Park County Planning & Zoning

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Phone: 307-527-8540 | Fax: 307-527-8515
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Rec. By: _____
Date: _____
Receipt #: _____
App. #: NSWW_____

NON-STANDARD WASTEWATER SYSTEM APPLICATION (8 PAGES) Fee: $75

A *Permit to Construct* is required for the construction/install, replacement or repair of a non-standard wastewater system (i.e. privy/outhouse, greywater system) within unincorporated areas of Park County. **Submission of this application does not constitute permission to proceed with construction or installation.** A permit must be issued by Park County before activity can commence. A Permit to Construct expires 365 days from the date approved if construction of the system has not commenced.

APPLICANT INFORMATION:
Name: _____
Mailing Address: _____
_____
Phone: _____
Email: _____

OWNER INFORMATION (if different from applicant):
Name: _____
Mailing Address: _____
_____
Phone: _____
Email: _____

PROPERTY INFORMATION:
Physical Address: _____ ☐ Not addressed
Property ID # or Deed Recording #: _____
Directions to property: _____
Twp: _____ Range: _____ Section: _____ ¼ ¼ Section: _____ Lot/Tract No. _____
Subdivision Name (if applicable*): _____ Lot #: _____
*Please refer to any covenants/agreements/special conditions that may apply to development within the subdivision.

PROPOSED SYSTEM LOCATION: Latitude _____ Longitude _____

PROPOSED SYSTEM IS A:
☐ Greywater System
☐ Privy/Outhouse

PROPOSED SYSTEM WILL SERVE:
☐ Residence or Business (circle one)
☐ Accessory Structure
☐ Home/Business Construction Site
☐ Event: _____
☐ Other: _____

FACILITY INSTALLER INFORMATION:
Name: _____
Address: _____
Phone: _____
Email: _____

WATER SOURCE:
☐ Cistern
☐ Private Well
☐ Community Well
☐ Municipal/District Source

ANTICIPATED START DATE FOR CONSTRUCTION: _____

The following APPLICABLE items must be submitted as part of your application package:

- Pages 1-2: Application **(required for all types)**
- Page 3: Privy/Outhouse Considerations
- Pages 4&6: Greywater System Design Considerations
- Page 7: Site Plan Drawing **(required for all types)**
- Additional documentation as required/requested.

SIGN HERE: *In accordance with Wyo. Stat. §1-2-104, I certify under penalty of false swearing that the foregoing is true and the information provided in this application is accurate and complete. I certify that the facility described in this application has been submitted in accordance with local, county and state rules as required and said facility shall be constructed as authorized under the provisions specified in the Wyoming Department of Environmental Quality, Water Quality Division, Rules and regulations, Chapter 25 and Park County Regulations. I agree that providing incomplete or inaccurate information may void or delay any and all permits authorized under this application. I understand that any permit granted under this application by the Park County Planning and Zoning Department does not approve any continued or future violation of County regulations or State law. I authorize representatives of Park County to enter upon the abovementioned property for inspection purposes before, during and/or after the permitting process to ensure compliance. I certify that I have secured and shall maintain permission for Park County and/or Department of Environmental Quality personnel and their invitees to access the permitted site, including (i) permission to access the land where the facility is located, (ii) permission to collect resource data as defined by Wyoming Statute § 6-3-414 and (iii) permission to enter and cross all properties necessary to access the site if the site cannot be directly accessed from a public road. I further acknowledge that if signing on behalf of co-owners, multiple owners, a corporation, partnership, Limited Liability Company or similar entity, the undersigned hereby swear(s) that authorization is given, to the full extent required, with the necessary and appropriate approval, allowing the undersigned to act on behalf of such entity.*

- Property Owner(s)**: _____ Date: _____
- Applicant (if not owner): _____ Date: _____

