THE CITY OF GRANDE prairie CANADA

Private Sewage Treatment Permit Package

Please submit completed form to ***inspections@cityofgp.com***

Description

A Private Sewage Treatment System (PSTS) permit is required whether you're installing a simple holding tank, or require a full private sewage treatment system.

Fees and Timelines

The fee for this permit is $156.00. Once a complete application is received, all permits will be issued within 2–5 business days.

Submission Information

Complete applications and all submittal requirements may be submitted electronically to ***inspections@cityofgp.com***.

Questions

If you have questions about the application form or the application process, please contact **780-538-0421** or email ***inspections@cityofgp.com*.**

FOIP Act Policy

The personal information on this form is being collected under the authority of the City of Grande Prairie Lot Grading Bylaw, Land Use Bylaw and Building Bylaw and amendments thereto, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25,* as amended from time to time. The personal information being collected in this application package, including name and contact information, will be used to process the application. This information may also be used for statistical data. The information is protected by the provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Grande Prairie FOIP Coordinator at **780-538-0300**.

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A. Proposed Location

Municipal Address			
Legal Description	**Lot:**	**Block:**	**Plan:**

B. Owner Information

Owner Name			
Address		**City**	
Province		**Postal Code**	
Email		**Phone**	

C. Applicant (If different than Owner)

Applicant Name			
Applicant Address		**City**	
Province		**Postal Code**	
Email		**Phone**	

D. Contractor

Name			
Contractor Address		**City**	
Province		**Postal Code**	
Email		**Phone**	
Business License			

E. Type of Work

☐ **Commercial** ☐ **Industrial** ☐ **Institutional** ☐ **Residential** ☐ **Temporary**

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F. Private Sewage System Type

☐ At Grade ☐ Field ☐ Holding Tank ☐ Open Discharge ☐ Mound

☐ Other

G. Design Requirements (All required unless otherwise noted)

☐ **Private Sewage Systems Design** *not required for temporary

☐ **Site Evaluation Report (SOP 2015 Part 7)** *not required for temporary

☐ **Soil Log** *not required for temporary

☐ **Tank Specifications and Diagram**

☐ **Controls Specifications and Diagram**

Examples of designs can be found at: ***alberta.ca/private-sewage-design-tools.aspx***

H. As the Applicant, I affirm (Check all that apply)

☐ I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.

☐ I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.

☐ I have permission of the registered Owner(s) of noted property to act as an Applicant on which the work identified in this application will be conducted.

☐ I/we grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading Bylaw, Land Use Bylaw and Building Bylaw. I/we will notify the appropriate authority of any proposed changes to the plans submitted with this application.

By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature		**Date**	
Landowner Signature/Authorized Agent (if different from applicant)		**Date**	

For Office Use Only

Date Paid		**Receipt #**	
Payment	☐ Cash ☐ Cheque ☐ Credit ☐ Debit		
PSTS Fee		**Safety Codes Fee**	

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Private Sewage System Site Evaluation Diagram

Legal Description	Lot:	Block:	Plan:

Show the proposed location of the onsite sewage system and indicate the distance from the following:

- trees
- floodplains
- wells
- waste sources
- bedrock
- outcrops
- buildings
- property lines
- easement Lines
- ditches or interceptors
- banks or steep slopes
- fills
- driveways
- existing sewage systems
- underground utilities

N

Drainage Course	Slope Direction	Test Pit 1	Test Pit 2
			

Note: Additional information is required to be submitted separately for the system design detail.

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Site Evaluation Report

The information requested in this document must be submitted with the permit application as required by the Private Sewage Systems Standard of Practice 2009.
INCOMPLETE APPLICATIONS WILL BE RETURNED.

