

Ellis County Environmental Office

718 Main Street Lower Level · Hays, KS 67601

(785) 628-9449 Fax (785) 628-9448

e-mail- karen@ellisco.net

ELLIS COUNTY

Wastewater Construction Procedures

1. Contact the Ellis County Environmental Office to start the application process:
 - A. Fill out the first two pages in their entirety
 - B. Attach a plot plan of the site and the proposed system- Page 3 of application
2. Environmental staff will do a preliminary site inspection with the owner and/or contractor.
3. **If all above items are in compliance** with the Environmental Codes staff will sign the construction application
4. NO CONSTRUCTION SHALL BE STARTED UNTIL A WRITTEN AND SIGNED APPROVAL IS RECEIVED FROM THE ELLIS COUNTY ENVIRONMENTAL OFFICE.
5. The Owner or Contractor shall notify the Environmental Office approximately 24 hours prior to starting construction
6. The Owner or Contractor shall notify the Environmental Office immediately if any problems are incurred during the construction phase.
7. The Owner or Contractor shall not cover any portion of the system without first being inspected and approved by the Environmental Staff.
8. The Owner or Contractor shall give the Environmental Office a one hour notice of when a final inspection is requested.
9. After the final inspection; an as constructed drawing shall be submitted to the Environmental Office within one week following completion.
10. All construction details shall meet regulations before a use permit will be issued to the owner.

PERMIT APPLICATION NUMBER ELWS _____
APPLICATION
ELLIS COUNTY PRIVATE WASTEWATER

718 Main St. Lower Level Hays, Kansas 67601 **Phone** 785-628-9449 Fax 785-628-9448
Cell Phone-(Karen) 785-623-1594 **e-mail-** karen@ellisco.net

Name of Owner: _____ Phone # _____
Mailing Address: _____
City, State, Zip: _____
Site Address: _____

Legal Description: Quarter _____ S _____ T _____ R _____
Lot _____ Block _____ Subdivision _____

Contractor: Name _____ Phone # _____
New Construction _____ System upgrade _____ Cost Share _____
Permit Fee Submitted: Yes _____ No _____ Receipt # _____

Information to be provided as required by the Ellis County Environmental Code

Distance to Public Sewer: (if within 400 feet) _____ feet

Type of Water Supply: Private Well _____ Public _____

Acreage of Site: _____ acres

Number of Bedrooms: _____

Soil Type- Taken from Ellis County Soil Map _____

Soil Type Perc Rate _____

Profile Hole Required _____ Yes _____ No _____

Perc Test results- (if conducted) Test Document should be attached _____

PROPOSED SYSTEM

Septic Tank:

Septic Tank Capacity: _____ gallons

Septic Tank Manufacturer and Material: _____

Risers must be provided as required by Bulletin 4-2

Absorption Field:

Square Feet of trench bottom _____ or Running Feet _____

Number of Chambers- _____ 4' _____ 6'

Number of Trenches needed _____ **(Risers or Inspection ports are required in the middle portion of each lateral run.)**

Alternative System _____ yes _____ No _____

If yes- Describe system to be used _____

Applicants Statement

This application for construction and operation of a private wastewater facility is submitted to certify the information included is correct. It is further certified that the facility will be constructed and operated in accordance with the approved plans, the requirements of the Ellis County Environmental Code. The Ellis County Environmental office will be notified for final inspection **before any portion of the approved system is covered.** A final drawing of the completed system is to be submitted to this office within 1 week of inspection. A use permit will not be issued to the owner until the drawings are submitted.