**Property owner signature(s) is/are required.

BELOW - For office use only

- Are other wastewater system records on file for this parcel/site? ☐ YES ☐ NO
  - If yes, in what year(s) was the information filed? _____
  - Permit #(s): _____
- Is DEQ review needed? ☐ YES ☐ NO
  - If yes, reason: _____
  - DEQ response: _____
- Permit issued? ☐ YES ☐ NO
  - If yes, permit number issued: _____ Date issued: _____
  - If no, reason: _____
- System inspection date: _____ Staff initials: _____
- Notes: _____

  _____

Privies and Outhouses

1. Pre-fabricated privies or outhouses (a.k.a. vault toilets) are intended for rural applications where no piped or central water is available. Sanitary privies or outhouses may be approved for use in areas where no suitable domestic water supply is available, or in combination with an approved on-site greywater system at the discretion of the County Small Wastewater Administrator or Delegated Local Official (DLO).
2. No privy or outhouse may be constructed and/or located on any property without having first obtained a *Permit to Construct* from the County Small Wastewater Administrator or DLO.
3. All privy and outhouse wastes shall be disposed of at an approved facility. The applicant shall submit a letter of verification from the DEQ-approved agency that will receive the septage from the privy(ies) or outhouse(s), denoting the ability and capacity to accept the wastewater generated. Applications submitted in the absence of the letter of verification shall be deemed incomplete.
4. All sanitary privies and outhouses shall use a sealed vault, be insect tight, have a self-closing door and be constructed and maintained to have the waste receptacle contents inaccessible to rodents, vermin and vectors.
5. No privies or outhouses are allowed in a Special Flood Hazard Area (a.k.a. floodplain) without a *Floodplain Development Permit.*
6. A site plan showing the onsite structures and location of the proposed privy or outhouse must be provided with this application.
7. Horizontal setback distance requirements for sealed privies and outhouses shall comply with the same requirements as septic tanks.

Privy or Outhouse Details	
1) Privy or outhouse make and model:	(please provide specification sheet from the manufacturer for vault and structure)
2) Type of sealed vault:	
3) Volume of vault/tank:	(Minimum of 27 cubic feet or 200-gallon capacity)
4) Structure/use served:	
5) Depth to groundwater:	(Excavation required: please provide photographs of soil excavation pit and depth)
6) Site plan drawing (see page 8)	

Greywater Systems

1. Greywater shall not leave the property on which it is generated. Ponding or runoff is prohibited.
2. A 30-foot buffer zone is required between the greywater application site and adjacent property lines, any public right-of-way and all surface waters. A 100-foot separation distance is required between greywater application sites and all potable water supplies.
3. The volume of greywater shall not exceed a peak flow of 2,000 gallons per day.
4. Greywater shall not come in direct contact with or adversely impact surface or groundwater.
5. Food crops for direct human consumption should not be harvested during the 30 days following the application of greywater.
6. Greywater systems used during the winter shall be designed to prevent freezing.
7. All greywater systems shall have means to direct greywater to either the blackwater system or the greywater system.
8. Diverter valves shall not have the potential to allow backflow from the blackwater system into the greywater system.
9. Greywater used for surface irrigation shall be disinfected. The disinfection shall achieve a fecal coliform level of 200cfu/100mL or less.
10. Minimum pipe size shall be 2" PVC standard, perforated to irrigation field.
11. Minimum trench width shall be 4" and minimum depth shall be 3".
12. Each trench shall have 1" of gravel below the pipe and gravel to cover the pipe.

