

**KLAMATH COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
ON-SITE SANITATION DIVISION
305 Main Street, Klamath Falls, OR 97601-6332
Telephone: 541-883-5121 (option # 6) or 800-378-1304 (option # 6)
FAX: 541-885-3644**

AUTHORIZATION TO USE EXISTING SYSTEM APPLICATION

“Authorization Notice” means a written document issued by the agent which establishes that an existing on-site sewage disposal system appears adequate to serve the purpose for which a particular application is made.

Authorization Notice Required. No person shall place into service, change the use of, or increase the projected daily sewage flow into an existing on-site sewage disposal system without obtaining an Authorization Notice, Construction-Installation Permit or Alteration Permit as appropriate.

1. Obtain application and complete the following information:
 - a. Owner’s name, mailing address, and phone number.
 - b. If applicable, Agent/Representative’s name, mailing address, and phone number.
 - c. Detailed directions to the lot.
 - d. Legal Description of the lot (includes township, range, section, tax lot number (lot and block numbers and subdivision name if applicable).
 - e. Lot size.
 - f. Owner or Agent/Representative signature.
 - g. Date test holes ready (if required).
 - h. Structure type (list bedroom size) and type of water supply, public or private source.
2. Complete Septic System Questionnaire.
3. Provide a Tax Lot Map (map may be obtained from the County Assessor’s).
4. Provide a detailed plot plan, showing the location of all buildings, well, driveways and roads, existing septic system, proposed septic system. Ensure all applicable setbacks and distances are shown on the detailed plot plan. Obtain a signature from Klamath County Planning (Site Plan Review) indicating your proposal is compatible with land use planning goals.
5. Provide a Land Use Compatibility Statement (obtained from the County Planning Dept.).
6. Uncover the septic tank lid & distribution box; flag the ends of the drain line (s).

AUTHORIZATION FEES

Authorization (with a field visit)	\$724.00
Authorization / File Review	\$260.00

(Fees for Commercial Facilities, please contact this office for current fees.)