Wastewater Pre-Construction List

Permit Application Initiated	Yes	NO
1. Applicant will Identify Property		
2. The Environmental Office will Verify Ownership- Copy soil Map		
3. Applicant will complete or provide information for completion		
<u>Site Evaluation</u>		
The Environmental Office will conduct a site evaluation with owner, contractor or both.	YES	NO
1. Basic site elevations will be established		
2. Property lines will be identified		
3. Soil types and deviations will be determined		
4. Location of structures established		
<u>Plot Plan</u>		
Following the Permit application and site evaluation a plot plan shall be attached to the permit application. The Plot plan shall include the following. Property size and identification of property lines, Elevation references, Location of all existing or proposed structures, Location of any and all water supplies, Location of any roads, drives, access points, Location of the proposed Wastewater treatment system.	YES	NO

If any of the above items are checked with No- write Line Numbers and comments here

Any false information or deviation from the plan can cause this application to be void
Construction Approval- Expires in one year- This application and plans are approved for construction of a wastewater treatment system.

Ellis County Environmental Office

Date

Signature of Owner or contractor _____ Date _____

Wastewater Final Inspection List

Owner Name _____ Application # _____ Date: _____
 System Installer: _____ Inspected by: _____

Septic Tank	YES	NO
1. Septic tanks is _____ feet away from building, ETC-----		
2. Tank Properly Baffled, Watertight & Level-----		
3. Access manholes how far _____ from below finished grade-		
4. Schedule 40 pipe used as required-----		
5. Tank is Bedded as required by manufacturer -----		
6. Tank Filled with water when required by mfg specs-----		
7. Effluent Filter installed-----		
8. Septic tank is certified by KDHE-----		
9. Septic tank watertight – filled and checked for 24 hours- per KDHE		
10. Abandoned Tank- Removed and/or filled -----		
Laterals	YES	NO
11. Trenches less than 3 foot deep-----		
12. Soil type suitable for laterals -----		
13. Trenches- dry and not smeared-----		
14. Trenches uniform & Level-----		
15. Maximum running length 100' per trench -----		
16. Has 6' undisturbed soil between trenches -----		
17. Inspection ports in the first half of each lateral run -----		
18. "Walk" backfill in on both sides of chambers as per mfg specs		
19. Has correct number of structures as stated in application		
General	YES	NO
20. Distribution Box used and Speed levelers installed correctly-----		
21. Last 15 feet before tank less than 2% slope (1/4"/ft.)-----		
22. System greater than 10' to property Line-----		
If not greater than 10' is easement in file -----		
23 System located on 2 acres or more-----		
If not- is exemption in file-----		
24. Pictures of system taken -----		
25. GPS reading : _____ Spot taken: _____		

If any of the above items are checked with No- write Line Numbers and comments here

Final drawings are to be provided to the Ellis County Environmental Office within one week of construction. A use permit will not be issued until drawings are provided to this office.

By signing this form I acknowledge that I have read the findings of this inspection.