Permit Number (to be assigned by the Permit Issuer)	
Owner's Name	
Installer's Name	
Legal Land Description	

A detailed diagram of the site where the sewage system will be installed must be included.
The following information is to be shown on the diagram and must be to scale:

- ☐ **Property size (in acres)**
- ☐ **All boundary lines including the lengths in feet or metres**
- ☐ **Buildings, roads, driveways and other property improvements; existing or proposed**
- ☐ **Existing easements**
- ☐ **Wells, cisterns or proposed water source locations on the property**
- ☐ **Surface waters, rock outcrops, and drainage features**
- ☐ **Topography of the proposed treatment site****
- ☐ **Soil test pits locations with surface elevations****
- ☐ **Outline of available treatment areas****

** Not required for the installation of a sewage holding tank.

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Soil Profile Report

The characteristics of each soil profile investigated shall be described using the Canadian System of Soil Classification nomenclature and include the following in the soil profile description:

- ☐ **Soil Horizons -** the distance from the ground surface to the top and bottom of each soil horizon observed shall be measured and distinctness and topography of the horizon boundaries described.
- ☐ **Soil Colour -** for each soil lies and identified the matrix color and quantity, size, contrast, and colour of any redoximorphic features present shall be described.
- ☐ **Texture -** for each horizon identified, this soil texture classification including any appropriate texture modifier shall be reflected in this evaluation report and as soil sample of the most restricting layer affecting the design shall be collected and analyzed at a laboratory using a recognized grain or particle size analysis method to determine the texture of the same.

NOTE: Other than Sandy Clay any texture that uses the word SAND in its description must include sand particle size.

- ☐ **Soil structure and grade of structure identified for each horizon.**
- ☐ **A statement regarding the treatment capability and dispersal capacity of the available site (s).**
- ☐ **Where the soil profile includes features that will require the lateral movement of water through the soil away from the dispersal system, identified constraints on the system design and allowable effluent hydraulic loading rates, as it relates it linear loading rates.**
- ☐ **A summary of the significant limiting conditions of soil profile and site.**
- ☐ **A justification of the locations and number of the soil profiles investigated.**
- ☐ **A description of the development being served including:**
  - Characteristics affecting the determination of peak and average wastewater flows to be used in the design,
  - The peak daily wastewater flow volume to be used for the system design, and
  - Anticipated influent wastewater strength.
- ☐ **Copy of laboratory soil analysis report have been attached.**
- ☐ **Number of soil profile investigated;** a minimum of two (2) test pit excavations shall be investigated at the proposed location for the soil-based treatment component to classify and assess the treatment capacity of the soil.
- ☐ **Minimum depth of soil investigation (choose appropriate depth as per YOUR design). The soil profiles shall be investigated to a minimum depth below ground surface of:**
  - ☐ 4 feet for Treatment Mounds
  - ☐ 9 feet for Treatment Fields receiving primary treated effluent (septic tank effluent)
  - ☐ 6.5 feet for Treatment Fields receiving secondary treated effluent (treatment plant, sand filter effluent)
  - ☐ 6 feet for Open Discharge systems

NOTE: When the site evaluation report is complete the information form the report is to be used to produce your System Design Report. This includes any features that would require peak flow to be increased.

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Alberta Private Sewage Treatment System Profile Log

Owner Name or Job ID	

Legal Land Location								Test Pit GPS Coordinates	
LSD - 1/4	Sec	Twp	Rg	Mer	Lot	Block	Plan	Easting	Northing

Investigation Date		Vegetation Notes		Overall Site Slope 2% Slope Position	
Test Hole No.	Soil Subgroup	Parent Material	Drainage	Depth of Lab Sample #1	Depth of Lab Sample #2

Horizon	Depth (cm) (in)	Texture	Lab or HT	Colour	Gleying	Mottling	Structure	Grade	Consistence	Moisture	% Course Fragments

Depth to Groundwater		Restricting Soil Layer Characteristics	
Depth Seasonally Saturated Soil		Depth to Restrictive Soil Layer	
Site Topography		Depth to Highly Pemeable Layer Limiting Design	
Key Soil Characteristics Applied to System Design Effluent Loading			
Weather Condition Notes			
Comments (Such as root depth and abundance or other pertinent observations)			