

**Town of Sturbridge  
Board of Health**

**Regulations  
For On-Site Sewage Disposal Systems  
In Conjunction with Title V**

**Adopted December 12, 1987**

## **GENERAL OBJECTIVES OF THE BOARD OF HEALTH**

1. To protect the interests of the Town and its present and future citizens and their general health and welfare from subsurface disposal system failures which may result in health hazards.
2. To assure proper site information, design, and installation of subsurface disposal systems.
3. To minimize surface, ground and drinking water supplies, as well as recreational water supplies from contamination by sewage products.

Minimum standards and regulations for sewage disposal are contained in the Massachusetts State Environmental Code that is enforced by local Boards of Health and DEP. Title V assigns to local Boards of Health the responsibility for the enforcement of standards for individual subsurface disposal systems. The Sturbridge Board of Health has found it necessary to devise additional regulations for the health and well being of the inhabitants of the Town, based upon local conditions. The Sturbridge Board of Health has adopted the following regulations. The regulations were printed November 9, 1987, published November 12, 1987 in the Southbridge News.

**Section 1: Request for Percolation**

1. Test request for a percolation test shall be made by the applicant (owner or buyer of the land) to the Board of Health.
2. The Board of Health shall establish a fee schedule. As of March 1, 1990, this fee is \$120.00.

**Section 2: Percolation Test Procedures**

1. Acceptable percolation rate:  

Residential – 20 minutes/inch (9/29/86)  
Multi-family, industrial, commercial – 10 minutes/inch (4/8/85)
2. The Board of Health shall establish criteria and dates for percolation tests.
3. Only a Registered Professional Civil or Sanitary Engineer or a Registered Sanitarian shall perform percolation tests.
4. Percolation tests shall be limited to two on any one parcel of land for any single test season.
5. If the backhoe equipment or operator does not perform excavation in the prescribed time, the Board of Health Agent may cancel a test and the applicant will remain liable for the fee.
6. Percolation test results shall be valid for a period of two years from the date of the test.

**Section 3: Deep Observation Pit Procedures**

The Board of Health for each percolation test performed requires a minimum of two deep holes. Additional deep holes may be required at the discretion of the Board of Health Agent.

**Section 4: System Design**

1. There shall be communication between the subsurface sewage disposal system designer, builder, owner and/or representatives to determine locations of the building, sewer exiting the building, water supply entering the building, perimeter drain around the building, driveway, possible future structures and other items pertinent to designing and locating the system.
2. The designer of the subsurface disposal system must have performed the percolation and deep hole tests himself/herself or supply to the Board of Health at the time of

- application for a disposal works permit, a letter stating that he/she has confirmed the results of the performing engineer/sanitarian and accepts the accuracy of the results.
3. The percolation and deep hole tests that are in compliance with the Sturbridge Board of Health shall be incorporated into the leaching facility. All other percolation and deep hole tests performed on the parcel shall be accurately noted on the plan including the results of such tests.
  4. In instances when percolation tests are conducted during a time when maximum high ground water cannot be observed during the deep hole tests, the Board of Health Agent may require a design at six feet above the estimated high ground water.
  5. The area between leaching pits, galleries, chambers, trenches, or fields shall not be considered as part of the reserve.
  6. No well or subsurface sewage disposal system shall be located less than fifteen feet from any boundary line which borders a town, state or federal roadway or an adjoining lot.
  7. The setback for all new septic tanks, distribution boxes, and sewer pipes from any water body, (continuous or intermittent) or wetland (as defined in MGL 310 CMR) shall be fifty feet.
  8. The setback for all new leaching facilities (including the slope requirement) from any water body, water course (continuous or intermittent) or wetland (as defined in MGL 310 CMR) shall be one hundred feet.
  9. Trees, brush, and stumps shall be removed for an area of at least twenty-five feet around a leaching facility.
  10. For new construction and alterations, an approved dosing tank with a grade accessible clean out must be added to the system if a garbage grinder is to be installed.
  11. All manholes must be brought to grade.
  12. The designed system for new construction must include, as a minimum, a one thousand five hundred gallon septic tank and the leach area 50% larger than the required daily flow.
  13. Commercial, industrial and multi-family subsurface sewage disposal systems must be over-designed by 100%. Other design requirements will be individually reviewed.
  14. The Board of Health may require the aid of a consulting engineer of their choosing to review the plans due to the complexity, nature, or location of the septic design. The cost of the engineer shall be borne by the applicant.