Contractor and/or owner

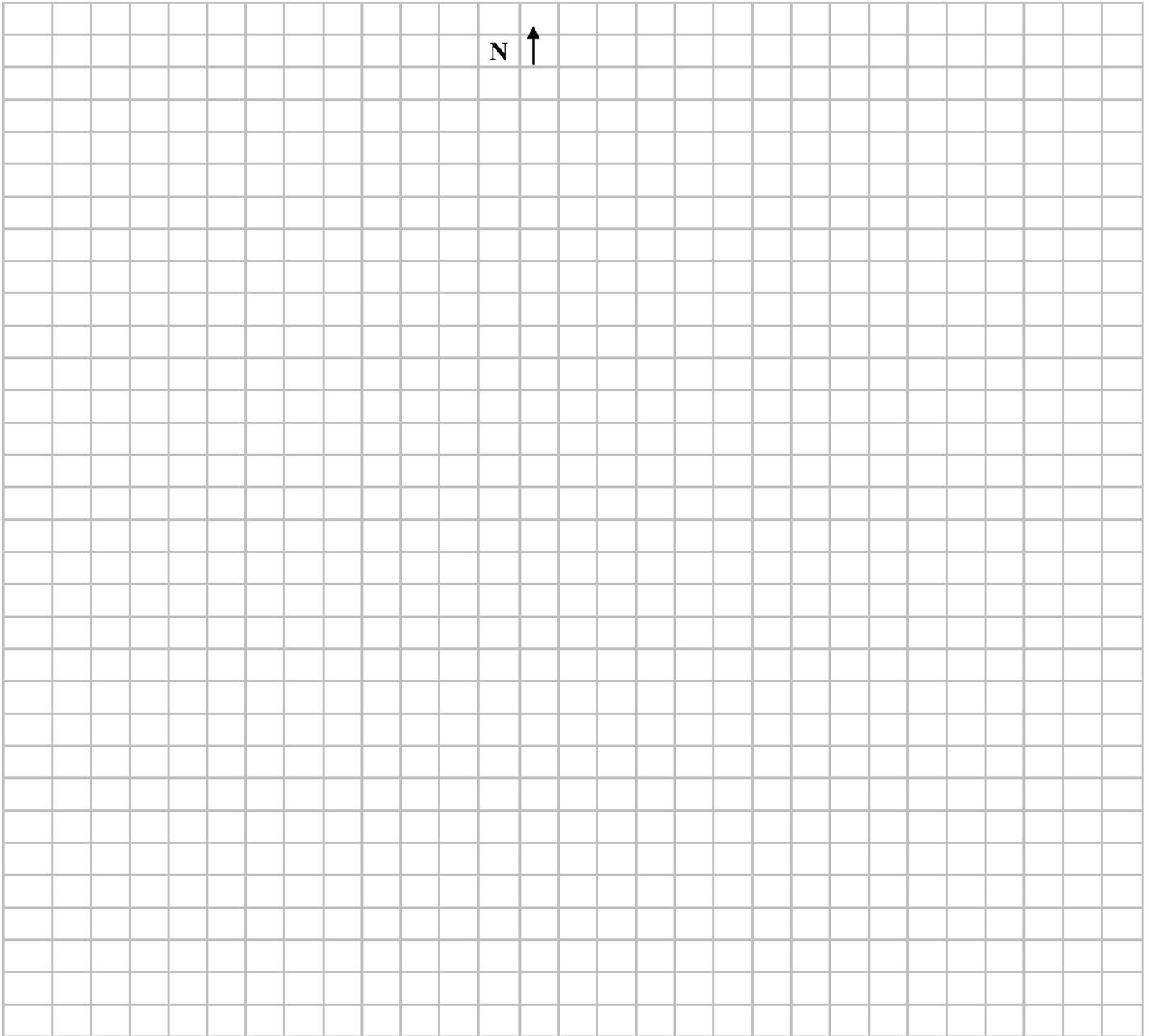
Plat Plan Drawing

Preliminary Drawing

NAME _____

Legal Description: _____

NO CONSTRUCTION SHALL BE INITIATED BEFORE PLAN IS APPROVED



Include: Dimensions from the sewer outlet to ALL the following:

1. Property Size and identification of Property Lines
2. Elevation References
3. Location and sizes of all existing or proposed structures
4. Location of any and all water supplies
5. Location of any roads, drives, access points
6. Location of the proposed wastewater treatment system

