regulations of the Maine Department of Human Services, Maine Subsurface Wastewater Disposal Rules, IOCMR 241, adopted pursuant to section 42 of Title 22 MRSA.

LIABILITY:

The District, its employees or agents, shall not be liable for any damage, injuries, or loss arising out of any act or omission by the District, its employees or applicant, in connection with this program.

DEFINITIONS:

A. Applicant - Person who signs and submits an application for permit to construct, install or alter a subsurface wastewater disposal system.

B. Backfill - Soil material which is suitable for use in disposal fields, (See section 11205.0 Maine Subsurface Wastewater Disposal Rules).

C. Bedroom - For the purpose of this program, ANY room other than a kitchen, living room, dining room, or bath(s) which is private and could be used as sleeping quarters. A room with no door on a doorway with a minimum width of 44 inches is not considered private.

D. Best Management Practices (BMP's) - Erosion and sedimentation control practices designed into project design, planning and construction. Projects include anything where soil is added or disturbed.

E. Component - One part of a subsurface wastewater disposal system.

F. Department - State of Maine Department of Human Services, Bureau of Health, Division of Health Engineering.

G. Disposal Field - An individual subsurface wastewater disposal system component, consisting of a closed excavation made within soil or fill material, in which distribution pipes or approved proprietary devices have been placed for the disposal of septic tank effluent.

H. District - The Portland Water District.

I. Great Pond - Any inland body of water that, in a natural state, has a surface area in excess of ten (10) acres and any inland body of water artificially formed or increased that has a surface area in excess of thirty (30) acres.

J. Holding Tank - A closed, water-tight structure designed and used to receive and store waste or septic tank effluent.

K. HHE-200 - A form which is the result of a site evaluation and an abbreviation for a subsurface wastewater disposal system permit application required by the Department.

L. Jurisdiction - All structures, suitable for man or beast, systems, or components thereof, within two hundred (200) feet of the normal high water line of Sebago Lake. Also, Crooked River, Casco and Naples, from Sebago Lake to Route 302; Northwest River, Sebago, from Sebago Lake to the dam; Jordan River, Raymond, from Sebago Lake to the dam; Muddy River, Naples; Songo River, Naples, from Sebago Lake to the Locks; Stickey River, Standish; and all minor tributaries leading to the abovementioned water bodies or Sebago Lake directly where there is no change of elevation based on the normal high water line.

M. Letter of No Objection - (1) Letter of No Objection (Frye Island) - the District's response to an Application for property on Frye Island, after reviewing soils information and system design for minimum lot size waiver to be granted by the Department of Human Services that the District has no objection to the proposed construction. (2) Letter of No Objection - The District's response to an Application seeking approval of plans pertaining to structures or areas used to house, maintain or confine pets, animals or beasts of any kind, within the District's Jurisdiction.

N. Lined Disposal Field - A filtration layer of backfill placed directly beneath and adjacent to the disposal field.

O. Natural Resources Protection Act - An act which governs and protects natural resources, Article 5-A of Subchapter I of Chapter 3 of Title 38.

P. Nonpoint Source Pollution - Pollution that cannot be traced to a specific origin or starting point, but appears to flow from many different sources. Nonpoint source pollution is the bacteria, viruses, nutrients, metals, sediments, and toxics carried by stormwater from developed areas, farms, timber harvesting sites, marinas, boat yards, faulty septic systems, and other diffuse sources.

Q. Normal High Water Line - That line on the shore or bank that is apparent from visible markings, changes in the character of soil, rock, or vegetation resulting from submersion or the prolonged erosion action of the water; or an elevation of 266.5 feet above mean sea level.

R. Owner - For purpose of this program, the person(s) who owns a particular property.

S. Permit - For purpose of this program, a document which gives written permission to install a subsurface wastewater disposal system or component thereof.

T. Permit by Rule (PBR) - An approval for a type of activity described in Chapter 305 of the Natural Resources Protection Act.

U. Point Source Pollution - Pollution discharged directly to water bodies from specific, identifiable pipes or points, such as an industrial facility or municipal sewage treatment plant.

V. Seasonal Conversion - Written Authorization (permit) allowing the conversion of a seasonal dwelling (occupied less than seven (7) months in a calendar year) to year-round use.

W. Septic Tank - A water-tight receptacle that receives the discharge of untreated wastewater. Designed and installed so as to permit settling of settleable solids from discharge of the liquid portion into a disposal field.

X. Shoreland Zone Area - All land area within 250 feet, horizontal distance, of the normal high water line of any great pond, river, or salt water body; or within 250 feet, horizontal distance, of the upland edge of a freshwater or coastal wetland: excluding any forested wetland: or within 75 feet, horizontal distance, of the normal high water line of a stream or as designated by a municipality,

Y. Site Evaluation - The practice of investigating, evaluating, and reporting the basic soil and site conditions that apply to wastewater treatment and disposal along with a system design in compliance with state code.

