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155 E. Front Street, Lititz, PA 17543 Phone (717)625-1930 Fax (717) 625-1931

GENERAL INSTRUCTIONS FOR  
OBTAINING ON LOT SEWAGE DISPOSAL PERMIT  
IN ACCORDANCE WITH THE PENNSYLVANIA SEWAGE FACILITIES ACT

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1. **Permit Application:** Obtain your On Lot Disposal System (OLDS) permit application from the Sewage Enforcement Officer (SEO). Complete Part I and Part IV (see instructions on the back of the permit application) and return the permit application to the SEO at:

Vision Engineering, Inc.  
155 East Front St.  
Lititz, PA 17543

After receiving the signed application, the SEO will contact you to schedule site testing on the property.

2. **Testing Requirements:** Several tests must be completed to establish site suitability:
  - a. **Slope and Soil Probe:** Applicant provides the excavator and equipment. Applicant should also determine general system location, however, expect possible changes of location due to soils testing.
  - b. **Percolation Test:** Applicant provides the water supply for this test where practicable. If no water supply is available, please contact the SEO for other arrangements.  
**Applicant must notify PA One Call at least 3 days prior to site testing to mark all underground utilities. They may be reached at:  
8-1-1 or at 1-800-242-1776 from outside PA**

3. **System Design:** After all of the above requirements are completed and found to be suitable, the OLDS must be designed by a knowledgeable designer of the applicant's choice. It is advisable that the applicant investigate the designer's credentials and qualifications to ensure quality of work. Once the design is completed, four (4) copies of the design must be sent to the SEO for review and approval.
4. **System Design Review:** After the SEO receives the OLDS design from the designer, within seven (7) working days, the SEO will review the design to ensure its compliance with applicable state regulations. If the system does not comply, the SEO will forward comments to the designer for corrections and revisions. Once the design is considered adequate, the SEO will approve the OLDS design and issue an invoice to the applicant for the services completed by the SEO to this point in the application process. The applicant shall submit their check for the invoiced amount to Vision Engineering, Inc., at the address above.  
**Check must be made payable to: CAERNARVON TOWNSHIP.**
5. **Permit Issuance:** Once all application requirements (including payment of invoice) are complete, the SEO will issue the OLDS permit. The permit is good for three (3) years from the date of issuance.

6. **System Installation:** Before system installation, the installer must contact the SEO to discuss and schedule the system installation inspections necessary. Once the tentative inspection schedule is agreed upon, the installer is responsible to notify the SEO if any changes occur. Once the system installation is complete, fully inspected and approved by the SEO, a final invoice will be issued to the applicant for all inspection and administrative services performed.

## **SUMMARY OF RESPONSIBILITIES FOR ALL PARTIES:**

### **APPLICANT:**

1. Initiation of process (Part I & IV of permit application) and submittal to the SEO.
2. Provide an excavator for the testing and all cost associated for this service.
3. Determine general (starting) site location of disposal field based upon the layout of the site (considering possible future improvements).
4. Call PA ONE CALL (811) three days prior to any excavation work.
5. Secure a system designer and pay all costs associated with this service.
6. Secure a system installer and pay any associated costs for system installation.

### **Summary of Applicant costs:**

- All SEO permitting, testing, review, inspection and administration fees.\*
- All excavator fees associated with soils testing.
- All fees associated with system design.
- All fees associated with system installation.

\*Applicant will be billed for only one half of the SEO fees. The other half of the SEO fees will be paid for by the Township/PADEP.

### **SEWAGE ENFORCEMENT OFFICER (SEO):**

1. Review of permit application and scheduling of initial site (field) testing.
2. Completion of field testing including the probe (soil profile determination and classification) the percolation testing and the suitability and type of system required.
3. Review of system design and issuance of permits to construct systems
4. Inspection(s) of system installation
5. Processing all paper work associated with the permitting process.
6. Invoicing and collection of fees on behalf of Caernarvon Township.

Please sign and return a copy of this form with your permit application. By signing this form, you acknowledge that you have read the instructions in their entirety and that you understand and agree to all the conditions stated within.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

App. No.: \_\_\_\_\_

Please call with any questions. We are here to help you along in this process.

**SEO Contact Info:** Vision Engineering, 155 East Front St., Lititz, PA 17543; (717) 625-1930

[www.visionengineeringinc.net](http://www.visionengineeringinc.net)