



APPLICATION FOR INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS) APPROVAL



Materials Presence/Absence Checklist

(Do not submit this checklist with your application, but keep it for your reference)

For more information, see the [NHDES website](#).

Land Resources Management, Subsurface Systems Bureau reviews incoming permit application packages to determine presence or absence of the minimum elements required for NHDES to begin technical review. The technical staff will review the application material for compliance with applicable technical standards and confirm that the applicant has fulfilled all requirements as specified by statute or rule. Application packages missing required elements will be returned to the applicant in their entirety, including the fee.

Tips for Filling Out the Application

1. Section 1 -Type of System:
 - a. New Systems include new development or an increase in flow.
 - b. Replacement Systems include only situations where the flow has not been increased and these may have prior Construction and Operational Approvals; If Failed, check the Failed box.
 - c. Collection Systems include phased build outs, for example a community septic has been approved and the EDA has Operational Approval and there is a hook up to the EDA.
 - d. Revised Systems have a previously approved Construction Approval, but not an Operational Approval.
2. Section 2 – Special Types of Systems: Include Construction and Operational Approvals indicated in (1) above. Indicate if Town signature is required (Prior Approval Towns) and the date obtained.
3. Section 3 – Subdivision Status – Indicate the subdivision status, or reason for exemption. If using the exemption in Env-Wq 1004.05(a) or (c), remember that sections 1, 2 AND 3 must be met. Provide documentation with the application. If this lot is exempted pursuant to RSA 485 A:2 and has had a lot line adjustment, the area adjusted cannot be used for sewerage disposal.
4. Section 4 – Please provide a complete street address; including house #, if known.
5. Section 5 – The applicant must be the NHDES Permitted Designer as provided by RSA 485-A:351(a). A homeowner may be the applicant only if this is a homeowner design, as provided by RSA 485. All and the homeowner has designed the system and this property is the homeowner’s domicile.
6. Section 6 – Please provide a complete mailing address. All written documentation will be mailed to this address.
7. Section 7 – Signatures. The Applicant signature must be a Permitted Designer. The Owner signature must be the owner of the property. A designer cannot sign on behalf of the Owner unless there is a letter of consent submitted with the application.
8. Section 9 – Design Flow Calculations: Indicate Residential Flow for # of bedrooms in whole numbers only. If additional flow such as an in-law or other apartment is added, indicate this flow under “Other Flow.”
9. Section 10 – Type of Design: Indicate either: Gravity, Pump or Holding Tank and indicate if the bed bottom is above ground, in ground or at grade.
 - a. Also indicate type of Effluent Disposal Area:
 - b. Stone and Pipe, Chambers, Advanced Enviro Septic, Enviro Septic, Geoflow, Eljen, Infiltrator, Indicate the pre-treatment type, if applicable and the type of EDA to be used.
10. Section 11 – Water Supply
 - a. Check Public or Municipal Water Supply and indicate the name.
 - b. Well On Lot: Is the well radius entirely on the lot? If not, for Residential lots, provide a recorded well release. For Commercial lots, provide a recorded easement. Well releases are not acceptable for commercial lots.

- c. **If the well radius is not on lot, but is precluded from development, it must meet Env-Wq 1008.08. Evidence of development preclusion is required and must be clearly shown on the plan.**
 - d. Pre 1989 Well – Clearly indicate that this is a pre-1989 well on the plan and check this box.
 - e. Overlapping well-radii require cross easements.
 - f. Well Off Lot (Provide a recorded easement or deeded water rights).
11. Section 12 & 12 (b) – Fill out as applicable. List Waivers requested in 12(b) and on the proposed plan.
12. Section 13 – Fill out this section for Replacement or Replacement/Failed systems.

