



3785 Shoreline Highway | PO Box 245
 Stinson Beach, California | 94970
 p: (415) 868-1333 e: info@stinsonwater.org
 f: (415) 868-9417 w: stinsonwater.org

ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) DESIGN PERMIT APPLICATION

INSTRUCTIONS:

1. Applicant hereby applies for design review of the proposed OWTS located on the service address/parcel indicated below. Applicant must complete all the application information as indicated below. Application must be completed by either the property owner or licensed designer.
2. Submit all documentation as indicated in Sections 4.07.112 and 4.07.130 of the District’s Title IV: Onsite Wastewater Treatment System Code, and as directed by the District Engineer.
3. If a variance is requested:
 - a. Submit a list of specific sections in the District’s Title IV: Onsite Wastewater Treatment System Code for which a variance is requested.
 - b. Submit a list of findings of fact, pursuant Section 4.13.130 of the District’s Title IV: Onsite Wastewater Treatment System Code, including a full explanation demonstrating that such findings of fact are justified.

TERMS AND PROCESS:

1. Payment of fees is required at the time of submission (see fee schedule below) and application will not be reviewed until payment is made.
2. Submitted documentation will be reviewed by the District Engineer for conformance to the requirements of the District’s Title IV: Onsite Wastewater Treatment System Code, and all other applicable laws and regulations.
3. If after initial review the District Engineer determines that this application and/or supporting documentation are either incomplete or provide inadequate information to be properly evaluated, the applicant will be notified within 30 days of receipt.
4. If after final review the District Engineer determines that this application and supporting documentation are complete and conform, the applicant will be notified within 30 days of receipt. The District Engineer will then endorse the application and supporting documentation as APPROVED, and a design permit will be issued. The design permit will be valid for a period of three years and is not eligible for extension.
5. If a request for variance is received, it will be processed as described in Chapter 4.13 of the District’s Title IV: Onsite Wastewater Treatment System Code. Please note that the request for variance may or may not be granted by the District’s Board of Directors.

FEE SCHEDULE: *(check all that apply)*

<input type="checkbox"/> Standard System	\$1,900.00	<i>ALL FEES ARE NON-REFUNDABLE</i>
<input type="checkbox"/> Intermittent Sand Filter System	\$3,000.00	
<input type="checkbox"/> Alternative System	\$4,500.00	
<input type="checkbox"/> Variance Request	\$2,000.00	

APPLICATION INFORMATION:

Application Date: _____ Applicant: OWNER / DESIGNER *(circle one)*

Service Address: _____

Account Number: _____ Parcel Number: _____

Owner Name: _____ Designer Name: _____

Mailing Address: _____ Mailing Address: _____

City, State, Zip: _____ City, State, Zip: _____

Owner Phone: _____ Designer Phone: _____

Owner Email: _____ Designer Email: _____

Owner Signature: _____ Designer Signature: _____

Designer’s License Number and Expiration Date: _____



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ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) DESIGN REVIEW APPLICATION (cont.)

FOR DISTRICT USE ONLY:

<u>APPLICATION</u>	<u>DISTRICT ENGINEER REVIEW</u>
Date filed: _____	Completion date: _____
Processed by: _____	Processed by: _____
Fees received? _____	Design approved? _____
Date sent to RWQCB: _____	Permit expiration date: _____
Comments from RWQCB? _____	WW Committee date: _____
Date of public hearing: _____	Variance approved? _____