15. Package treatment plants are not allowed by the Board of Health until such time as the State sets firm policy and procedures for their review and the Board of Health establishes that such policy and review is in keeping with the protection of the general health and welfare of the citizens of the Town of Sturbridge. The exception to this rule is in the case of repairs to an existing system, when in the opinion of the Sturbridge Board of Health and in concurrence with the DEP, it would promote the general health and welfare of the citizens of the Town of Sturbridge. Prior to approval, monetary and legal provisions acceptable to the Sturbridge Board of Health and DEP must be made for ownership and maintenance of the plant. Upon installation, a Licensed Septic Plant Operator must perform weekly inspections and tests required by the Sturbridge Board of Health and DEP and provide each party with written results forthwith.

A variance must be applied for if any of the above cannot be met.

### **Section 5: Plan Requirements**

1. A subsurface sewage disposal system plan shall:
  - a. Be legible
  - b. Have no +/- symbols
  - c. Show the total perimeter of the lot
  - d. Be drawn 1" = 20' scale or be more detailed; a locus plan may be drawn to a smaller scale
  - e. Show the accurate location, depth and results of all percolation tests performed on the parcel which passed or failed
  - f. Show the accurate location and soil log of all deep observation holes performed on the parcel including the elevations of the top, bottom, encountered ground water, maximum ground water, and ledge or impervious material
  - g. Show and note all rights to others, if any exist
  - h. Show and/or note all details and information necessary for the applicant to comply with the requirements established by the Division of Water Pollution Control pursuant to MGL Chapter 21 Sec. 43, The Wetlands Protection Act, MGL 131 Sec. 40, and any other applicable laws.
  - i. Show mean sea level elevation in reference to one hundred Year Flood Plain, if applicable
  - j. Show and/or note all rights from others, if any exist
  - k. Have all details and information coincide with each other in each section, profile, plan, etc., including inverts and benchmarks
  - l. Show the date drawn and each revision date
2. Each plan shall be stamped, signed and dated individually by the Registered Civil or Sanitary Engineer or Registered Sanitarian. Copies of the above will not be accepted.

3. The submitted plan shall comply with Title V and the Sturbridge Board of Health Regulations.

**Section 6: Application and Plan Submittal for Disposal Works Construction Permit**

1. The completed Disposal Works Construction Application form, supporting design plans, a copy of percolation and deep hole test results signed by the Board of Health Agent and the filing fee to be submitted for a Disposal Works Construction Permit will be accepted only by the Board of Health Agent by appointment during regular working hours.
2. Three copies of the plan shall be submitted with the application.
3. The Sturbridge Board of Health shall establish a fee schedule for the application and review and for the Disposal Works Construction Permit.
4. The application for the Disposal Works Construction Permit shall not be considered complete until all the information requested by this document and any other information the Board of Health deems necessary to adequately address the application is submitted.
5. A Disposal Works Construction Permit shall be obtained from the Board of Health Agent by appointment during regular working hours when the preceding requirements of the Board of Health and Title V have been met.
6. Disposal Works Construction Permits shall only be issued to individuals licensed by the Sturbridge Board of Health.
7. Disposal Works Construction Permits are not transferable.
8. Disposal Works Construction Permits shall be subject to revocation if any of the rules or regulations contained herein or of Title V are violated.

**Section 7: System Installation**

1. Slope Requirements
  - a. When fill must be placed upon the existing ground in order to comply with the slope requirement, the proposed slope shall extend beyond that required to comply with the slope requirement to the point at which it meets the existing grade.
  - b. When the extension of the slope requirement and the existing grade widen and it becomes impossible for the two to meet, the proposed slope shall extend until it intersects with the horizontal projection of the bottom of the leach area,

at which point it may change to a steeper slope, but not less than three horizontal to one foot vertical.

- c. A slope steeper than three feet horizontal to one foot vertical shall not be accepted.
  - d. The section shall comply with the Title V construction in fill requirements.
2. All disturbed areas shall be loamed, seeded and mulched to prevent washouts.
  3. Raised systems shall comply to Title V requirements.
  4. If the subsurface sewage disposal system work is not complete within twelve months, the permit becomes void.
  5. The owner of the property on which the system is to be installed shall indemnify the Town of Sturbridge and its town employees acting as its agents from any loss or damage that may directly or indirectly be occasioned by the installation, alteration or repair of the subsurface sewage disposal system.
  6. A subsurface sewage disposal system shall be placed in continuous operation within twelve months of installation or the system is void.

### **Section 8: Inspections**

1. Requests for inspection of a subsurface sewage disposal system being installed must be made with at least forty-eight hour prior notice to the Board of Health Agent at 508-347-2507 during regular work hours. Inspections shall be made only during regular work hours.
2. Each system being installed is required to have two inspections:
  - a. After the excavation is made and before washed stone and tank are placed
  - b. After the stone and tank are placed but not covered (including the building sewer).
3. Upon completion of a septic installation and prior to the final inspection, an “as built” of the system shall be drawn by the installer and submitted to the Board of Health Agent.
4. If any inspection requires more than one visit to the site an additional fee will be due for each additional visit until the inspection is approved. The Board of Health shall establish the fee.

