



ON-SITE SEWAGE SYSTEM- CITY REVIEW

Before applying for a **city review** of your on-site sewage system application that you have obtained from Thurston County Environmental Health (TCEH), it is recommended that you review the Onsite Sewage System (OSS) Permitting Flowchart provided by City of Olympia that can be found at <https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView>, scroll down the list to Civil Engineering Forms and select Onsite Sewage System – Permitting Flowchart. This will help provide information on whether a new, repair or replacement septic system would be allowed in the city limits. **PLEASE NOTE:** If the parcel is in Olympia’s Urban Growth Area (UGA) and not in the city limits, do not submit for city review through the city’s portal. Instead email the TCEH application directly to publicworks@ci.olympia.wa.us.

If you should need assistance with answering some of the flow chart questions or have questions about whether the parcel would be allowed a septic system please contact Community Planning & Development for assistance at 360.753.8314 or cpdinfo@ci.olympia.wa.us.

If your lot is inside the city limits and smaller than one acre, you will need to submit an Application for exception to one-acre lot size.

For new installations, the City of Olympia requires that the property owner sign and have notarized an agreement to connect to sewer within one year of notification to do so, per Olympia Municipal Code 13.08.090.A. There is a required recording fee of \$ 80.00 for the city to record this document at the auditor’s office for you. Contact publicworks@ci.olympia.wa.us to request preparation of the agreement document. It can only be signed by the legal owner(s) of the property.

The following information will be needed for applying for a “City Review” of your On-site Sewage System Application obtained from Thurston County Environmental Health.

1. Applicant Information-name and contact information (phone and email).
2. Site address and the associated assessor’s tax parcel number for the parcel.
3. Indication if the application is for a repair, replacement or new installation.
4. Indication if the application is for a project to expand an existing residence or building.

The following documents will need to be uploaded **after** the request has been submitted:

- Thurston County Septic Application
- Agreement for Interim Onsite Sewage System (as needed)
- Lot Size Exception Application (as needed)

TCEH Master Application and Onsite Sewage System Application. Provide the filled out forms and any documents required by that application (i.e. Site Plan and/or Design). The City only requires one copy of each document, not multiple copies.

If your application is denied, you may submit an “Appeal of Administrative Decision to Hearing Examiner” with the applicable fee within 14 days of the date of this letter. Appeals of Administrative Decisions will be heard by the Olympia Hearing Examiner. You also have the option of applying for a waiver of one or more of the connection requirements with Thurston County Environmental Health.



Exception to One Acre Minimum Lot Size for Septic System Application Form

Date: _____

Applicant name: _____

Property address or parcel number: _____

Phone number: _____

E-mail address: _____

Mailing address: _____

Applicant signature: _____

Official City Use Only

Legal lot verification

a. Risk area check

b. Public water verification

c. Distance to nearest sewer

d. Lot size, excluding streams, important riparian areas, wetlands and small lakes, landslide hazard areas and their associated buffers

Approved Disapproved

Public Works Director

Date

AGREEMENT FOR INTERIM ONSITE SEWAGE SYSTEM

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the City of Olympia, herein referred to as "Olympia", and _____, herein referred to as "Owner".

WHEREAS, Owner owns the property situated in the City of Olympia, Washington or its urban growth area (the property), as described:

and

WHEREAS, Olympia does not have sanitary sewer infrastructure available to serve the property on the date of execution of this agreement, and

WHEREAS, Owner seeks to install an interim on-site sewage system to serve a single family residence to be located on the property, and

WHEREAS, the installation of an interim on-site sewage system to serve a single family residence within the city limits is permitted under certain conditions in accordance with the provisions of the Olympia Municipal Code.

THE PARTIES AGREE AS FOLLOWS:

I. AGREEMENT TO ALLOW INTERIM ONSITE SEWAGE SYSTEM

In accordance with the provisions of the Olympia Municipal Code, Olympia will allow Owner to serve the property with an interim on-site sewage system. This shall be done in conformance with all the ordinances and regulations of Olympia and Thurston County and with the total cost being borne by the Owner. The Owner shall procure any necessary permits for installation of an interim on-site sewage system and pay all fees in effect at the time of application for said permits.

