



Missoula City-County Health Department
ENVIRONMENTAL HEALTH
 301 West Alder Street | Missoula MT 59802-4123
 www.missoulacounty.us/HealthDept
 Phone | 406.258.4755

MCCHD STAFF USE ONLY
Log #: _____
Fee: _____

APPLICATION FOR SITE EVALUATION

Please submit by email to envhealth@missoulacounty.us, or mail/in person at 301 W Alder Street Missoula MT, 58902

Owner/Applicant's Information:

Name: _____ Phone # _____
 Email Address _____
 Mailing Address _____

Property Information:

Assigned Site Address: Apply for new addresses w/ Co.Road Dept. (6089 Training Drive, PH: 406-258-3701)

IF Available, Site Address: _____

Legal Description of Property: <https://gis.missoulacounty.us/propertyinformation/>

Location: _____ 1/4 _____ 1/4 Section _____ T _____ R _____

TAX ID: _____ GEOCODE: _____

Certificate of Survey # _____ Or Subdivision name: _____

Lot/Parcel/Tract _____ Block _____ Size of Lot or Parcel _____

Site-Project Information:

- A. Proposed use? Existing (replacement system) _____ New/Increased Development _____ # of Bedrooms _____
- B. Surface water on or within 500ft of property? Yes _____ No _____
 If Yes, Explain _____
- C. Any existing structure(s) or sewage disposal facilities located on property? Yes _____ No _____
 If Yes, Explain _____
- D. Water Supply? Individual Well _____ Shared Well _____ Public System _____ Surface Water _____

Site Map Included? Provide a site map showing the property boundaries and proposed drainfield area to be evaluated.

Additional Steps:

- 1) Call the Department to pay fees and schedule the evaluation.
- 2) Provide necessary equipment and operator to dig 10ft deep holes while evaluator is present.
- 3) Provide two 10-foot perforated pvc pipes to mark the soil test pits and if groundwater monitor is required.
- 4) **IF REQUIRED: Obtain a Nitrate sample from the nearest well and submit the results with application.**

The applicant has responsibility for securing permission to access and evaluate soils by a health Department representative and by signing this document acknowledges that they are acting with permission and under the instruction of the owner.

Signature of Applicant: _____ **Date:** _____

Paid: _____

GUIDELINES FOR SITE EVALUATIONS

To issue a septic system permit, the Department needs information substantiating that the proposed site meets minimum State and local regulations. This information is collected during the site evaluation process outlined below. **A site evaluation and septic application does NOT guarantee a septic permit can be issued.**

BEFORE APPLYING, please be aware this may NOT be quick process. Depending on the site, a lot of information and design work might be required. The department offers site evaluations as a reasonably priced service to the public and for **projects that do NOT require extensive design work.** An alternative is a third-party certified site evaluator, and we can provide a list of consultants that can submit all relevant information.

1. **Onsite - Site Evaluation:** The sanitarian will evaluate the proposed site characteristics and determine its potential to treat and dispose of wastewater. While the sanitarian is on site, you or your excavator will dig two holes (10ft and 5ft deep) and the sanitarian will evaluate the areas soils, topography, ability to meet setbacks, and depth to groundwater or limiting layers.
2. **Soils Composition - Site map:** The sanitarian will then draw a site map showing the approximate locations of the soil test pits and other site characteristics.
3. **IF required, Non-Degradation Analysis:** A state requirement for all new or some increased sources of pollutants. This analysis demonstrates that your septic system will not contaminate surface water and groundwater beyond state standards. A basic analysis can be performed by the MCHCD sanitarian. However, if design work is necessary to meet regulations, projects may require a third-party consultant.
4. **IF required, Percolation Test:** This is only required for certain soil types. **MCCHD does NOT perform percolation tests.** The land sanitarian will let you know if percolation tests are required and provide a list of the certified site evaluators that can submit test results to the department.
5. **IF required, Groundwater Monitoring:** Monitoring is required when seasonably high groundwater is expected to be less than 10 feet from the surface. The earliest this can be done is in the spring/early summer, when groundwater is at its highest (applications are due April 1). Applications can be obtained from Environmental Health Department website or the office.

AFTER, Permit Application: Using the information from the site evaluation, you can apply for a septic permit. If your system is very large or complex, you may still need to involve a third-party consultant/engineer to design the system. As mentioned, our services are limited, an alternative to us doing the site evaluation, is to use a consultant.