Greywater System Details			
1) Description of project:	(include type and number of fixtures to be served; use separate sheet if needed)		
2) Number of occupants:	# occupants = 2 x # of bedrooms		Box 1
3) Daily greywater flow (gpd/occupant):	Greywater use per occupant (gpd/occupant)*		Box 2
	**Shower/bath/sink = 25 gallons per day (gpd) per occupant* *Laundry/dishwasher = 15 gallons per day per occupant*		
4) Total Estimated Discharge (gpd):	Box 1 x Box 2		Box 3
5) Perc Rate (mpi): **(See pages 5-6.)**		**6) Loading Rate (gpd/ft^2):** **(See page 7.)**	Box 4
7) Minimum Soil Absorption Field Area (ft^2):	Box 3 / (Box 4 x 2)		
8) Site plan drawing (see page 8)			

Percolation Test Instructions

In order for a septic system to perform properly, the wastewater must move through the soil at an ideal rate, neither too fast nor too slow. A percolation test estimates the rate at which the water will percolate, or move, through the soil. The information provided by percolation tests is necessary to design leachfields correctly. Follow the steps below to complete a percolation test.

1. Location of Percolation Test Holes. The percolation (perc) test holes must be spaced uniformly over the proposed leachfield site. **A minimum of three (3) test holes are required,** although you can use more if desired.

2. Test Hole Preparation. Dig or bore each hole 12 inches wide and as deep as the proposed depth of the leachfield (usually between 30 and 40 inches). Make sure the sides are vertical and scrape the sides and bottom of the hole with a sharp pointed instrument to restore a natural soil surface. Remove loose soil from the hole and place 2 inches of course sand, washed gravel, or crushed stone in the bottom in order to prevent scouring or sealing.

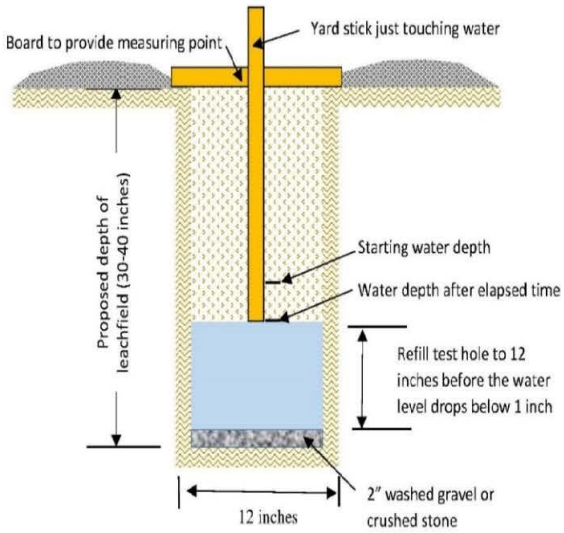
3. Presoaking. Presoaking is ***absolutely required*** to get valid percolation test results. Presoaking allows the water conditions in the test hole to reach a stable condition that is similar to a leachfield. Presoaking time varies with soil conditions, but presoak holes for at least 4 hours. Maintain at least 18 inches of water in the test holes for at least 4 hours, then allow the soil to swell for 12 hours (overnight is good) before starting the perc test.

For sandy or loose soils, add 18 inches of water above the gravel or coarse sand. If the 18 inches of water seeps away in 18 minutes or less, add 18 inches of water a second time. If the second filling of 18 inches of water seeps away in 18 minutes or less, the soil is excessively permeable and the site is unsuitable for a conventional disposal system. If this is the case, contact your county small wastewater permitting authority or DEQ district office.

4. Perc Rate Measurements. Fill each hole with 12 inches of water and let the soil re-hydrate for 15 minutes prior to taking any measurements. Establish a fixed reference point such as a flat board placed across the top of the hole to measure the incremental water level drop at the constant time intervals. Measure the water level drop to the nearest 1/8 of an inch with a minimum time interval of 10 minutes. Normal time intervals are usually 10 or 15 minutes.

Refill the test hole to 12 inches above the gravel before starting the measurements. Measure down to the water from the fixed reference point. Record this value on the first line in the perc test data sheet (Page 10). Take another measurement after the time interval has elapsed and record on the second line of the table. Calculate the water level drop and record in the table.