II. CONDITIONS FOR INTERIM ONSITE SEWAGE SYSTEM

Said permission to install an interim on-site sewage system is granted upon the following conditions:

- A. The on-site sewage system installed to serve the property shall be an interim facility designed to facilitate conversion to the public sewer.
- B. The interim on-site sewage system shall serve one single family residence and in no case shall design flow rates exceed one "equivalent residential unit" as defined by the Olympia Municipal Code on the date of execution of this agreement.
- C. At such time as the sanitary sewer becomes available, as set forth in the Olympia Municipal Code Section 13.08.020 (Ordinance 6486), and within one (1) year of the City providing the Owner with official notification to do so, the Owner shall abandon the interim on-site sewage system and connect to the public sewer in accordance with the provisions of the Olympia Municipal Code.
- D. Cost for the abandonment of the interim on-site sewage system and connection to the public sewer including all fees shall be borne in whole by the Owner at the time of connection.

III. BINDING OF REAL PROPERTY

This agreement shall be considered one that "touches and concerns" the real property and shall bind all assignees, donees, purchasers or successors in interest in the same manner as owner is bound.

IV. COMPLIANCE WITH LAWS

The Owner shall comply with all laws applicable to onsite sewage systems.

V. EFFECTIVE DATE

Execution of this agreement establishing the provisions outlined above is effective only upon both Olympia and Owner having signed the agreement. Except as provided herein, this agreement is perpetual.

DATED this ____ day of _____, _____.

STATE OF WASHINGTON)
)ss.
COUNTY OF THURSTON)

On this ____ day of _____, _____, before me personally appeared _____, to me known to be the individual that executed the within and foregoing instrument, and acknowledged the said instrument to be his free and voluntary act and deed for the uses and purposes herein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public in and for the State of Washington,
residing at _____.
My commission expires _____.

DATED this ____ day of _____, _____.

CITY OF OLYMPIA

By: _____

Its: _____
Authorized Agent for the City of Olympia

STATE OF WASHINGTON)
)ss.
COUNTY OF THURSTON)

On this ____ day of _____, _____, before me personally appeared _____, Authorized Agent for the City of Olympia, a municipal corporation, that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes herein mentioned, and on oath stated that he was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

NOTARY PUBLIC in and for the State of Washington,
residing at _____.
My commission expires _____.