5. A Certificate of Compliance must be signed by the design engineer on site in front of the Board of Health Agent. If everything is in order the Board of Health Agent will issue the Certificate. Then and only then shall the system be covered over and backfilled.
6. No new dwelling or buildings or additions there to which must rely on the new sewage disposal system for sewage disposal shall be sold or occupied until the design engineer has signed the Certificate of Compliance and the Board of Health has issued the Certificate of Compliance.

**Section 9: Disposal Works Installer's License**

1. An installer must complete an application form supplied by the Sturbridge Board of Health in order to obtain an Installer's License from the Sturbridge Board of Health. Installer's licenses will be issued to experienced and competent installers. Once a license is issued, it indicates that the Installer (an individual) may operate within the Town of Sturbridge and shall install subsurface sewage disposal systems in accordance with the Disposal Works Construction Permit, the approved engineered plans, Title V and the Sturbridge Board of Health requirements.
2. At the time of application, the installer must submit evidence of other permits from at least one other Massachusetts community in which he/she has legally installed systems.
3. The Board of Health shall establish the fee for the Installer's License.
4. All licenses shall expire annually on December 31 unless earlier revoked for cause by the Board of Health.
5. A list of installers licensed by the Sturbridge Board of Health is available upon request from the Board of Health.

**Section 10: Validity**

1. All rules and regulations or parts of rules and regulations previously issued by the Sturbridge Board of Health in conflict herewith are hereby repealed.
2. The invalidity of any section, clause, sentence or provision of these rules and regulations shall not affect the validity of any other part of these rules and regulations that can be given effect without such invalid part or parts.

## **PROCEDURE FOR PERCOLATION TEST**

1. The applicant (owner or buyer of land) shall make a request for a percolation test to the Board of Health.
2. The application shall be completed and the fee paid to the Board of Health prior to scheduling a date for the test.
3. The applicant shall contact the Registered Professional Civil or Sanitary Engineer or Registered Sanitarian who will perform the test. They in turn will schedule with the Board of Health Agent a time and date to perform the test.
4. The applicant shall make all arrangements for the contractor, equipment, land clearing, etc., necessary to perform the percolation test prior to the date of the test.
5. Tests will be scheduled upon the availability of the Board of Health Agent
6. If more than one percolation test has to be done, or the Board of Health Agent must make extra visits to the site due to the fault of the applicant, engineer/sanitarian, and/or contractor, and additional fee will be charged for each separate instance.
7. If the contractor or the equipment does not perform excavation in the prescribed time, the Board of Health may call off the test and the applicant will still be liable for the fee.
8. A new application fee will be charged for cancellation or rescheduling percolation tests if 48-hour notice is not given.

Copies of the Sturbridge Board of Health Rules and Regulations and Regulations for Sewage Disposal are available, for a fee, from the Sturbridge Board of Health.

Sturbridge Board of Health Members:

George E. Berry, Chairman  
Joseph E. Silverberg  
Harold J. White

November 9, 1987

## **RESPONSIBILITIES OF INSTALLER**

The Installer shall:

1. Make certain the plan has been signed and dated by the Board of Health indicating the plan has been approved.
2. Make certain the plan has not expired (12 months).
3. Study and understand the plan.
4. Install the system in accordance with all the elevations, dimensions, distances, materials and other details as shown on the plan.
5. Immediately inform the Board of Health Agent when any change from the plan is contemplated, no matter how minor it may appear to be. It is best not to proceed with any construction, even if construction has begun, until the change and related details are evaluated by the designing engineer/sanitarian. In all instances the Board of Health Agent must approve the change.
6. Coordinate all phases of construction in order to complete the installation quickly.
7. Be present at all inspections with an automatic lock level or transit.
8. Ensure that all excavations for installation are adequately guarded with barricades and lights as to protect the public from hazard.
9. The installer shall make sure his/her installer's license is valid before installing a system.
10. The installer shall have all necessary permits and licenses to the Board of Health Agent.

## **PROCEDURE FOR SUSPENDING AND REVOKING INSTALLERS LICENSES**

After an inspection that results in a system found not to be in compliance with the approved plans, the installer shall be informed. Immediate reconstruction of the system to bring it into compliance shall not constitute an offense. The installer's refusal to immediately reconstruct the system to bring it into compliance shall constitute an offense.

