



## **Well and Onsite Sewage Disposal Land Use Clearance Process and Instructions**

DEPARTMENT OF PLANNING AND BUILDING SERVICES  
707 Nevada Street, Suite 5 • Susanville, CA 96130-3912  
(530) 251-8269 • (530) 251-8373 (fax)  
[www.co.lassen.ca.us](http://www.co.lassen.ca.us)

The information presented in this document is intended to provide instruction for processing a well or onsite sewage disposal application. Issuance of a permit for any type of well or onsite sewage disposal requires approval from both the Planning and Building Services Department and the Environmental Health Department.

Contact information for the two involved Departments is provided below:

Planning and Building Services  
707 Nevada St., Suite 5  
Susanville CA 96130  
(530) 251-8269  
[landuse@co.lassen.ca.us](mailto:landuse@co.lassen.ca.us)

Environmental Health Department  
1445 Paul Bunyan Road, Suite B  
Susanville, CA 96130  
(530) 251-8528  
[ehinspections@co.lassen.ca.us](mailto:ehinspections@co.lassen.ca.us)

### **WELL OR ONSITE SEWAGE DISPOSAL APPLICATION PROCESS:**

#### **Step 1. Planning and Building Services Department Verification of Parcel Information.**

The application associated with this form (titled “Well and Onsite Sewage Disposal Land Use Clearance”) will allow verification of certain parcel information by the Planning and Building Services Department and is required as a prerequisite for issuance of any permit. Said land use clearance application may be initiated as follows:

- a. at the public assistance counter, at the above address for the Planning and Building Services Department;
- b. by leaving a message on the zoning/building permit request phone message machine at [(530) 251-8373]. At a minimum, include your name, owner name, phone number, Assessor Parcel Number and/or address and describe what you are seeking (e.g. well or onsite sewage disposal land use clearance);
- c. or by email at [landuse@co.lassen.ca.us](mailto:landuse@co.lassen.ca.us). At a minimum, you must provide your name, owner name, phone number, Assessor Parcel Number and/or address and describe what you are seeking (e.g. well or onsite sewage disposal land use clearance), or you may attach the completed land use clearance application to the email.

The information in the “staff use only” section of the clearance application will be provided by staff (e.g. zoning, flood plain, any applicable setbacks or exclusion areas, pertinent incremental development information, parcel size, legal parcel verification, etc.). If appropriate, authorized personnel from the Planning and Building Services Department will sign the form. You will be informed if further information is required to provide the clearance. A PDF copy of the completed clearance application form will be attached to the parcel in the Planning and Building Services Department’s permit tracking system, and said application will be emailed by Planning and Building Services Department staff to the Environmental Health Department.

The applicant will be copied on said email if an email addresses is provided. It is also recommended that applicants provide a physical copy of the above land use clearance application to the Environmental Health Department at step 2, below.

Applicable fees for both the Planning and Building Services Department and the Environmental Health Department will be collected at step 3 (permit issuance). Currently, the Planning and Building Services Department fee is \$50 [per Lassen County Code Section 3.18.090(g)]. The Environmental Health Department fee will be determined by that Department at step 2, below (see section 3.18.120 of County Code for further information). There is also \$10 in miscellaneous fees, which includes a \$5 document-scanning fee, a \$4 State CaSP fee, and a State Building Standards fee of \$1 for each \$25,000 in value.

**Step 2. Environmental Health Department Application Authorization.** At this step in the process, the Environmental Health Department will provide information regarding submittal of their “Application for Sewage Disposal Permit” and/or an “Application for Construction, Repair, Modification and Destruction of Wells.” When applying for a septic system or repair of a system, the septic system installer, engineer, or property owner must schedule a site visit with Environmental Health staff. During the site visit either the installer, engineer, or property owner must be present. Application procedures for septic system installation or repair may include a soil profile and percolation test. If needed, this procedure should occur after the site visit to insure the tests are done in the correct location. Once the septic system is designed, and the design is approved by Environmental Health, the application can be approved and a permit applied for at the Planning and Building Services Department. Application for a well construction or destruction may require a site visit to determine if the selected location meets all set back requirements. If no one related to the project will be at the location, the proposed well location must be adequately marked. The Environmental Health Department will identify the appropriate application and permit type in accordance with section 3.18.120 of County Code and specify the applicable fee. The Planning and Building Services Department will not be able to issue a permit at step 3 (below) if the permit type and applicable Environmental Health Department fee are not specified.

