

## **FLOW OUTLINE FOR KWIC ONSITE WASTEWATER TREATMENT SYSTEM CONSTRUCTION PERMIT (1/12/09)**

*(The flow outline was developed due to the New York State Departments of Health, State and Education's recent fact sheet dated 1/13/04 interpretation of Article 145, Section 7209 of the New York State Department of Health Education Law and KWIC policies as a result of that interpretation requiring a design by a NYS licensed professional for all onsite wastewater treatment systems.)*

1. **Complete an Application**
  - a. Application has valuable information used for the design or inspection of the onsite wastewater treatment system.
  - b. Applications are available from the KWIC office, (KWIC website) [www.keukawatershed.com](http://www.keukawatershed.com) or your local watershed inspector.
2. **Arrange for a site evaluation**
  - a. Arrange for contractor, KWIC Manager and a NYS licensed professional to meet at the site.
3. **NYS licensed design professional designs conventional, replacement type systems, alternative type system or a local waived onsite wastewater treatment system. NYS licensed design professional performs system evaluations witnessed by the KWIC Manager.**
  - a. KWIC Manager **shall witness all soils investigations** as part of the permitting procedure unless a NYS licensed professional has prior written KWIC approval\*.
  - b. NYS licensed professional designs your wastewater treatment system or prepares the system evaluation under the professional's fee schedule.
  - c. NYS licensed professional submits a design or a system evaluation to KWIC office for approval.
  - d. The design or system evaluation is approved and permitted. (KWIC permit fees apply)
  - e. Landowner secures services of contractor. (We recommend securing the services of a competent onsite wastewater treatment installer knowledgeable of current standards and installation procedures.)
  - f. Landowner or contractor notifies **the NYS licensed design professional and the local watershed inspector** two working days prior to starting the installation and **for the final inspections**.

\*KWIC approval is obtained by proof of successful completion of the OTN soils and design courses and three satisfactory deep test hole descriptions.