Continue the test until the water level drop rate has stabilized, i.e. three consecutive measurements within 1/8 inch of each other. Before the water level drops below 1 inch above the gravel, refill the test hole to 12 inches. Some test holes may take longer to stabilize than others. If the drop rate continues to fluctuate, use the smallest drop rate out of the last six intervals for your calculations.



Percolation Test Data Sheet

Owner/Project Name: _____ **Date:** _____

Test holes were pre-soaked for: _____ (hours/minutes) **Time Interval:** _____ min

Do not perform percolation test if ground is frozen or if groundwater is present in holes. Holes must be 12 inches in diameter and evenly spaced over the leach field area. Roughen sides and bottoms of holes and place 2 inches of gravel in each hole.

		Hole #1 (Required)		Hole #2 (Required)		Hole #3 (Required)		Hole #4 (Optional)		Hole #5 (Optional)		Hole #6 (Optional)	
Depth of Hole:													
Time of Day	**Elapsed Time/Time Interval (Min)**	**Measure to nearest 1/8 inch**		**Measure to nearest 1/8 inch**		**Measure to nearest 1/8 inch**		**Measure to nearest 1/8 inch**		**Measure to nearest 1/8 inch**		**Measure to nearest 1/8 inch**	
		Water Level	**Drop**	**Water Level**	**Drop**	**Water Level**	**Drop**	**Water Level**	**Drop**	**Water Level**	**Drop**	**Water Level**	**Drop**
			—		—		—		—		—		—
Time Interval (minutes)													
Final Interval Drop (inches)													
Perc Rate (min/inch)													
Design Perc Rate (min/inch)													

To calculate drop: Subtract the water level measurement at the start of your time interval from the water level measurement at the end. The "Drop" is how far the water level went down during the stated time interval. **Time interval (e.g., 10 min or 15 min) must be consistent (same number) for each individual hole throughout the test.**

Leach field percolation (Perc) rate: If 3 to 5 holes were tested, use the slowest (highest number) rate of the holes tested. If six or more holes were tested, use the average rate.

Helpful Conversions: 1/8 = 0.125 1/4 = 0.25 3/8 = 0.375 1/2 = 0.50 5/8 = 0.625 3/4 = 0.75 7/8 = 0.875

To calculate perc rate (minutes per inch): Time Interval (min) ÷ Final Interval Drop (in)

Example Perc Rate = Time Interval (min)/Final Interval Drop (in) = 10min/1.125in = 8.9min/in

I certify that this perc test was done in accordance with WQRR Chapter 25, Appendix A and the instructions on the previous page.

Test Performed by: _____ **Signature:** _____

Rates of Wastewater Application for Soil Absorption System Areas*

Percolation Rate (mpi)	Loading Rate (gpd/ft^2)	Percolation Rate (mpi)	Loading Rate (gpd/ft^2)
5	0.80	21	0.45
6	0.75	22	0.44
7	0.71	23-24	0.43
8	0.68	25	0.42
9	0.65	26-27	0.41
10	0.62	28-29	0.40
11	0.60	30-31	0.39
12	0.58	32-33	0.38
13	0.56	34-35	0.37
14	0.54	36-37	0.36
15	0.52	38-40	0.35
16	0.50	41-43	0.34
17	0.49	44-46	0.33
18	0.48	47-50	0.32
19	0.47	51-55	0.31
20	0.46	56-60	0.30

**DEQ Chapter 25, Table 5*

DETAILED SITE PLAN DRAWING

SHOWING PROPERTY LINES, EXISTING/PLANNED STRUCTURES, WATER LINES, WATER WELLS, DRIVEWAY, STEEP SLOPES, SURFACE WATER, IRRIGATION FEATURES, LOCATION AND COMPONENTS (WHERE APPLICABLE) OF PROPOSED NON-STANDARD SYSTEM, LOCATION OF PERCOLATION TEST HOLES (IF APPLICABLE). FOR GREYWATER SYSTEMS, SHOW PIPE LENTGHS AND SOIL ABSORPTION FIELD DIMENSIONS.