Z. Soil Profile - A vertical cross section of the undisturbed soil showing the characteristic soil horizontal layers or soil horizons that have formed as a result of the combined effects of parent material, topography, climate, biological activity and time.

AA. Subsurface Wastewater Disposal System - Any system designed to dispose of waste or wastewater on or beneath the surface of the earth; includes, but is not limited to: septic tanks; disposal fields; grandfathered cesspools; holding tanks; pre-treatment filter; piping, or any other fixture, mechanism or apparatus used for those purposes (from now on referred to as "System").

BB. System - See "Subsurface Wastewater Disposal System."

ADMINISTRATION:

An employee of the District, having properly identified himself, shall have free access during the District's normal business hours, to all premises within District jurisdiction for which permits are applicable to facilitate the inspection process. The Owner/Applicant shall follow the provisions of these rules and the Department of Human Services Subsurface Wastewater Disposal Rules.

Currently, there is NO fee for a District permit or letter of no objection.

RESPONSIBILITIES:

Owner/Applicant Responsibilities

- A. The Owner/Applicant should read District application requirements before completing and signing. These requirements contained in this Section must be met before a system or component construction permit will be issued (See "Application/Permit requirements"). The District permit may be obtained before or after obtaining a municipal permit but **MUST** be obtained prior to initiating construction or soil disturbance.
- B. The Owner/Applicant shall notify the District twenty-four (24) hours before inspection is to be made. System or component must be uncovered and accessible for proper inspection. The District reserves the right to accept town inspections.
- C. If system or component is installed without District notification and permit, Owner/Applicant will be required to properly apply for such permit (after the fact), and uncover the system or component for inspection.
- D. An Erosion and Sedimentation Control Plan shall be submitted to the District for review prior to any soil disturbance.

District Responsibilities:

- A. The District shall review required information and make a site visit within three (3) working days. A construction permit will be issued or if corrections are necessary, the Owner/Applicant will be properly informed.
- B. The District's inspections involving systems, or components thereof, shall be made during the District's normal working hours unless otherwise arranged with the Owner/Applicant. The District reserves the right to accept town inspections.

APPLICATION/PERMIT REQUIREMENTS:

A. The Owner/Applicant shall read District application requirements and these rules before submitting an application. Requirements must be met before a system or component construction permit will be issued. Permits are required for any new system or replacement system or system components designed to dispose of waste or wastewater on or beneath the surface of the earth; includes, but is not limited to: septic tanks; disposal fields and holding tanks.

B. Application must be made in writing and shall include:

- 1) Signed District permit application
- 2) Signed HHE-200 form (soils information and system design)
- 3) Signed Variance Form (if required)
- 4) Building plans or sketch of floor plan
- 5) An Erosion and Sedimentation Control Plan

C. Standards:

- 1) Systems shall meet the basic design requirements of the Maine Subsurface Wastewater Disposal Rules; and
- 2) For purposes of system design, ANY room other than a kitchen, living room, dining room, or bath(s) which is private and could be used as sleeping quarters will be counted as a bedroom; and
- 3) A system design using 120 gallons per day per bedroom will be REQUIRED if the disposal field is LESS THAN two hundred (200) feet from the normal high water line. A 90 GPD per bedroom system design is acceptable for disposal fields GREATER than two hundred (200) feet from the normal high water line; and
- 4) Designs showing soil profile 6 shall have a LINED disposal field; and
- 5) An Erosion and Sedimentation Control Plan shall be submitted to the District for review prior to any soil disturbance.

D. Areas or Structures Designed for Animals

The Owner/Applicant shall apply in writing to the District for a Letter of No Objection pertaining to structures or areas used to house, maintain, or confine pets, animals, or beasts of any kind within District jurisdiction. A plan showing project location, maintenance/cleaning, and disposal of waste shall be included as part of the process. Review and site visit shall be completed within three (3) working days of receiving all paperwork from the

ACTIVITIES NOT REQUIRING DISTRICT PERMITS:

A. District approval is required for any structure to be constructed within 200 feet of the normal high water line of Sebago Lake. For construction activities not involving components of a subsurface wastewater disposal system and for which a building permit is required from the municipality, however, a separate permit shall not be required from the District. However, the District reserves the right to review plans and inspect properties before, during, and after municipally permitted construction activities are undertaken.

B. Other projects undertaken within 200 feet of Sebago Lake have the potential to adversely impact the water quality of Sebago Lake. Examples include soil disturbance, placement or replacement of wells or intake pipes, movement of rocks or vegetation, outfall pipes, riprap projects, retaining wall restoration, dock, ramps or any other activity which may affect water quality. Such activity shall be made in a safe and sanitary manner which is consistent with the State and municipal rules and ordinances. For activities requiring a Department of Environmental Protection or municipal permit, a separate permit shall not be required from the District. However, the District reserves the right to review plans and inspect properties before, during, and after permitted activities are undertaken.

C. All construction activities shall be planned and undertaken in such a manner that there is no adverse impact on the quality of water in Sebago Lake and its tributaries.

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