



On-site Wastewater Treatment System (OWTS)

Application Checklist - *New and Repaired Systems*

Each step must be completed in the order below for final approval. Please call 970-564-4760, or email csprague@co.montezuma.co.us at any time if you have questions. **OWTS Application and fee will NOT be accepted without a design from a Registered Professional Engineer (RPE).**

___ **Notify Planning Department** 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.

___ **Address** must be **verified** with the **Addressing Department**. (970) 564-4169

If your address is a **TBD**, you will need to apply for a driveway permit through the planning Department and have an address assigned.

___ Once road impact fees and driveway permit have been paid to Planning Department, the OWTS design process can begin.

___ **OBTAIN** an [OWTS Application](#) obtained from the Health Department for a:

___ New System ___ Tank/Field Replacement ___ Alteration/Vault/Privy/Other

___ Repair of Permitted System (Must have original operating permit # _____)

___ **CONDUCT A SOIL/SITE EVALUATION:** Hire a *Registered Professional Engineer (RPE)* to evaluate the soil and the site. (*Notify Health Department immediately if modifications to permit application are needed.*)

___ **SUBMIT THE DESIGN:** Have the Engineer design the OWTS and submit the design/drawing to the Health Department with your application and payment for approval to construct the OWTS.

Include the following items:

___ **BEGIN CONSTRUCTION:** Contact the Health Department and the RPE to inspect the installation **before backfill**. (*Estimated/Desired date for initial inspection* _____)

AS-BUILT CERTIFICATION: Have the hired RPE submit **to the Health Department** an "as-built" confirmation of the actual installation per the design along with a letter certifying the installation.

___ **FINAL APPROVAL:** The Health Department will issue final OPERATING PERMIT number when the system meets the requirements of the regulations and documentation from the engineer is received. The final record will then be complete and the permit will be sent through the mail.

If these steps are not followed, your septic system will not be compliant and fines could be assessed.

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