

**IMPORTANT INFORMATION FOR APPLICANTS  
LOT TESTING AND SEWAGE DISPOSAL WORKS PERMIT**

1. To schedule lot testing and apply for a permit the following procedures must be followed:
  - A. A complete application for testing must be filed with the Phillipston Board of Health. Please note the requirement for the tax assessor's parcel number for the lot on the application. The lot inspection fee, per attached fee schedule, must be paid to the Phillipston Board of Health.
  - B. *Applicant is required to maintain up-to-date tax status and pay same.*
  - C. The application must be accompanied by a *plot plan* to be processed as a complete application.
  - D. The Phillipston Health Agent will then *schedule an appointment* for lot testing with the Applicant's Engineer.
  - E. The lot is tested at the time of the scheduled appointment. The *Applicant must arrange for a soil evaluator and a backhoe with operator* on-site to conduct the tests. Holes must be dug prior to the arrival of the Phillipston Health Agent. Percolation tests are may be soaked and started up upon the arrival the Phillipston Health Agent.
  - F. Upon completion of the required field testing, the Engineer will prepare *subsurface disposal plans*; the Applicant will then *submit two (2) copies or three (3) if wetlands* are on the lot with application and required review fee, per attached fee schedule, to Phillipston for review.
  - G. The Phillipston Health Agent will then review the plan for compliance with Title 5 and local Board of Health regulations *within forty-five days* of submission.
  - H. If the plan meets pertinent regulations, the permit is prepared and the Applicant will be contacted to sign the permit and pay the applicable permit fee, per attached fee schedule.
  - I. If the plan does not meet with State and local regulations, a review form will be prepared by the Agent and sent to the Applicant and his Engineer.
  - J. If a plan requires a variance to a local regulation or Title 5, *the Applicant should be aware of his/her responsibility* to comply with all applicable variance procedures.
2. Title 5 of the State Environmental Code, 310 CMR 15.000, and related local regulations shall be applicable.
3. An application for plan review and permit application shall not be considered complete until all required testing has been performed and a plan prepared by a Registered Engineer (Sanitary of Civil) or a Registered Sanitarian, were appropriate, and has been received by Phillipston. The law allows 45 days for the Health Department to review the plan and respond with denial or permit.
4. All tests used in the design of a subsurface disposal system must be witnessed by a Phillipston Health Agent.
5. The *Applicant should be aware of all conservation, zoning, and other applicable regulations of the town*, which may apply.
6. Percolation tests may be performed at any time of the year that the ground is not frozen. However, high groundwater also precludes running percolation tests in the spring, requiring a return to the site during the dry season (i.e. July through October). Phillipston does not charge an additional fee for returning to a site for performing percolation tests if the tests are performed in the same general area as the deep observation holes. Additional deep observation holes may be required during the dry season (at the same time as the percolation tests) to observe soil types otherwise obscured by high groundwater. Requests for appointments for percolation tests are the responsibility of the Applicant; the Applicant may call the Phillipston Board of Health Office on Wednesday, 9:30a.m. - 12:30p.m. at 978-249-1735.
7. All private water supplies must be approved by the Board of Health before the requirements of the permit shall be deemed fulfilled. **Potable water shall be defined as free of coli form bacteria and any obvious chemical contamination, as recommended by USEPA at a minimum, and shall include any additional criteria required by the local Board of Health.** Applicants are advised the Section 54 of Chapter 40 of the Massachusetts General Laws require that a potable water supply be available to a building lot before a building permit can be issued. The Applicant is required to submit a water quality test result of a T-5 standard scan for approval of a building permit application. The Applicant is further advised that he/she should be aware of the local well regulations. All construction, repairs, or modifications of a sewage disposal system must be performed by an installer licensed by Phillipston.
8. A new residence shall not be occupied until all the requirements of the sewage disposal construction works permit have been met.
9. Proper maintenance of a septic system requires regular pumping; Title 5 recommends annual pumping.
10. **ISSUANCE OF A PERMIT SHALL NOT BE CONSTRUED AS A GUARANTEE THAT THE SYSTEM WILL FUNCTION PROPERLY.**

**IMPORTANT NOTE  
FOR FURTHER INFORMATION, PLEASE CALL 978-249-1735**