

*Montezuma County Public Health Department*

*106 West North Street  
Cortez, CO 81321*

*Phone: (970)565-3056  
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**PROCESS FOR INSTALLING AN  
ON-SITE WATER TREATMENT SYSTEM IN MONTEZUMA COUNTY**

1. The Montezuma County Planning Department must be notified of intent for construction of a new residential structure for assessment of road impact fees. (970) 565-2801. Planning is located at 109 W. Main Street, Cortez, CO.
2. Address must be verified with the Addressing Department. (970) 564-4169 or [addressing@co.montezuma.co.us](mailto:addressing@co.montezuma.co.us). Addressing is located at 109 W. Main Street, Cortez, CO.
  - a. If your address is a **TBD**, you will need to apply for a driveway permit through the Planning Department and have an address assigned.
3. Once the road impact fees and driveway permit have been paid to the Planning Department, the OWTS design process can begin.
4. All OWTS are required to be engineered for construction. A permit will be issued to the property owner once an engineered design and record of payment for impact fees is submitted to the Health Department. No installation may begin prior to this requirement. **The permit will be valid for one (1) year after issuance if construction has not begun.**
5. The engineer **and** the Health Department will require an inspection of the system **prior** to backfill. Generally, a 24 hour notice is sufficient. Please call (970) 564-4763 for the OWTS inspection.
6. After completion of the system the engineer will submit a final certification letter to the Health Department. At this time, the permit will get final approval by the Health Department. The final record will then be complete.
7. If these steps are not followed, your septic system will not be compliant and fines will be assessed.