BOARD OF HEALTH

Board of Health
Sutton Municipal Center
4 Uxbridge Road
Sutton, Massachusetts 01590
Tel: 508-865-8724
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Property Owners Acknowledgement Form

The Board of Health would like to ensure that you as the property owner understand the procedures, timeframes and phases for the design, approval, installation and certification of an On-Site Sewage Disposal System (Septic System). Please read this form carefully and sign where indicated. This form will be submitted by your design professional along with plans and specifications for your septic system. If you have any questions please do not hesitate to contact this office.

DESIGN/APPROVAL PHASE

Since this form is being submitted with the design plans, soils testing (percolation and deephole testing) have already been performed. Your design professional will submit to the Board of Health the designed plans along with other required State and Local forms. Once that application has been deemed complete, the Board of Health has 45 days to review and act upon the submission. You should note that if a plan is not approved a new 45 day "clock" will start on re-submission of the plans. During this phase your design professional may need approval in the form of a variance or local-upgrade approval that will require a hearing before the Board of Health. In some cases your abutters may need to be notified. Once this process is complete your plan will be approved and you will be ready to install you septic system.

INSTALLATION PHASE

Once your system is approved. You will need to have it installed. You must hire a Septic System Installer who is Licensed in the town to install. Your Design Professional can help you with this choice. Once chosen the Installer will obtain a permit from the Board of Health to start construction. You should be aware that during inclement weather or the winter season, the installation of systems may be postponed or shut done until the weather conditions warrant. There will be a total of four inspections performed both by the Design Professional and the Board of Health. The Board of Health does a visual inspection only at this time, where the Design Professional will ensure that elevations and locations of the system are being installed in accordance with the approved design plan. The installer will not be allowed to proceed until they have heard from both the Design Professional and the Board of Health. Once the system has been fully constructed both the installer and Design Professional will certify to the installation of the system.

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CERTIFICATE OF COMPLIANCE PHASE

Upon completion of the installation both the Installer of the system and the Design Professional are required to submit "as-built" paperwork to the town. This paperwork states that both the Installer and Design Professional certify they have installed and inspected the Sewage Disposal System in accordance with the applicable design plans and specifications. Once all paperwork has been submitted and is found to be in order then a Certificate of Compliance (COC) will be issued.

This form is VERY important to you as it states that the septic system has been installed and is in compliance with all State and Local Regulations. This form will be needed for Tax purposes and will be valuable in the sale of your home.

Please understand at this point that it is your responsibility to ensure that your Design Professional and Licensed Installer submit all the required paperwork to the town. The Board of Health does not "chase after" paperwork but only act on paperwork that is submitted to our office.

Again if you have any questions about the procedures, process or any other aspects of the installation of a septic system, please do not hesitate to contact the Board of Health.

Property Owners please fill out and sign below:

Name of Property owner: _____

Location of Property: _____

Assessors Map and Parcel number: MAP _____ PARCEL_____

Signature of Property Owner _____ Date _____
(must be property owner - not an agent)

*By my signature above I (the property owner)*_____
print name

certify I have read the above-mentioned form as it pertains to the design and construction of the on-site Sewage Disposal System located at the above-mentioned property.