

Environmental Health Services Division 645 Parfet Street, Lakewood, CO 80215
(303) 232-6301 FAX (303) 271-5760 jeffco.us/public-health

If your proposed building site does not meet the minimum required building site size or for other situations (see information on Page 4) the Board of Health must issue a variance or approve the proposal prior to the issuance of an onsite wastewater treatment system permit. Hearing information is also provided on Page 5.

APPLICATION REQUIREMENTS

To apply for a variance or Board of Health review, please complete pages 1-4 and attach the following documents to this form:

- *A conceptual design from a registered professional engineer showing the proposed onsite wastewater treatment system.*

Property Address	
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CURRENT OWNER INFORMATION	
Owner Name	
Mailing Address	City State Zip
Phone	Email

HEARING FEE

Enclose a check or money order for **\$125.00** payable to “Jefferson County Treasurer.” Do not send cash through the mail. If approved by the Board of Health, additional fees will be required to issue the permit.

NOTE: Due to privacy concerns and to comply with County policy, we can no longer accept credit cards for payment of fees unless the cardholder submits the application IN PERSON at our offices with their credit card.

Should you wish to pay by credit card, please bring this application and all supporting documentation to 645 Parfet Street, Lakewood CO 80215. There is a 1.75% service fee that will be assessed for credit card payments.

We are working to address this issue and regret any inconvenience this may case.

PLEASE ANSWER THE FOLLOWING QUESTIONS

If this proposal is for a property that does not meet minimum lot size or minimum required setback distances, complete questions 1 - 9, sign the Terms of Application and provide the required hardship statement.

1. Date when the current owner obtained title to the property: _____

2. DOES the current owner hold title to any adjacent property? YES NO

If YES, provide the legal description of that property: _____

3. DID the current owner ever own any adjacent property? YES NO

If YES, provide the legal description of that property and the date it was sold: _____

4. Is there any adjacent undeveloped property* that could be purchased to increase the size of the current property? YES NO

If YES, please provide information of your attempts to purchase that property: _____

**property that shares a common border of at least 25 feet with the subject property, and is currently vacant and properly subdivided.*

5. Is the proposed system a repair of an existing system or an upgrade or addition?

6. When did you become aware that Board of Health variance would be required prior to obtaining an onsite wastewater treatment system permit for the property?

7. Since you are requesting a variance, what is the reason that you cannot install an OWTS that complies with the Regulations?

8. What is the potential impact to the public health and environment from this proposal?
(please have your engineer provide this information)

9. If the proposal does not include a higher level treatment system, what is the cost difference between that system and the system you have proposed?

IN ADDITION TO THE ABOVE, the owner must provide a statement of the hardship that they will incur. Please provide a statement of the hardship the owner will incur if the requested variance is not granted (only required for VARIANCES). This statement will be provided to the Board of Health.

A 'hardship' is not defined and may be related to issues such as inability to sell or develop the property, financial hardships, or otherwise as you determine. The design engineer may be able to assist you in writing this statement.

The statement of hardship should be typed, if possible and submitted on a separate sheet of paper. The statement must be SIGNED by the owner, but need not be notarized. Fax and scanned copies are acceptable.

Your engineer should provide a technical justification by a professional engineer or professional geologist, which indicates the specific conditions which exist and/or the measures which will be taken that support a finding that the variance will result in no greater risk than that associated with compliance with the requirements of the regulation. Examples of conditions which exist, or measures which might be taken, include but are not limited to the following:

- evidence of a natural or manmade physical barrier to the movement of effluent to or toward the feature from which the variance is requested;
- placement of a manmade physical barrier to the movement of effluent to or toward the feature from which the variance is requested;
- soil replacement with sand filter media to reduce the infiltration rate of the effluent such that the travel time of the effluent from the absorption field to the physical feature is no less than the travel time through the native soils at the prescribed setback and Treatment Level 2;
- a discussion of alternatives considered in lieu of the requested variance; and
- technical documentation for selected alternative, which may include a testing program, which confirms that the variance does not increase the risk to public health and to the environment.

TERMS OF APPLICATION

In applying for this variance/Board of Health review, I hereby authorize the health officer to enter onto this property to determine compliance with the provisions of the Onsite Wastewater Treatment System Regulations pursuant to the issuance of a permit. I further acknowledge that the above information is true and correct to the best of my knowledge and ability to verify and that any false material statement made on this application may be cause to revoke the permit issued for this property.

OWNER or APPLICANT

DATE

**owner must sign the hardship statement (if required) – however, fax and email copies with owner's signature are acceptable.*

MINIMUM LOT OR BUILDING SITE SIZE

A variance from the Board of Health is required for the issuance of onsite wastewater treatment system permits for new construction and additions to existing systems for properties that do not meet the minimum lot size set forth in the table below.

SOURCE OF POTABLE WATER	DATE WHEN BUILDING SITE WAS CREATED		
	Before Nov. 10, 1973	Between Nov. 10, 1973 and Dec. 5, 1977	After Dec. 5, 1977
Individual wells, potable springs or cisterns	1 acre	2 acres	5 acres (3.5 acres per Section 4.2.C of OWTS Regulations)
Public water system	0.5 acre	1 acre	1 acre

OTHER CASES REQUIRING BOARD APPROVAL

Systems installed in certain areas of Indian Hills / Parmalee Gulch drainage, public domain higher level treatment units, product development permits as defined in the Onsite Wastewater Treatment System Regulations and some other systems require approval of the Board. Contact the BOH Case Manager for additional information.

BOARD OF HEALTH HEARING INFORMATION

- Generally, the Board of Health meets on the third Tuesday of the month, and applications must be received approximately 60 days before the meeting. Contact the BOH Case Manager for current scheduling requirements and meeting times.
- A site inspection is made before the hearing and the property will be posted with a sign announcing the date and time of the meeting. These meetings are open to the public and testimony will be taken from all interested parties, both for and against the proposal.
- The owner (or their representative) must be present at the hearing. It is strongly recommended that the design engineer also attend. Cases may be tabled if no representative is present.
- If the variance is approved, the Board will set the conditions of the variance; you must agree to the terms of the variance and sign the Notice of Variance, which will then be recorded with the Jefferson County Clerk and Recorder. Additional fees are required to issue the onsite wastewater treatment system permit; this information will be provided to you after the hearing.

BOH Case Manager: Jon Vickery, (303) 271-5764 or jvickery@jeffco.us