Minimum Elements Required for Acceptance

- (1) Application Form with owner's signature.
- (2) Tax map/lot number on application form.
- (3) Correct Fee (\$300 per system), check made payable to: "Treasurer – State of NH." There is no fee for amendments.
- (4) Two (2) sets of project plans with designer stamp.
- (5) Municipal approval stamp if required per RSA 485-A:32,II.
- (6) Other Elements Required for a Technical Review.
- (7) Project plans scaled at 1 inch = 20 feet, folded to 8½ x 11 inches, and show all lot dimensions, the distance to and location of existing and proposed buildings, water supply and waste disposal systems.
- (8) If entire lot cannot be shown on one 24-inch x 36-inch print, the inclusion of project plans scaled at greater than 1 inch = 20 feet plus those plans at 1 inch = 20 feet.
- (9) Pertinent elevation data and location of test pits and percolation test holes on the 1 inch = 20 feet scaled plans.
- (10) Areas of exposed ledge or boulders greater than 6' in diameter within 75' of proposed disposal system.
- (11) (10) Specific directions and mileage from intersections or landmarks marked on a USGS quadrangle map or other suitable location plan, so that inspector may easily drive to and find the site.
- (12) Distance and location of nearest surface water in relation to disposal system within 75 feet or statement that nearest surface water is greater than 75 feet away from disposal system.
- (13) Location of proposed or existing water supply or drinking water supply lines.
- (14) Soil data from each effluent disposal area including location.
- (15) Percolation test data including test date, percolation rate and depth of test.
- (16) Test Pit Log showing estimated depth from original ground surface to the observed water table, depth to seasonal high water table (springtime) depth from original ground surface to impermeable substratum (e.g. clay or ledge).
- (17) Number of bedrooms or estimated sewage load in gallons per day.
- (18) P.E. signature for ledge lots where disposal system will be greater than 600 GPD or for disposal systems greater than 2,500 GPD.
- (19) Soil description of the predominant soil layers including color notations from the Munsell Soil Color book.
- (20) Soil survey data for the lot available from the Natural Resource Conservation Service district office.
- (21) Product and fill details with material specifications on cross section.
- (22) Original and proposed lot ground surface spot elevations and two-foot contour intervals on 1 inch = 20 feet plan.
- (23) Include benchmark located near proposed disposal system (generally within 100 feet).
- (24) Liquid capacity of septic tank, details and materials of construction.
- (25) Scale plan of leaching system referenced to benchmark from Section V.D.6 (xvi) with construction details and dimensions including sill elevations, invert elevations at building exit, inlet and outlet from septic tank, inlet and outlet from distribution box, invert of effluent disposal lines and bottom elevation of effluent disposal area.

- (26) Make, type, pump curve, head calculations, pump controls and capacity of sewage pump, pump well, discharge line, siphons, siphon chambers, alarm controls/panel, valves, etc.
- (27) Number of outlets and material of construction of distribution box.
- (28) Cross section of leaching trench, leaching bed, or dry well showing all construction details and fill details.
- (29) Type and size of clean septic stone.
- (30) Type, size and material of construction of effluent disposal pipe.
- (31) Type and material of construction of effluent disposal pipe joints for perforated pipes.
- (32) Statement on plan that effluent disposal pipes and bottom of effluent disposal area will be laid as level as possible.
- (33) Show a suitable area for a replacement system on plan or state that the system may have to be rebuilt in place, if failure occurs.
- (34) Public Water Supply types:

Env-Ws 302.10 “Community water system” means “community water system” as defined in RSA485:1-a, I, namely “a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.” EXAMPLES: Manufactured Housing Parks, Adult residential communities and any residential community with 15 services or 25 people using one or more shared well sources.

Env-Ws 302.50 “Non-transient non-community water system (NTNC)” means “non-transient non-community water system” as defined in RSA 485:1-a,XI, namely “a system which is not a community water system and which serves the same 25 people or more over 6 months per year.”
EXAMPLES: Schools, Daycares and Businesses with 25 or more staff.

Env-Ws 302.83 “Transient non-community water system (TNC)”, means a non-community water system that serves at least 25 persons in a transitory setting such as a restaurant for more than 60 days each year.
EXAMPLES: Fast food and eat-in Restaurants, Hotels, Campgrounds, Doctors and Dental offices, Convenience Stores.

FOR MORE INFORMATION ON A PUBLIC WATER SUPPLY, PLEASE CONTACT THE DRINKING WATER AND GROUNDWATER BUREAU @ (603) 271- 2513.