



<http://www.montgomerycountymd.gov/permittingservices/>

Application Submission Requirements for Well & Septic Permits and Services

*****Please refer to the Special conditions/notes section at the end of this guideline*****

An application package for any Well and Septic permits and services must include (1) a completed application, (2) two copies of a scaled engineered plan and (3) appropriate fee(s)

(1) Complete the application form, including the following:

- Type of permit(s) or service(s) (please check all that apply)
- Description of work, including number of bedrooms in dwelling, if applicable
- Location of work to be performed with complete address information, including address verification from MNCP&PC if applicable
- Applicant information
- Contact information
- Printed name, original signature and date of applicant's signature (***application must include the original signature of the applicant – faxed or copied applications are not acceptable***)

(2) Submit a scaled engineered plan, including the following:

- the plan must be to scale (1:20 to 1:100 scale range, all standard scales are acceptable)
- topography lines/contours at either 2 foot or 5 foot intervals
- locations of all wells and septic systems within 100 feet of subject property lines
- locations of all existing structures on the property
- locations of all proposed improvements on the property
- locations of the existing well and/or septic system on the property
- proposed well site(s) if applicable
- proposed septic reserve area if applicable
 - size requirements – at least 10,000 usable (matched to contour) square feet except were approved preliminary plans require larger areas
 - setback requirements -
 - 100 feet from all water wells
 - 100 feet from all water bodies, including intermittent streams
 - 25 feet from rock outcrops, drainage swales and excessive slope areas
 - 20 feet from any part of a building with a foundation
 - 10 feet from tennis court, swimming pool, detached garage and shed
 - 10 feet from any utility line or utility easement
 - 5 feet from all lot lines and driveways

(3) Submit appropriate test/permit fee(s) via check, credit card or cash - see current fee schedule

Special conditions/notes

- ‘Water table’ testing is conducted from February 1st thru April 15th in typical years (i.e., years preceded by normal levels of precipitation)
- Percolation testing and sandmound testing can only be conducted once sufficient ‘water table’ testing has been conducted on a property
- Plans submitted for septic area approval or septic permit issuance ***must include field run topography at 2 foot intervals with source included for the septic area***
- Prior to submission of an application for a building permit for a new home, the property must already have an approved water supply, either service confirmation from WSSC or a drilled water well with well completion report already submitted to the Well and Septic office
- Prior to consideration for Well and Septic approval of a building permit for a new home, an application must be made for the septic system permit for property
- Depending on available information on record in the Well and Septic office, exception may be granted to part or all of the plan submission requirements when application is being made for a septic system permit to correct a failing condition only
- For clarification of any conditions or requirements described in this guideline, please contact the Well and Septic section at (240) 777-6320