



# Ellis County Environmental Office

718 Main – Lower Level, Hays, KS 67601

P (785) 628-9449 F (785) 628-9448 E [environmental@ellisco.net](mailto:environmental@ellisco.net) W [ellisco.net](http://ellisco.net)

## ELLIS COUNTY Wastewater Construction Procedures

1. Contact the Ellis County Environmental Office to start the application process:
  - a. Fill out the first two pages in their entirety
  - b. Attach a preliminary plot plan of the site and the proposed system- Page 5 of application
2. If Environmental Staff finds the soil conditions from soil map questionable, a soil profile will have to be conducted.
3. Environmental staff will do a preliminary site inspection with the owner and/or contractor.
4. If ALL the permit application items are in compliance, staff will sign the construction application.
5. NO CONSTRUCTION SHALL BE STARTED UNTIL A WRITTEN AND SIGNED APPROVAL IS RECEIVED FROM THE ENVIRONMENTAL OFFICE.
6. The Owner or Contractor shall notify the Environmental Office approximately 24 hours prior to starting construction.
7. The Owner or Contractor shall notify the Environmental Office immediately if any problems are incurred during the construction phase.
8. The owner or contractor shall give the Environmental Office a one-hour notice of when a final inspection is requested.
9. The Owner or Contractor shall not cover any portion of the system without first being inspected and approved by the Environmental Staff.
10. The soil covering the wastewater system laterals shall be mounded upon completion of the system for a period of approximately two years.
11. After the final inspection; the final drawing shall be submitted to the Environmental Office within one week.
12. The Environmental Office will issue a use permit when all the above have been completed and will also send maintenance instructions to the owner.

12/2018

PERMIT APPLICATION NUMBER ELWS \_\_\_\_\_

**ELLIS COUNTY PRIVATE WASTEWATER APPLICATION**

718 Main St. Lower Level Hays, Kansas 67601 Phone 785-628-9449 Fax 785-628-9448  
Cell Phone- 785-623-1594 e-mail- environmental@ellisco.net

Name of Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Legal Description: Quarter \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Contractor: Name \_\_\_\_\_ Phone # \_\_\_\_\_

New Construction \_\_\_\_\_ System upgrade \_\_\_\_\_ Cost Share \_\_\_\_\_

Permit Fee Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_ Receipt # \_\_\_\_\_

**Information to be provided as required by the Ellis County Environmental Code**

Distance to Public Sewer: (if within 400 feet) \_\_\_\_\_ feet

Type of Water Supply: Private Well \_\_\_\_\_ Public \_\_\_\_\_

Acreage of Site: \_\_\_\_\_ acres

Number of Bedrooms: \_\_\_\_\_

Soil Type- Taken from Ellis County Soil Map \_\_\_\_\_

Soil Type Perc Rate \_\_\_\_\_

Profile Hole Required \_\_\_\_\_ Yes \_\_\_\_\_ No

Perc Test results- (if conducted) Test Document should be attached \_\_\_\_\_

**PROPOSED SYSTEM**

**Septic Tank:**

Septic Tank Capacity: \_\_\_\_\_ gallons

Septic Tank Manufacturer and Material: \_\_\_\_\_

**Risers must be provided as required by Bulletin 4-2**

Risers or Inspection ports are required in the middle portion of each lateral run

**Absorption Field:**

Square Feet of trench bottom \_\_\_\_\_ or Running Feet \_\_\_\_\_

Number of Chambers- \_\_\_\_\_ 4' \_\_\_\_\_ 5' \_\_\_\_\_ 6'

Number of Trenches needed \_\_\_\_\_

Soil must remain **Mounded** over each lateral run approx. 2 years after completion

Alternative System \_\_\_\_\_ yes \_\_\_\_\_ No

If yes- Describe system to be used \_\_\_\_\_

**Applicants Statement**

This application for construction and operation of a private wastewater facility is submitted to certify the information included is correct. It is further certified that the facility will be constructed and operated in accordance with the approved plans, the requirements of the Ellis County Environmental Code. The Ellis County Environmental office will be notified for final inspection **before any portion of the approved system is covered**. A final drawing of the completed system is to be submitted to this office within 1 week of inspection. A use permit will not be issued to the owner until the drawings are submitted.

