

General Submittal Standards

- Complete application—you must complete all items. If not applicable, please put N/A.
- Health Department application submittal must match your submittal to Pierce County (PALS) or municipality.
- Preliminary and final plat approval is required for all short plats and formal plats. A separate application is required for each stage.
- Clearly describe proposal.
- Pay appropriate [fees](#). Fee schedule at tpchd.org/fees.
- 2 copies of the current site plan submitted to Pierce County (PALS) or municipality.
- Site plan must include the following:
 - The property owner name and phone number on each page.
 - The applicant name and phone number (if different from the property owner) on each page.
 - Site address (if available) and parcel number on each page.
 - A bar scale and a north arrow on each page.
 - The number of each page and the total number of pages.
 - Existing and proposed property and easement lines, including line dimensions.
 - Open space, critical areas and buffer areas.
 - Existing and proposed utilities, above and below ground, both public and private.
 - All wells (existing or proposed) on or within 100 feet of the property. For each well, show a 100-foot radius. Show any decommissioned wells on the property with a 10-foot radius.
 - The number or letter of each lot or tract and the land area in square feet.
 - A legend of plan icons and abbreviations.
 - The named access street (both streets if the lot is on a corner).
 - The outline of existing structures, including labels for use of each.
 - All existing on-site septic system (OSS) components and the reserve area.
 - Any OSS or reserve area components in the proposal located on a different parcel.
 - The site plan shall show the parcel where the off-site components are located.
 - All interceptor drains and storm water systems on or within 30 feet of the property.
 - All driveways on the property.
 - Soil test holes identified by number or letter.

Drinking Water Requirements

- Water availability letter with appropriate signatures is required if public water system.
 - Get a copy of the letter at tpchd.org/wateravailabilitycert.
- Well site application for proposed individual wells (separate application and fee).
 - Get an application at tpchd.org/wells.
- Documentation of existing water source (e.g., water bill).
- All wells with 100-ft well radius must be shown on plat drawing.
- Appropriate Health notes.
- If proposing a new water system, contact the Drinking Water Program for requirements.
- Wells not in use need to be decommissioned before final plat approval. A decommissioning application with appropriate fee is required before preliminary plat approval. Get an application at tpchd.org/decomm.

Septic/Sewer Requirements

- Soil test hole evaluations: required for all new OSS proposals, or to designate a reserve drainfield area, within a land division.
 - Prepare and submit written soil logs by an OSS Designer or Professional Engineer. See list of designers at tpchd.org/Designers. Each represented lot shall be represented by at least one soil log, and available to the Health Department for site review. We may require additional soil logs, to adequately evaluate the development proposal.
 - Clearly mark and number the soil test holes for comparison to the submitted development site plan.
 - The property owner or authorized agent shall assume responsibility for proper construction and maintaining the holes in a manner to prevent injury.
 - Existing uses: show all existing structures and septic systems on property.
- Sewer proposals: provide name for proposed sewer utility to be utilized.
- Operation and Maintenance (O&M) Inspection: must document completion and reporting of a full O&M inspection of each existing OSS on the property by a Health Department certified O&M Professional. List of O&M Professionals at tpchd.org/septicservicecompanies.
- Record drawing: provide a record drawing for any existing OSS on the property, if available. The OSS Designer may be required to field locate the existing OSS(s) and generate a record drawing to confirm the existence or setbacks associated with any systems.
- Community Septic Systems: any community OSS or OSS components proposed as justification for a land division shall be installed and approved by the Health Department before approval of the land division.

Program contacts

- Drinking Water Program—Michelle Harris, mharris@tpchd.org or (253) 649-1801.
- Onsite Sewage Program—George Waun, gwaun@tpchd.org or (253) 649-1818.

Documents available online

- Water availability letter tpchd.org/wateravailabilitycert.
- Well site application for proposed individual wells tpchd.org/wells.
- Well decommissioning application tpchd.org/decomm.
- List of OSS designers tpchd.org/designers.
- List of O&M professionals tpchd.org/septicservicecompanies.
- Septic tank decommissioning certification tpchd.org/dc.