OWNER or Contractors Signature: _____ Date: _____

Ellis County Environmental Approval Signature: _____ Date: _____

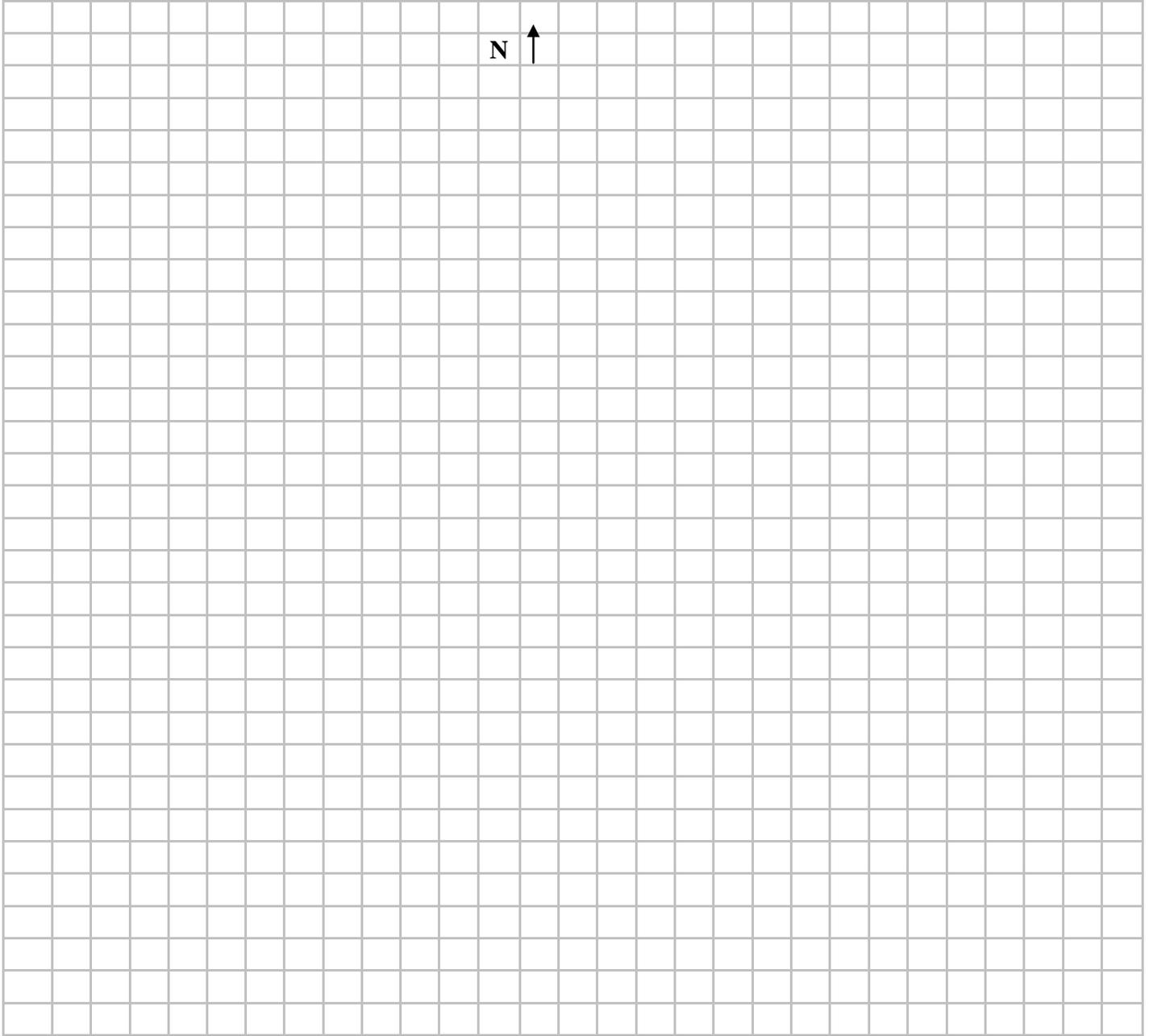
Plat Plan Drawing

Final Drawing

NAME _____

Legal Description: _____

NO CONSTRUCTION SHALL BE INITIATED BEFORE PLAN IS APPROVED



Include: Dimensions from the sewer outlet to ALL the following:

1. Property Size and identification of Property Lines
2. Elevation References
3. Location and sizes of all existing or proposed structures
4. Location of any and all water supplies
5. Location of any roads, drives, access points
6. Location of the proposed wastewater treatment system

OWNER or Contractors Signature: _____ Date: _____

Ellis County Environmental Approval Signature: _____ Date: _____