Wastewater Pre-Construction List

<b>Permit Application Initiated</b>	Yes	NO
1. Applicant will Identify Property		
2. The Environmental Office will Verify Ownership- Copy soil Map		
3. Applicant will complete or provide information for completion		
<b><u>Site Evaluation</u></b>		
The Environmental Office will conduct a site evaluation with owner, contractor or both.	YES	NO
1. Basic site elevations will be established		
2. Property lines will be identified		
3. Soil types and deviations will be determined		
4. Location of structures established		
5. Site Evaluation Date		
<b><u>Plot Plan</u></b>		
Following the Permit application and site evaluation a plot plan shall be attached to the permit application. The Plot plan shall include the following. Property size and identification of property lines, Elevation references, Location of all existing or proposed structures, Location of any and all water supplies, Location of any roads, drives, access points, Location of the proposed Wastewater treatment system.	YES	NO

If any of the above items are checked with No- write Line Numbers and comments here

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Any false information or deviation from the plan can cause this application to be void

Signature of Owner or contractor \_\_\_\_\_ Date \_\_\_\_\_

**Construction Approval-** Expires in one year- This application and plans are approved for construction of a wastewater treatment system.

\_\_\_\_\_  
Ellis County Environmental Office

\_\_\_\_\_  
Date

Wastewater Final Inspection List

Owner Name \_\_\_\_\_ Application # \_\_\_\_\_ Date: \_\_\_\_\_  
 System Installer: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Septic Tank	Material:	Tank Size:	gal.	YES	NO
1. Septic tanks is _____feet away from building, ETC-----					
2. Tank Properly Baffled, Watertight & Level-----					
3. Access manholes how far _____ from below finished grade-					
4. Schedule 40 pipe used as required-----					
5. Tank is Bedded as required by manufacturer -----					
6. Tank Filled with water when required by mfg specs-----					
7. Effluent Filter installed-----					
8. Septic tank is certified by KDHE -----					
9. Septic tank watertight - filled and checked for 24 hours- per KDHE					
10. Abandoned Tank- Removed and/or filled -----					
<b>Laterals</b>				YES	NO
11. Trenches less than 3 foot deep-----					
12. Soil type suitable for laterals -----					
13. Trenches- dry and not smeared-----					
14. Trenches uniform & Level-----					
15. Soil mounded over each lateral run-----					
16. Maximum running length 100' per trench ----					
17. Has 6' undisturbed soil between trenches -----					
18. Inspection ports in the first half of each lateral run -----					
19. "Walk" backfill in on both sides of chambers as per mfg specs					
20. Has correct number of structures as stated in application					
<b>General</b>				YES	NO
21. Distribution Box used and Speed levelers installed correctly----					
22. Last 15 feet before tank less than 2% slope (1/4"/ft.)-----					
23. System greater than 10' to property Line-----					
If not greater than 10' is easement in file -----					
24 System located on 2 acres or more-----					
If not- is exemption in file-----					
25. Pictures of system taken -----					
26. GPS reading :		Spot taken:			

If any of the above items are checked with No- write Line Numbers and comments here

**Final drawings are to be provided to the Ellis County Environmental Office within one week of construction. A use permit will not be issued until drawings are provided to this office.**

By signing this form I acknowledge that I have read the findings of this inspection.

