



## TOWN OF MENDON

### BOARD OF HEALTH

18 Main Street | Mendon, MA 01756

PH: (508) 634-2656 | Email: BOH@MendonMA.Gov

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## PROPERTY OWNER(S) ACKNOWLEDGEMENT FORM

*The Mendon 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.*

### **DESIGN/APPROVAL PHASE**

Since this form is being submitted with the design plans, soils testing (percolation and deep hole testing) has 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 ("Returned for Revisions"), a new 45 day "clock" will start on submission of revised 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 your septic system.

### **INSTALLATION PHASE**

Once your system has been approved you will need to have it installed by a Septic System Installer who is Licensed in the Town of Mendon, which a list is available on the Mendon Board of Health website. 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 down as weather conditions warrant.

***Please be aware that in accordance with 310 CMR 15.020 Approved Disposal System Construction Permit Applications (septic designs) are to be completed within 3 years of issuance (approval date of plan) of Permit Application. The Mendon Board of Health may extend that date by one year if the request is made prior to the expiration of the 3-year timeframe. Only one extension may be granted. Failure to request an extension within the 3 years OR if a Certificate of Compliance is not issued within the 1-year extension timeframe, a new permit application will be required. This will include a request to extend Soils/Percolation testing and submittal of new design plans. Any changes in State or Local regulations in effect will be required to be shown on the re-submitted plans.***

There will be a total of four inspections performed by both the Design Professional and the Board of Health Agent. The Board of Health Agent does a visual inspection only at this time, where the Design Professional will ensure that the system is being installed in accordance with the approved design plan including component locations and elevations. The installer will not be allowed to proceed until they have heard from both the Design Professional and the Board of Health Agent. Once the system has been fully constructed both the installer and Design Professional will certify to the installation of the system.

**CERTIFICATE OF COMPLIANCE PHASE**

Upon completion of the system installation, both the Installer and the Design Professional are required to submit "As-Built" plans and 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, a Certificate of Compliance (COC) will be issued by the Board of Health.

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 may be needed for Tax purposes and will be valuable in the sale of your home. The As-Built plan will provide detailed measurements of system component locations (especially helpful when you need to have your tank pumped) and should be kept with your important household papers.

Please understand that it is the property owner(s) responsibility to ensure that the 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.

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***PROPERTY OWNER(S) PLEASE FILL OUT AND SIGN BELOW:***

\_\_\_\_\_  
Print Name of Property Owner(s)

\_\_\_\_\_  
Print Address of Property

**MENDON, MA 01756**

Assessor's Map and Parcel Number:    **MAP** \_\_\_\_\_    **PARCEL** \_\_\_\_\_

By my signature below, I, the Property Owner, certify that I have read and understand 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.

\_\_\_\_\_  
***PRINT NAME OF PROPERTY OWNER WHO IS SIGNING***

\_\_\_\_\_  
***Signature of Property Owner – NOT an Agent.***

\_\_\_\_\_  
***Date***