

Holland Creek Metro District, (HCMD) OWTS Instructions and Application for Red Sky Ranch

All Red Sky Ranch home sites are located beyond the reach of conventional sewer systems. Depending on the location, the home site may be served by a community septic system serving several lots or an individual system on or adjacent to your lot. (Both are referred to as an OWTS) All the septic systems are installed by, and maintained by the Holland Creek Metro District. The Septic system engineering and installation is included in the tap fees paid to the district. Red Sky Ranch home sites are provided with the following other utilities: Gas, Electricity, Telephone, and Domestic Water. There is currently no cable television, however satellite is allowed with a dish permit from DRB. You will need to contact each of the utility providers to arrange connections to the systems.

The following is a guide to the Onsite Wastewater Treatment System (OWTS) design and installation process. Failure to follow these instructions may cause delays in getting approvals for building permits, construction, or occupancy permits.

County building permits are not issued unless a valid OWTS permit is in place for any project in Red Sky Ranch. Holland Creek Metropolitan District must apply for the septic installation permit BEFORE you submit for a building permit. (Eagle County Land use Regulation 4.03.27). To prevent any construction delays you should be coordinating the septic design with Holland Creek Metropolitan District as you are going through the DRB process. Eagle County Environmental Health Department will not issue OWTS permits from November 15th to March 15th; Eagle County reserves the right to adjust permit issuing dates based on the annual spring and fall weather conditions. (Eagle County Land use Regulation 4.01.06). This is very important to understand if you are anticipating needing your building permit during the late fall or winter. HCMD can design the septic and apply for the permit as soon as you have finalized the quantity of bedrooms and a site plan even though you do not have final DRB approval. If you anticipate requiring your building permit after November 15th we need to submit to the County for septic permitting before November 1st.

An OWTS permit is required for all new construction and any modification requiring a building permit. An OWTS permit modification is also required if the use of space in a residence would change the quantity of bedrooms or bathrooms from the original design. (Example, An office becomes a bedroom with no other structural changes)

OWTS systems typically take about 7 weeks from the date all information is received by HCMD until an OWTS permit is issued. New applications will be accepted by HCMD between March 1st and October 1st. Applications will not be accepted between October 2nd and February 28th except for emergency circumstances, please call to discuss if you have a special requirement.

Between DRB Pre-Planning Meeting and Conceptual Plan Review level

Owner or representative contacts Holland Creek Metropolitan District Project Manager (HCPM), providing the application and civil drawings. An Auto Cad (.dwg) formatted site plan will be required before design can begin. Please email the attached form and the DWG files.

Owner or representative shall request the Wastewater Tap fee invoice. The engineering fee portion of the tap fees is due and payable at this point in the process. Design will not begin until the engineering fee has been paid.

- HCPM will forward the site plan to the District Engineer to determine the septic location for the lot. HCPM will also provide, if needed, the location of other utility stub outs for the lot to the Owner. District Engineer will not begin actual design until after HCPM has received the above information and engineering fee.

- ❑ HCPM will provide the Owner or Architect with the location of OWTS designed for the lot and design requirements for the system, (power, phone line, sewage pump truck access, etc.)
- ❑ Architect will include septic location on site plan as a blocked area, indicating a do not disturb zone. If this area is impacted during construction by traffic, grade changes or any other activity rendering the area unsuitable for the OWTS, the owner will be billed for any redesign and/or relocating of OWTS components.

No later than DRB Sketch Plan approval

- ❑ Architect will provide to the HCPM, a final site plan, a landscape and irrigation plan and a letter clearly detailing any changes in the following areas: quantity of bedrooms, exterior size or site position of the residence, any site drainage or grading changes.
- ❑ If there has been no change in number of bedrooms, or site plans, District Engineer will issue construction plans to HCPM. HCPM will provide PDF version of plan to the DRB and the Owner. Architect may receive a DWG file of plan under certain agreed upon conditions with the District Engineer.

Before DRB Board Final Review and Approval

- ❑ DRB Staff should verify that the Architects site plan being approved has the OWTS placed as a “do not disturb” blocked out area in the correct location on the plans.
- ❑ DRB Staff should verify home location and quantity of bedrooms match OWTS plan.
- ❑ DRB Staff should review final landscaping, grading, and paving plans to be sure the OWTS area is not altered in any way unless directly allowed on the OWTS plan.
- ❑ DRB staff shall verify landscape and irrigation plans meet the district requirements for size and types of irrigated areas.

After any plan change requiring DRB approval

- ❑ Architect should notify HCPM of changes as soon as possible so any required modifications to OWTS plans can be completed in advance to reduce the chance of a delay in the issuance of a building permit. This includes any changes to the landscape, grading and irrigation design plans.

Site Inspection Meeting (as part of DRB pre-construction site meeting)

- ❑ Builder will need to identify on the plans that the septic system area is properly located.
- ❑ If the system is located inside any perimeter fencing, Builder will need to have protective fence placed (green construction fence) around the leach field completely blocking access to prevent any disturbance.
- ❑ Builder needs to be aware that if the leach field area is not protected, and is damaged by vehicles, fill placement or grade changes, HCMD will stop all work on the site until a new septic location and design can be completed and approved by Eagle County.
- ❑ The property owner and all of owners’ representatives are responsible to protect the leach field area during home construction. Failure to protect the OWTS site could result in a rejection of the TCO or CO request until a replacement sanitary sewer is designed and constructed at the owners’ expense.
- ❑ Builder will verify that the proper pump power and control power is available and will be provided to the control panel at the builder/owners expense. Currently this is (1) 120 volt single phase, 15 amp circuit and (1) 208 volt, single phase, 25-amp circuit and (1) 2 pair phone line. Owner will need to provide phone service with dial out ability for remote monitoring of the system. This can be “piggy backed” onto a secondary phone, fax line, or primary residence line but not a dedicated fire alarm service line.