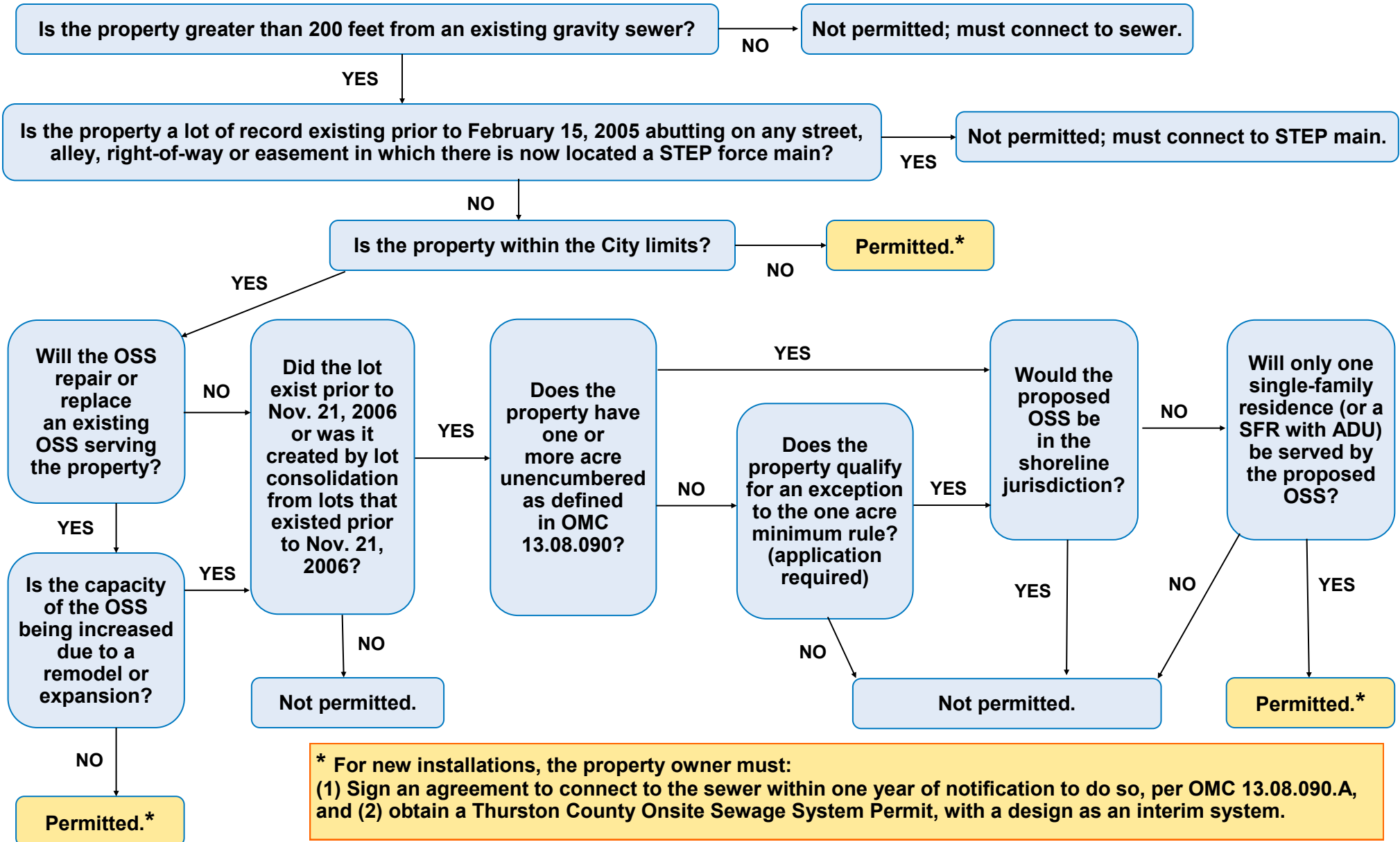


Onsite Sewage System (OSS) - Permitting Flowchart / City of Olympia Sewer Service Area

To determine when onsite sewage systems can be installed or repaired/replaced in case of failure

CITY OF OLYMPIA PUBLIC WORKS DEPARTMENT

APRIL 2019



The following sections of the *Olympia Municipal Code (OMC)* address the repair, replacement, and installation of onsite sewage systems within the Olympia city limits and its Urban Growth Area. Visit olympiawa.gov/septicosewer.

From 13.08.020 Connection required when

1. The owner or occupant of any lands, buildings or premises shall not be required to connect the lands, buildings or premises to the public sewer so long as the property is served by an existing lawfully functioning onsite sewage system. In the event any lands, buildings, or premises are served by an onsite sewage system which fails to function and cannot be remedied through minor repairs, and there is a public sewer available within two hundred (200) feet of the property, the owner or occupant shall be required to connect the property to the public sewer. All premises within two hundred (200) feet of a public sewer main shall be deemed to be within the area served by such public sewer. The distance to the public sewer shall be measured from the nearest adequate public sewer, by way of a public right-of-way or easement, to the nearest edge of the property. In the event lands, buildings, and premises are served by an individual onsite sewage system which fails to function and there is no public sewer available within two (200) hundred feet and a replacement individual system cannot be lawfully approved to serve the property, it must nevertheless be connected to the public sewer or the premises shall cease to be occupied. A user can avoid the requirement to connect by discontinuing the generation or discharge of any waste from the site and abandoning the onsite sewage system. The abandonment of the onsite sewage system shall be in accordance with Thurston County Environmental Health regulations.
2. Pursuant to RCW 35.21.940, upon the failure of an on-site septic system for which the City requires a connection to a public sewer system, the owner of such system may appeal the City's recommendation for denial of the permit to repair or replace existing, failing on-site septic systems that:
 - (a) Were made for a single-family residence by its owner or owners;
 - (b) Were denied solely because of a law, regulation, or ordinance requiring connection to a public sewer system; and
 - (c) Absent the applicable law, regulation, or ordinance requiring connection to a public sewer system upon which the denial was based, would be approved.
3. Any such appeal of the City's recommendation in circumstances set forth in subsection 2 shall be to the City's hearing examiner as provided in OMC 18.75.020, who will consider, at a minimum whether:
 - (a) It is cost-prohibitive to require the property owner to connect to the public sewer system. In complying with this subsection 3(a) the city must consider the estimated cost to repair or replace the on-site septic system compared to the estimated cost to connect to the public sewer system;
 - (b) There are public health or environmental considerations related to allowing the property owner to repair or replace the on-site septic system. In complying with this subsection (3)(b), the city must consider whether the repaired or replaced on-site septic system contributes to the pollution of surface waters or groundwater;
 - (c) There are public sewer system performance or financing considerations related to allowing the property owner to repair or replace the on-site septic system; and
 - (d) There are financial assistance programs or latecomer agreements offered by the city or state that may impact a decision of the property owner to repair or replace the on-site septic system.

