



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 508c VARIANCE PROCESS FOR ON-SITE SEPTIC TREATMENT SYSTEMS

POLICY: Central Valley Health District (CVHD) has promulgated Regulation #2, governing the installation of On-Site Septic Treatment Systems (OSTS). Property owners who cannot comply with the regulation may apply to the Board of Health for a variance. If a permittable option exists for the project then a practical difficulty does not exist and the legal criteria for granting a variance cannot be met.

PROCEDURE:

1. Property owner shall request a variance application from the Environmental Health Division.
2. The variance application must be completed in full. Failure to complete the application will result in denial.
3. When the variance application is submitted, the variance hearing fee must be paid. This fee is nonrefundable regardless of the determination of the Board of Health.
4. At the next regularly scheduled Board of Health meeting, the variance hearing will be added to the agenda.
5. The Board of Health shall review the variance application and determine if a decision can be reached. If more information is required beyond what is required in the application, the applicant will be contacted for the additional information.
6. The final decision of the board will be recorded in the Board of Health meeting minutes, along with original paperwork.
7. If the variance is approved, an On-site Sewage Treatment System Permit must be purchased.
8. For an approved variance copies of the paperwork shall be entered into the CVHD Environmental Health Records and logged into the CVHD Sewer Access Database.