

# Submittal Checklist for Alternative Treatment

It is important to develop overall plans that will clearly communicate how to install the system correctly. The following checklist may be used when preparing plans for review. The checklist is suggested as a general guide. Not all needed information may be included in this list. Additional information may be needed or requested to address unusual or unique characteristics of a particular project.

## **Forms and Fees**

Yes	No		Application form for submittal – provided by LMAS
Yes	No		Fees
Yes	No		Scaled site plan (8 ½ " X 11") – signed and dated by designer
Yes	No		Mound Design Worksheet – provided by LMAS

## **Soils Information**

Yes	No	N/A	The location of all test holes and backhoe excavations must be identified on the scaled site plan
Yes	No	N/A	Complete soil description for each test hole – LMAS Site & Soils Evaluation report

## **Scaled Site Plan**

Yes	No	N/A	Dimensioned plans or plans drawn to scale (scale indicated on plans)
Yes	No	N/A	Property boundaries clearly marked
Yes	No	N/A	Slope directions and percent in initial and replacement system area
Yes	No	N/A	Benchmark and North arrow
Yes	No	N/A	All Isolation distances as per UPEHC
Yes	No	N/A	Property identification – Tax ID, T/R/S, Address, Owner's Name
Yes	No	N/A	Location of any nearby existing system or well

## **Detailed Design Plans**

Yes	No	N/A	Dimensions of absorption system
Yes	No	N/A	Location and dimensions of replacement system area (if applicable)
Yes	No	N/A	Pipe lateral layout, which must include the number of laterals, pipe material, pipe diameter, total length and width, feet on center, and observation port (if applicable)
Yes	No	N/A	Manifold and force main locations, with materials, length, and diameter or each (if applicable)
Yes	No	N/A	Cross section of system – include absorption system details, percent of slope, side slope, and cover material
Yes	No	N/A	Site preparation – Steps or preparation and anticipated date of system installation
Yes	No	N/A	Sand fill specifications

## **Tank and Pump Information**

Yes	No	N/A	Tank Size and material – Include manufacturer information for prefabricated tanks
Yes	No	N/A	Cross section of tanks – notating pump, alarms, baffles, effluent filter, risers, secondary security, etc.
Yes	No	N/A	Pump make/model – Include pump performance curve

## **Other Documentation**

Yes	No	N/A	Deed restriction – Notarized with Proof of Filing at County Clerk's office
Yes	No	N/A	Maintenance agreement/contract signed by both an approved maintenance provider and homeowner
Yes	No	N/A	Variance request form along with applicable fee

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_