A copy of the City hearing examiner's decision shall be provided to the appropriate official at Thurston County for consideration in the County's decision to approve or deny the permit or in consideration of an appeal. Appeal of the final permit decision made by Thurston County shall be made through the appropriate Thurston County appeal process.

4. Within the area to be served by the public sewer of the City as it now exists and as it may be improved and extended in the future, the owner of each lot or parcel of real property, upon which is a building or structure for human occupation or use for any purpose shall, within thirty days of notification by the City for connections to be made therewith, cause a connection to be made between the sewage system and each such building or structure within such lot or parcel.
5. If any connection to the public sewer is not made within the time provided in this Section, the City Engineer or such other employee of the City as the City Council may hereafter designate is authorized and directed to cause such connection to be made and to file a statement of the cost with the City Treasurer, and a check shall be issued under the direction of the City Council by the City Treasurer, and drawn on the sewer fund of the City for the payment of such cost. Such amount, together with a penalty of ten percent (10%), plus interest at the rate of six percent (6%) per year upon the total amount of such cost and penalty, shall be assessed against the property upon which the building or structure is situated, and shall become a lien thereon as provided in this chapter. Such total amount, when collected, shall be paid into the sewer fund.

From 13.08.090 - Sewer connection type

- A. New onsite sewage systems shall be permitted within the city limits only to serve a single-family residence or a single-family residence with an accessory dwelling unit, provided:
 1. The property being served is an undeveloped lot of record located more than two hundred (200) feet from an available sewer, as determined by the Public Works Director or his/her designee, and the lot is either larger than one (1) acre or is granted an exception to the lot size requirement under Section 5 below; and
 2. The lot existed prior to November 21, 2006, or was created through consolidation of lots in existence prior to November 21, 2006; and
 3. Onsite sewage systems for new development within the shoreline jurisdiction, as defined in the Shoreline Master Program, are prohibited, regardless of lot size; and
 4. The lot size determination shall include only those portions of a lot unencumbered by streams and important riparian areas, wetlands and small lakes, landslide hazard areas, and their associated buffers as defined in OMC 18.32.
 5. Exceptions to the one acre minimum lot size will be considered by the Public Works Director or his/her designee when application is made in writing to the Public Works Director. Application shall be made on forms provided by the City. New onsite sewage systems for undeveloped lots of record smaller than one (1) acre will be evaluated using the following criteria:
 - a. New onsite sewage systems shall not be permitted on lots located within an area at high risk for onsite septic systems, nor within a marine recovery area, nor within a shellfish protection area, as determined by input from Thurston County Environmental Health; and
 - b. New onsite sewage systems shall only be permitted on lots served by public water service; and
 - c. New onsite sewage systems shall not be permitted within two hundred (200) feet of an available sewer as defined in OMC 13.08.020; and
 - d. New onsite sewage systems shall not be permitted on lots smaller than 12,500 square feet. The lot size determination shall include only those portions of a lot unencumbered by streams and important riparian areas, wetlands and small lakes, landslide hazard areas, and their associated buffers as defined in OMC 18.32. The lot must have existed prior to November 21, 2006, or have been created through consolidation of lots in existence prior to November 21, 2006.
6. Each property owner constructing a new residence with a new onsite sewage system located within the Urban Growth Boundary, including those within the city limits, shall enter into an Agreement for Interim Onsite Sewage System with the City, agreeing to connect the residence directly to the public sewer in accordance with the provisions herein within one (1) year after the date of official notice to connect; provided, that an available sewer is within two hundred (200) feet of the property. In addition, the following shall apply to new onsite sewage systems:
 - a. Permitted onsite sewage systems shall be considered interim facilities and must be designed and constructed to facilitate conversion to the public sewer when sewer becomes available; and
 - b. Recording fees shall be paid upon the submittal of a signed Agreement for Interim Onsite Sewage System; and
 - c. Following execution, the agreement shall be recorded by the City in the records of the Thurston County Auditor; and
 - d. Said agreement shall terminate if at any time any project application or approval expires or is revoked for any reason; and
 - e. Any cost of sewer extension required at the time of connection shall be borne in whole by the property owner.