1. After the first offense, the installer is suspended from future installations until the non-complying system is reconstructed to be in compliance.
2. Following a subsequent offense, at the expense of the installer, the installer shall be supervised by the designer of the system to reconstruct the non-complying system. The designer shall then determine the installer's ability to install future system and send a written report to the Board of Health forthwith.
3. An installer's license shall be revoked if other systems are installed prior to the reconstruction of any non-complying system.
4. An installer's license may be revoked for the following reasons:
  - a. Habitual offenses
  - b. Installation of a system for which the Disposal Works Construction permit is invalid or expired
  - c. Installation of, alteration of, or repair of a system without a Disposal Works Construction permit
  - d. Installation of, alteration of, or repair of a system without requesting an inspection in the manner set forth in the Rules and Regulations of the Sturbridge Board of Health.

**FEE SCHEDULE for TITLE V  
and  
STURBRIDGE BOARD of HEALTH RULES and REGULATIONS**

\$120.00	Application and percolation test due at time of application
\$180.00	Application, review, inspections, permit, and certificate of compliance, due at time of application
\$60.00	Fee for additional tests and inspections required by the Board of Health Agent and included in the Rules and Regulations of the Sturbridge Board of Health
\$100.00	Subsurface Sewage Disposal System Installer's application and license

Applications shall not be considered complete until all requires information has been submitted, the applications correctly completed and all fees been received by the Board of Health Agent and the Town of Sturbridge.

Applications are available at the Board of Health.

Sturbridge Board of Health

George E. Berry, Chairman  
Joseph E. Silverberg  
Harold J. White

November 9, 1987

**BOARD OF HEALTH  
STURBRIDGE, MASSACHUSETTS  
APPLICATION FOR A PERCOLATION TEST**

Date \_\_\_\_\_

Name of owner/applicant \_\_\_\_\_

Mailing address \_\_\_\_\_ Telephone # \_\_\_\_\_

Town, State, Zip Code \_\_\_\_\_

Parcel address \_\_\_\_\_

Map and parcel # \_\_\_\_\_ Nearest telephone pole # \_\_\_\_\_

How many times has this parcel been perked in the last year? \_\_\_\_\_ Date(s) \_\_\_\_\_

Has this parcel been filled? \_\_\_\_\_ Date \_\_\_\_\_

Name of engineer \_\_\_\_\_

\_\_\_\_\_  
Owner/applicant signature date

**Perc tests are conducted between November 1 and May 31**

**Acceptable percolation rate:**

<b>Single family</b>	<b>20 minutes per inch</b>
<b>Multi-family, industrial, commercial</b>	<b>10 minutes per inch</b>

1. Application must be completed with a check for \$120.00 fee payable to the Town of Sturbridge.
2. The owner/applicant shall arrange with a registered professional civil or sanitary engineer or registered sanitarian to perform the percolation test.
3. The owner/applicant will make arrangements for contractor, equipment, land clearing, etc., necessary to perform the test, prior to the test.
4. The owner/applicant or engineer will coordinate the scheduling of the percolation test with the Board of Health Agent.
5. If more than one perc test has to be done or the Board of Health Agent must make extra visits to the site due to the fault of the applicant, engineer/sanitarian, and or contractor, an additional fee will be charged for each separate incident.
6. If the contractor or the equipment does not perform excavation in the prescribed time, the agent may call off a test and the applicant will still be liable for the fee.
7. A new application fee will be charged for cancellation or rescheduling percolation tests if 48-hour notice is not given.
8. Only two perc tests will be done on any site during a single test season.

SCHEDULE DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM PM

LOCATION \_\_\_\_\_

**COMMONWEALTH OF MASSACHUSETTS  
STURBRIDGE, MASSACHUSETTS  
CERTIFICATE OF COMPLIANCE**

This is to certify that the On-site Sewage Disposal system ( ) or repaired/replaced( )  
on \_\_\_\_\_ by  
\_\_\_\_\_ for \_\_\_\_\_ at  
has been constructed in accordance with the provisions of Title V of the State Environmental  
Code and the Regulations of the Town of Sturbridge as described in the application for  
Disposal System Construction Permit No. \_\_\_\_\_ dated \_\_\_\_\_

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The issuance of this certificate shall not be construed as a guarantee that the system will  
function satisfactorily.

Signatures:

Date: \_\_\_\_\_

Designer: \_\_\_\_\_

Date: \_\_\_\_\_

Installer: \_\_\_\_\_

Date: \_\_\_\_\_

Approving Authority: \_\_\_\_\_

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Adopted December 7, 1987  
W.H.M\*

\*(Wayne H. Morse, Town Engineer)