



Hamilton County Public Health

Septic Systems Policy

Approved 12-9-2010; Revised: 9/2012, 6/2014, 10/2015, 6/2017, 7/2018, 2/2020

Policy

The Hamilton County Board of Health will ensure prompt, effective, and efficient response to monitor and identify septic system issues within Hamilton County by competent Environmental Health Workers. As the permitting agency this will be done according to all requirements and specifications in Iowa Administrative Code (IAC) 567 Chapter 69, "Private Sewage Disposal Systems".

Hamilton County Environmental Health Department shall participate in the Onsite Wastewater Assistance Program (OSWAP) as long as it is available. This will ensure that county residents will have access to low interest loans for the installation of septic systems. This program will help protect the groundwater in Hamilton County by bringing illegal systems into compliance.

Purpose

To further the appropriate provision and design of private sewage treatment systems that will provide sufficient sewage needs for homes and other uses, to foster safe and efficient disposal of wastes and provide a cleaner and more healthy environment for the citizens of Hamilton County.

To protect public health and preserve environmental resources by providing for the adequate treatment of wastewater.

Procedures

Septic System Permits - No on-site wastewater treatment and disposal system shall be installed or altered until an application for a permit (Attachment B) has been submitted and a permit issued by Hamilton County Environmental Health Department.

1. All residents needing to install or repair a septic system or replace a septic tank shall notify the Environmental Health Worker (EHW) at least 48 hours in advance of commencing work. The EHW will respond to this notice and will be available to evaluate site designs, ensure that the system requirements are being met and issue the permits.

2. Site Evaluation: A site evaluation should be completed prior to design and construction of a system. See inspection checklist.
3. The septic system shall be designed and constructed as required in IAC Chapter 69.
4. The system shall be inspected prior to the system being covered.
5. All new septic system owners shall be given a homeowner packet and a copy of their permit and map of the system.
6. The permit shall be accompanied by a non-refundable fee of \$200.00 payable to Hamilton County Public Health.
7. EHW will enter permit into the Onsite wastewater tracking system (OWTS).
8. EHW will file and keep records of the permit.

OSWAP

1. The Hamilton County Environmental Health Department will participate in the On-site wastewater assistance program as long as it is available. EHW will ensure procedures are followed as required by the program to allow the homeowner to participate in the program.
2. For more information regarding the OSWAP, contact the Iowa Department of Natural Resources Wastewater Section.

Record Retention

1. Septic permits will be retained indefinitely.

Equipment and Tools

1. Equipment and tools used by EHW may include: Soil Probe, Boots, GPS, Soils Book, Shovel, Forms, Measuring Wheel, Perc Test Equipment (if applicable), Measuring Tape, Dye Test materials, Flashlight, Vest, Hard Hat, Mirror, Safety Glasses, Camera, Tile probe, Level, Computer, Gloves (leather and disposable).

Complaints

1. Complaints may be submitted to the Hamilton County Environmental Health Department either verbally, in writing, by email, or by fax to # (515)-832-9660, to the attention of the Administrator.
2. Complaints will be kept confidential.
3. The EHW will respond to and investigate, in a timely manner, all complaints received.
4. Complainants may be notified of the outcome of the investigation if appropriate.

Future Install/Inspection

1. If the sale of a home is during a time period which does not allow for septic installation, it is possible to request a Future Install/Inspection to fulfill the Groundwater Hazard statement.
2. This can be requested by anyone, however, it must be signed by both the EHW and the Buyer in front of a Notary prior to closing on the property.
3. Time allowed for a Future Install/Inspection will be a maximum of six months, and will cost \$50.00 payable to Hamilton County. This fee will be a deposit on the total permit cost of \$200.00, and the owner of the property will be responsible for the balance of \$150.00 at the time the permit is issued.
4. If the owner fails to follow through within the six-month period, they may request an additional six months; however, there will be an additional \$50.00 non-refundable charge for the extension. The owner of the property will be responsible for the remaining \$150.00 balance of the original permit fee at the time the permit is issued.
5. If owner fails to follow through on the installation or inspection then legal action will be taken.

Variance

1. Variances to these rules may be granted by the Department of Natural Resources or the administrative authority provided sufficient information is submitted to substantiate the request.
2. Applications for variances and any/all supporting documentation shall be in writing and copies filed with the department.
3. To request a variance, owner must complete form DNR #542-1365 and have it approved by the County Board of Health. Variances are only issued in extreme instances and must be justified. In addition, the person requesting the variance must show what additional environmental protection is being taken to justify the variance.

Research and Quality Assurance

1. The EHW will explore new technology and results of new research on topics such as sewage treatment methods and new alternate system technology.
2. The EHW will stay current with new methods to solve problems, through reading of environmental journals and periodicals, as well as attending formal workshops and educational conferences. Septic system installers will be required to be a Certified Installer of Wastewater Treatment Systems (CIOWTS) through the Iowa Onsite Wastewater Association (IOWWA) and maintain their continuing education requirements as required by Hamilton County Ordinance #2019-1 (See attachment A).