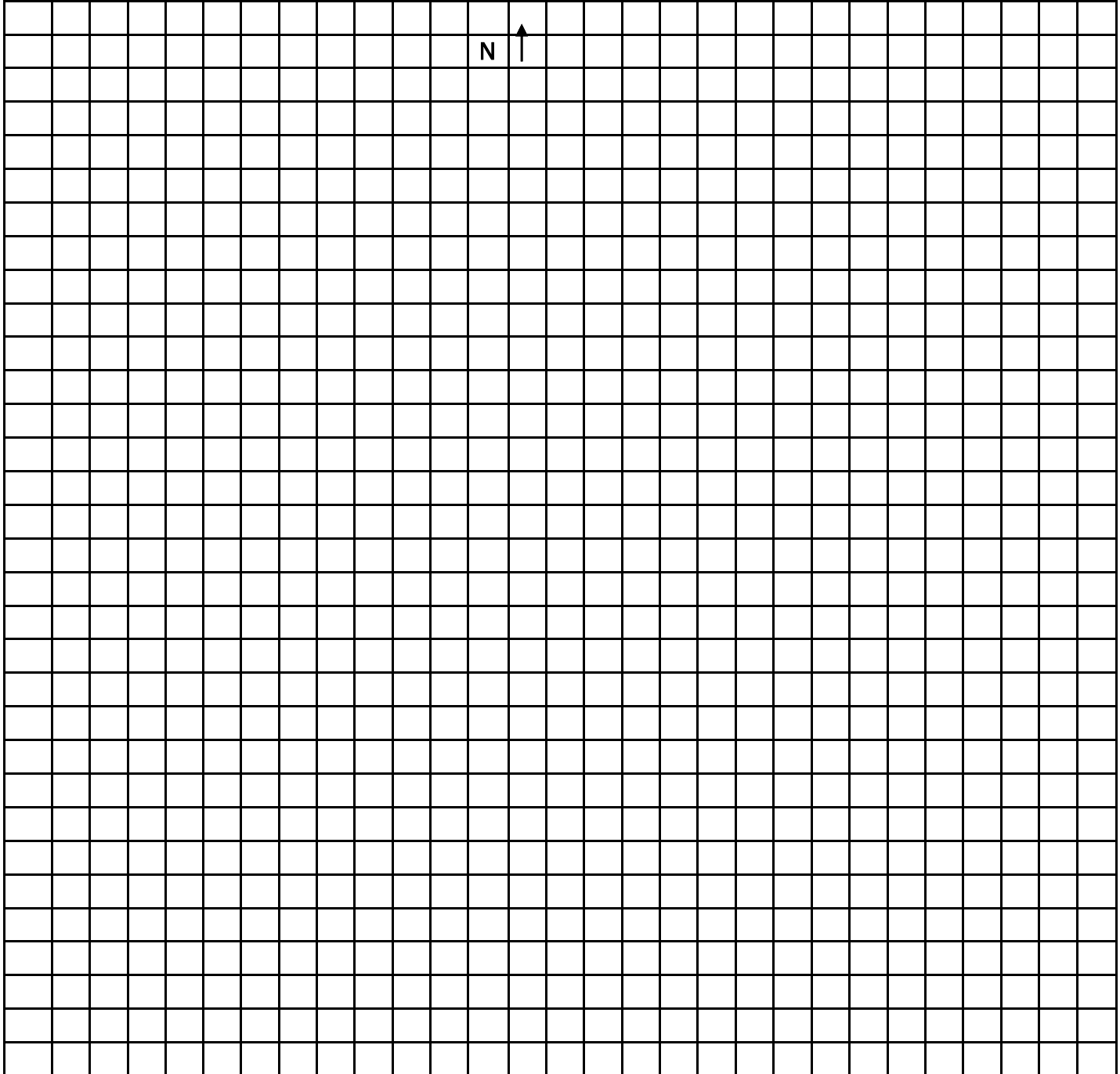
\_\_\_\_\_  
 Contractor and/or owner

Plat Plan Drawing

Preliminary Drawing

NAME \_\_\_\_\_

Legal Description: \_\_\_\_\_



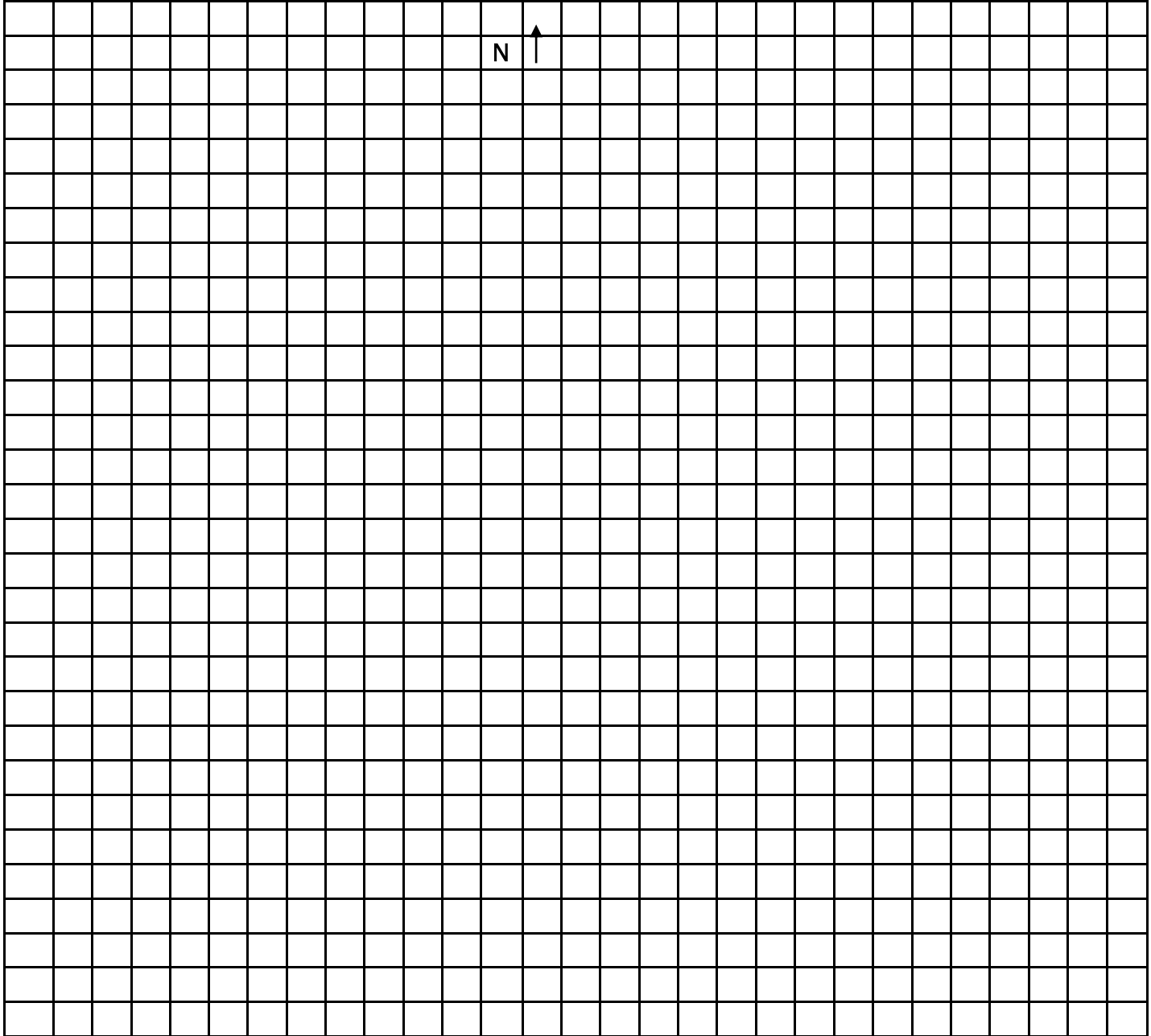
**Include: Dimensions from the sewer outlet to ALL the following:**

1. Property Size and identification of Property Lines
2. Elevation References
3. Location and sizes of all existing or proposed structures
4. Location of any and all water supplies
5. Location of any roads, drives, access points
6. Location of the proposed wastewater treatment system

OWNER or Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAME \_\_\_\_\_

Legal Description: \_\_\_\_\_



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4. Location of any and all water supplies
5. Location of any roads, drives, access points
6. Location of the proposed wastewater treatment system

OWNER or Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ellis County Environmental Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_