



**MARION COUNTY PUBLIC WORKS
BUILDING INSPECTION DIVISION
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ONSITE SYSTEM EVALUATIONS RELATED TO PROPERTY LINE ADJUSTMENTS

Applicants considering a property line adjustment must be aware that the property becoming smaller will require an Existing System Evaluation and the property becoming larger will require a Record Review.

Many times there is little information available pertaining to the existing septic system. Extensive investigation may be necessary to establish the system location, size and condition. It is imperative that a full drainfield replacement area, which meets setback requirements, be provided for the existing parcel.

A complete site development plan, as well as individual site plans for each parcel, is necessary. Instructions for completion of the site plan are included with this application packet. The site plan must be drawn to scale and show accurate dimensions for the proposed property line adjustments. Proposed property lines should be flagged on the property before submitting an application for review.

An Existing System Evaluation is required on the parcel becoming smaller. If the existing system is more than 5-years old, the septic tank must be pumped, *the "Septic Tank Pumping and Inspection Form"* must be completed and signed by a DEQ licensed septic tank pumper, along with receipt submitted to our office upon application. The pumping service must indicate the condition of the septic tank on the form.

If Marion County does not have a signed As-Built with CSC which provides information as to the size and the location of the existing septic system serving this property, the components of the system must be carefully uncovered for determination. This includes uncovering the septic tank top, inlet and outlet, distribution or drop boxes (if there are any), and the ends of all disposal field lines to determine their length and fall. *This must be done with a hand shovel to avoid damaging the system. All uncovering must be done before the application is accepted.* Please submit the location of all the components on the site plan for our confirmation in the field.

The existing septic system components are inspected to determine the condition of the system and whether the required setbacks can be met from the proposed property line adjustments.

For the Planning Department to approve a property line adjustment, all parcels of the partitioning must be approved through the Onsite Wastewater section. Once an approval has been issued, it is imperative that the area designated for the sewage disposal replacement area is not disturbed. This means that no driveways, parking areas, excavation or filling activities are permitted in the existing septic system and septic replacement area. Accessory structures cannot be placed in the area. No wells may be drilled within one hundred feet of the area.

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A Record Review is required for the parcel becoming larger. The site plan is to determine if the existing system maintains required setbacks with the proposed property line adjustments. A complete record review should show all septic system components, proposed septic replacement area, house, wells, and property lines. The site plan should be drawn to scale and the Record Review Certification Form Signed.

Application delays are often due to lack of information. To avoid such delays, complete and accurate information must be included with the application. Private consultants are available that are knowledgeable in all aspects of property development. Their expertise can be invaluable in assembling the information and presenting a complete application for consideration. A Private Consultants List is available at our office.

Please feel free to call us at (503) 588-5147 if you have any questions about the processes or specific requirements.