During construction

- Builder will coordinate with OWTS installer, providing access to the site for excavation and placement of system components. Depending on the site plan, it may be important to place the tanks before foundation excavation begins if the access will become blocked.
- As soon as foundation is completed and backfilled, builder will notify HCMD to schedule an OWTS site inspection. If there is no damage to the OWTS site, HCMD will schedule site access for leach field installation.
- Septic tanks and leach field will be inspected and tested for completeness certification by OWTS engineer.
- Builder will provide the sewer connection to the septic tank and will provide electrical and telephone connections at builder/owners expense. County regulations require a clean out within 5 feet of the residence on all building sewer lines including those feeding to a septic system.
- Builder will provide all connections to a point approximately 10 feet from the system. (Sewer, electrical, phone) HCMD will provide the last 10 feet of installation to the septic components. Builders Electrician will provide wiring from the residence to the control panel as described above, HCMD electrician will provide connections from components to control panel.
- Builder will monitor contractors to insure no chemicals, including latex paints, oil based paints or varnishes, solvents, or any strong cleaning supplies or other chemicals are disposed of in sinks or toilets. These types of products could cause serious damage to the leach field or other system components. Builder will pay to have tank pumped and cleaned at end of construction and turned over to HCMD empty. HCMD at its option may agree that any liquid in the tank is clean water only, and acceptable to discharge to the dispersal area and then waive the requirement of the tank being empty.
- Builder will maintain protective fencing around OWTS area until landscaping is complete. Builder will notify HCMD at least three weeks before requesting a TCO from the county. Permanent power and phone need to be available to the system at this time. HCMD staff will verify the system is still empty and clean, then will fill the system with water and calibrate all floats, pumps and controls. If the system has been used before this time, HCMD will require the tank to be pumped, and cleaned at the builders' expense. The District Engineer will then provide a final completeness and operational inspection and provide the Engineers acceptance letter to Eagle County. The County will not schedule a TCO at inspection request prior to the septic acceptance letter from the engineer.

After Construction

- HCMD staff will need to be notified prior to occupancy, or any other anticipated use of plumbing fixtures. HCMD will then place the OWTS system online, activate the controls and alarm systems.
- HCMD will provide control and tank inspections as needed, bi-weekly for first month and then as needed based on volume of use.
- HCMD will coordinate any routine or emergency maintenance required.

- **Bullet Points.**

- HCMD engineer designs the septic system on a site plan you provide to us. The design is paid for with the Engineering portion of your TAP fee. You do not design your own system.
- Your architect or engineer should contact HCMD as soon as you have a conceptual plan. DO NOT wait until you have final drawings.
- Your builder will have responsibility to protect the septic system. Failure to do so could cause the septic to be redesigned or replaced at your expense. In some cases if there was only one suitable spot on the lot for the OWTS; you may have to stop construction until the State Environmental Health Department approves a zero discharge system. That approval can take as long as a year to receive.
- Your builder will coordinate with our installer to provide site access and coordinate the installation schedules.
- Your builder will provide power and phone connections from the home to the control panel. The control panel must be located within line of sight and no more than 25 feet from the pump chamber of the septic tank. This is a building code requirement in the electrical disconnect section of the code.
- Your builder will turn over an empty and clean tank at the end of construction. Energy efficient heat, plumbing fixture tests and other various water uses will normally fill the tank during construction. This water needs to be pumped out before acceptance by the OWTS Engineer.
- The EPA recommends that garbage disposals, water softeners and any other item that will put large water volumes or high BOD waste down the drain are not installed in homes with septic. Please discuss with us your plans for water treatment, hot tubs etc. at the beginning of the design process to avoid delays when you wish to receive the occupancy certificate and those items are “discovered”.

If you have any questions on the OWTS application, design, or installation of Red Sky Ranch OWTS systems please contact HCMD Project Manager, John Volk, 970.389.4491 or by email: hollandcreekwater@centurylink.net Thank you.

**Holland Creek Metro District
Onsite Wastewater Treatment System application**

Property Owner: _____ Phone: _____

Mailing Address: _____
(This is address Eagle County will use to mail owner the final certification letter)

Architect Name: _____ Phone: _____

Builder Name: _____ Phone: _____

OWTS application is for: _____ new application _____ remodel / alteration / change in use

Location of the proposed OWTS:

Lot Number: _____
Tax Parcel Number: _____ Lot size: _____ acres
Physical address: _____ Wolcott, CO. 81655

Type of water supply: _____ Public (HCMD domestic system) _____ private well
Building type: _____ Residential/Single Family _____ number of bedrooms
_____ Residential/Multi Family _____ number of bedrooms
_____ Square Footage
_____ Number of bathrooms (full and ½ combined)

Anticipated start of construction date: _____

Anticipated finish of construction date: _____

Answer the following if known:

Excavation Contractor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

Landscape Contractor: _____ Phone: _____

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Email completed site plan in DWG file format and the application to:
hollandcreekwater@centurylink.net
Please submit payment to our payment processing center at the address on the invoice for proper credit to your account.