**Step 3. Planning and Building Services Department Permit Application and Issuance.** The applicant/property owner/contractor must provide the Planning and Building Services Department a fully executed (by authorized personnel from the Environmental Health Department) “Application for Sewage Disposal Permit” and/or an “Application for Construction, Repair, Modification and Destruction of Wells.” The process may be able to be completed in a timelier manner if the applicant also provides a copy of the land use clearance application from step 1 (however, the Planning and Building Services Department should have a copy of said clearance on file). Staff will collect the appropriate fee (the \$50 fee specified in step 1 for the Planning and Building Services Department and the Environmental Health Department fee specified in step 2) and the permit will be issued.

**Step 4. Environmental Health Department Inspection Process.** The Environmental Health Department is responsible for conducting all required inspections for any type well application or onsite sewage disposal application (if required). Please contact the Environmental Health Department to schedule any required site visits and/or inspections.

### **Pertinent Information:**

The information presented below will not be applicable to all well or onsite sewage disposal applications. It is provided because it may be useful for some applications, especially if the project involves the development of previously undeveloped property. Your Planner, the County Surveyor, or other staff can provide more information if necessary, and can discuss these topics in more detail.

**Legal Parcel Determination:** Lassen County is prohibited by Subdivision Map Act (SMA) section 66499.34 and County Code section 12.24.025 from issuing any permit (including a well or onsite sewage disposal permit) to a parcel that was not created in compliance with the SMA. In summary, a parcel is usually found to be legal if it was created through recordation of a parcel map, subdivision map, lot line adjustment or other process consistent with the SMA. A parcel is also typically found to be legal if it was described in its current form in a deed that was conveyed before March 4, 1972, but there can be complicating factors where a parcel is still not legal despite having been conveyed prior to March 4, 1972. If necessary, the Lassen County Surveyor will conduct a limited investigation into legal parcel status. That said, without written approval from the property owner (not an agent or contractor), the County Surveyor will generally not conduct an extended investigation into the legal status of the parcel if said investigation could result in recordation of a Notice of Violation (per SMA 66499.36 and County Code section 16.48.040). Only the property owner can provide this authorization for extended investigation, as recordation of a Notice of Violation has legal consequences that the owner should be aware of. If it is determined that the subject parcel was not legally created, staff will discuss the process for correcting SMA violations.

**Assignment of a Physical Address:** The Lassen County Surveyor is responsible for assigning a physical address if one has not yet been assigned to the subject parcel. The Lassen County Surveyor's Office is located in the Department of Planning and Building Services (see the contact information provided above).

**Incremental Development:** Incremental development allows the construction of a well, onsite sewage disposal system, and incremental power on a parcel before a primary use (e.g. residence or business) is constructed. Incremental development is an optional program that the County is authorized to allow if it develops a program to do so, in accordance with section 107.3.3 of the California Building Code. Upon request, Planning and Building Services Department staff will provide information and discuss the program further. In summary of the requirements, a well and septic must be constructed before incremental power will be allowed. The proposed future use of the parcel must be allowed by the parcel's zoning. Last, the property owner must sign an affidavit stating that the proposed incremental development is intended only for the future allowed use of the property and that the development will not be used in the interim for any unauthorized uses. Neither an Authorized Representative or a contractor are authorized to execute the required affidavit. The affidavit must be from the property owner, as it defines the uses that are allowed.