Fees

1. The septic system fee shall be reviewed annually.

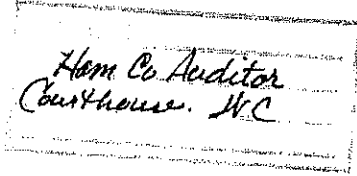
Enforcement

1. When a person is in violation of State and/or County rules and/or regulations, the EHW will work with the individuals to come achieve compliance.
 - a. The EHW will use diplomatic reasoning in verbal and written form to routinely educate contractors and homeowners to current and new rules and regulations.
2. After confirming with the Board of Health, the EHW will issue citations or use court action, when necessary
3. The Hamilton County attorney will be notified as necessary.



Document 643

2019 643 Type 06 020 Pages 5
Date 4/03/2019 Time 12:53 PM
Rec Amt \$.00



KIM ANDERSON, RECORDER
HAMILTON COUNTY IOWA

Hamilton County Ordinance #2019-1
On-Site Wastewater Treatment and Disposal Systems

Be It Enacted by the Board of Supervisors of Hamilton County, Iowa:

SECTION 1. Purpose. The purpose of this chapter is to enact by reference Chapter 567-69 of the Iowa Administrative Code, which relates to on-site wastewater treatment and disposal systems.

SECTION 2. Adoption of Chapter 567-69 of Iowa Administrative Code.

1. Chapter 567-69 of the Iowa Administrative Code, entitled "On-site Wastewater Treatment and Disposal Systems," is adopted and incorporated by reference as if fully set forth herein.
2. In addition to the rules set forth in Chapter 567-69 of the Iowa Administrative Code, those instances in which an individual is required to install an on-site wastewater treatment and disposal system would include, but not be limited to:
 - a. New Construction. New construction of any home or building with wastewater generation. This includes transporting a home (including mobile homes) or building to a site.
 - b. The Upgrade of an Existing Septic System. This means replacing one or more of the parts (septic tank, leach field, etc.) of an existing septic system. This includes when an existing system will experience increased wastewater loading, and thus enlargement of the secondary treatment system.
 - c. Submission of a Complaint Form. The submission of a signed complaint form, by an individual, to the Hamilton County Health Department, detailing the discharge of untreated sewage to the surface. Determining the validity of the complaint will be at the discretion of the Hamilton County Sanitarian.
3. In addition, those instances in which an individual would obtain a permit to install or repair a private sewage disposal system in Hamilton County would include:
 - a. Construction Permit Applications. A construction permit application will be required when there is new construction with wastewater generation, the existing system will experience increased wastewater loading, the secondary system is replaced or enlarged, or the primary system is replaced or enlarged.

requirements of such certification and said contractor has a contractor's bond for \$5,000 with Hamilton County.

- b. License Fee. A biennial license fee to be set by the Hamilton County Board of Health shall be paid to the Hamilton County Environmental Health Department at time of application.
 - c. Revocation and Denial of License. The private wastewater disposal contractor license may be revoked by the Hamilton County Environmental Health Department for violation of terms of this ordinance or any part of Iowa Administrative Code, Environmental Protection 567, and Chapter 69. The contractor may only be reinstated at the discretion of the Hamilton County Board of Health.
 - d. Revocation Period. Application for renewal of license, when the license has been revoked, will not be allowed for a period of one (1) year from the date of revocation.
 - e. Appeal Hearing. An appeal hearing on license denial or revocation may be requested in writing within thirty days of revocation or denial of a private wastewater disposal contractor license to the Hamilton County Board the Health Chairperson.
5. Aerobic treatment units, recirculating textile filters, packed bed media filters, peat moss biofilters, and any other treatment system which the Hamilton County Environmental Health Department and the Iowa DNR determine shall require a maintenance agreement between the contractor and the homeowner and be filed with the Hamilton County Environmental Health Department.

SECTION 3. Penalties.

1. If a certified installer is found to have installed a private wastewater disposal system without first obtaining a permit, the following will apply:
 - a. A fee to be set by the Hamilton County Board of Health shall be assessed to said party as penalty for illegally installing said system.
 - b. A permit application and permit fee shall be filed with the Hamilton County Environmental Health Department, as outlined in Section 2.3 above.
 - c. The Hamilton County Environmental Health Specialist will require that the system be completely uncovered so that it can be properly inspected to ensure it is in compliance with state and county regulations.
 - d. The installer's private wastewater disposal contractor license shall be revoked, as outlined in Section 2.4.c above.
2. If a non-certified installer is found to have installed a private wastewater disposal system, the following will apply:
 - a. A fee of \$250 shall be assessed to said party as penalty for illegally installing said system.
 - b. A permit application and permit fee shall be filed with the Hamilton County Environmental Health Department, as outlined in Section 2.3 above.

I certify the foregoing ordinance was published as Ordinance No. 2019-1 on the following dates in the following newspapers of general circulation in Hamilton County, Iowa.

Daily Freeman Journal	<u>March 27, 2019</u>
South Hamilton Record News	<u>March 27, 2019</u>
Stratford Courier	<u>March 27, 2019</u>

I further certify the accuracy of the following information, also pertaining to Ordinance 2019-1:

Date of First Reading:	<u>February 26, 2019</u>
Date of Second Reading:	<u>March 12, 2019</u>
Date of Third Reading:	<u>Waived March 12, 2019</u>
Date Approved:	<u>March 12, 2019</u>
Effective Date:	<u>July 1, 2019</u>
Recorded Date:	<u>April 3, 2019</u>

Kim Schaa
Kim Schaa
Hamilton County Auditor