

Steps to Install a Septic System in Crook County

Created by the Crook County Natural Resource District (CCNRD)

If you are planning to install a septic system in Crook County, the first step is to file a Wyoming Department of Environmental Quality (WDEQ) permit. These are available on-line through the WDEQ website (<http://deq.state.wy.us/wqd/www/index.asp>) at the Growth and Development office (County Courthouse), on our website (www.ccnrd.org) or in our office. The application is quite extensive and must include an application form, septic system plan, specifications and pertinent design information.

Dennis Lamb out of the Casper office is the contact for us in Crook County. His phone number is: 307-473-3452.

Many local contractors have experience filling out this paperwork and will often offer it as part of their services for installing your septic system.

A site evaluation is a required part of this permit application to determine what kind of septic system design is best for your property.

The site evaluation MUST include:

- 1) A Percolation test and results;
- 2) An excavation (backhoe) pit to determine the seasonal high groundwater depth and bedrock depth;
- 3) Pictures of the excavation pit (2 copies)

(MUST have reference to the depth of the excavation—*minimum 4 feet below the bottom depth of the proposed leach field*— such as a survey rod or tape measure)

It is recommended to have the percolation test and the excavation pit done at the same time. Once the site evaluation is conducted and you have the results from the percolation tests and excavation pit, the next step is to design a site plan using the DEQ permit paperwork (examples of how to fill it out are provided with the application). These numbers will help determine what type of system to install and what the size of the leach field should be. It is recommended that you work with a contractor or person experienced with septic systems to help you design the system. WDEQ can help with some technical assistance as well (as long as the percolation test and excavation pit results are complete).

The CCNRD can also prepare soil maps of your property to help you understand what some of the limitations may be regarding soils for your septic system. If you need information on the WDEQ *minimum* requirements for septic systems, you can download them from our website or call the office and we can send you a packet. Once the paperwork is complete, it is sent to DEQ for approval.

If the permit application is approved, an approval letter will be sent to you and a copy is also sent to the Growth and Development office. The next step is to fill out the *Crook*

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County Septic System Application for Inspection and pay a fee (\$200.00) to the Growth and Development Office (Resolution No. 9-2004 Section 2A). The Growth and Development Office will send you a letter once the permit is okayed by WDEQ with a copy of the application. The county inspector is then contacted by the County Clerk's office to let him know there is a septic system to inspect. The county inspector will call the landowner or contractor and arrange for a site visit to have the septic system inspected. **At this point, the system can be somewhat constructed (if approved by WDEQ), but not completely closed up since the inspector must be able to see how the system is set up in order to properly inspect it. "The inspection must be made while the essential elements of the small waste water treatment facility are exposed and can be readily seen."** (Resolution No. 9-2004, Part B)

If the inspection is approved by the inspector, you are good to go and can finish closing up the leach field and start using your system. If not, the county and WDEQ will work with you as best as they can to problem solve the situation.