

# Title 5 Building Review

January 2014

## Title 5 Building Reviews

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*Low interest loans are available from the Town to help homeowners*

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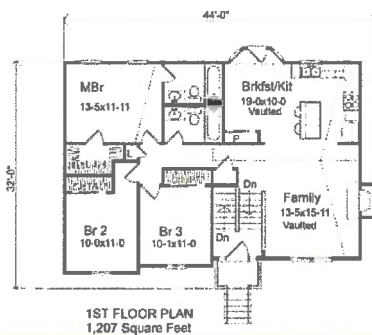
A Title 5 Building review is required whenever a property is renovated. This includes applications for decks, additions, finished basements, sheds and swimming pools. The purpose of this review is to protect your septic system from potential damage during construction and to ensure there is sufficient capacity to serve the property after renovations.

A request for Title 5 Building Review (Form C) must be submitted with a description of the proposed construction. An existing and proposed floor plan of the entire building must also be included with the application. Please be aware that a building permit will not be issued until a Title 5 review is completed.

## Setback Requirements

There are minimum set-back distances that must be maintained when considering an addition to your home. Septic tanks and pump chambers are required to be **10 feet** from buildings. Leaching areas must be a minimum **20 feet** from foundations. Failure to maintain setback distances may require you to relocate a tank or replace your leaching area. A variance from required distances could be granted under certain circumstances.

Applicants must provide a scaled plan that shows the existing building with proposed addition or outbuilding. A certified as-built plan of your septic system may be required to determine if setback distances are met. No addition or outbuilding may be built on your property until you demonstrate that the proposed construction will not damage or encroach on any system components.



## System Capacity and Bedrooms

The carrying capacity of a septic system is determined by the percolation rate and the size of the leaching area. The capacity is shown as Gallons per Day (GPD). Each bedroom is required to have 110 GPD. Systems installed prior to 1995 are sized according to the number of bedrooms listed on the permit or certificate of compliance.

A single family home is presumed to have at least 3 bedrooms. When the total number of rooms exceeds eight, the number of bedrooms presumed is calculated by dividing the total number of rooms by two and rounding down. Large open rooms may be counted as more than one room.

A deed restriction that limits the number of bedrooms in a house may be required when the total room count triggers the need for a larger system than the actual number of bedrooms. For example, a 10 room house with 4 actual bedrooms AND a 4 bedroom septic system may be allowed a deed restriction. This allows the construction project to go forward without having to upgrade the septic system.

| Total Rooms and Bedrooms |           |
|--------------------------|-----------|
| # Rooms                  | # Bedroom |
| 8                        | 3         |
| 9                        | 4         |
| 10-11                    | 5         |
| 12-13                    | 6         |
| 14-15                    | 7         |
| 16-17                    | 8         |

*Please be aware that a building permit will not be issued until a Title 5 review is complete.*

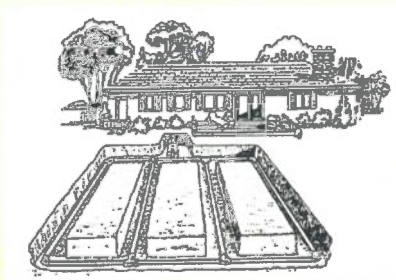
## Certified As-Built Plans

A certified as-built plan is required whenever a renovation project changes the footprint of a building. As-built drawings are also included when a full Title 5 system inspection is conducted. These plans show the measured distance from two corners of the building to system components. The amount of detail needed on the plan depends on the proximity of the proposed construction to the septic system. For additions or outbuildings within the minimum set-back distances, the as-built plan must show the distances between the proposed construction and the edges of the closest system components.

## System Inspections

There are times when Homeowners will be asked to provide a Title 5 System Inspection report. If this is the case, you must hire a system inspector who is licensed with the MassDEP, to inspect your septic system and provide a report. A list of registered inspectors is on file with the Health Division.

If a proposed addition is likely to encroach on system components, the system inspector needs to estimate the size and location of your leaching area and septic tank



## Betterment Loan Program

The Town of Concord is currently able to offer Septic Betterment Loans of up to \$30,000 to help offset some of the costs associated with the replacement of a FAILED onsite sewage disposal system. These loans are offered at a two percent (2%) interest rate, to be paid back over ten years; the loan is secured as a betterment assessment against the property.

During unsettled economic times, the Town is fortunate to be able to offer this type of financial assistance to its residents and encourages them to take advantage of the program. For an informational packet and application please contact the Health Department at (978) 318-3275.

## Properties on Sewer

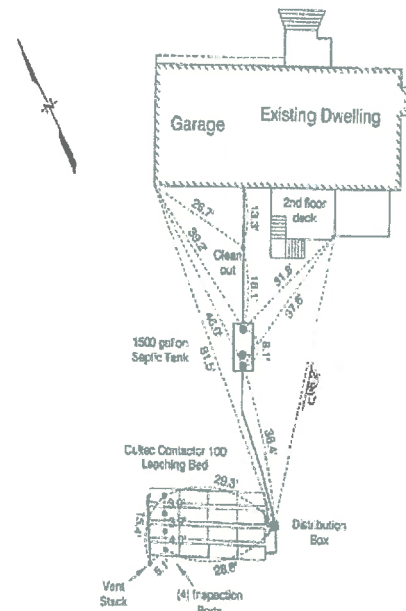
Concord Public Works has established a Sewer Improvement Fee for the purpose of constructing, reconstructing, and expanding sewer lines, pumping stations, treatment works, and other related facilities, or reducing infiltration or inflow in order to provide sewer system capacity.

Any current sewer user proposing construction, remodeling or a change in use shall notify the Town of the proposed changes so that the potential increase in volume of discharge to the sewer system can be evaluated for assessment of a Sewer Improvement Fee.

A Request for a Title 5 Sewer Review (Form S) must be submitted prior to issuance of a building permit. The Health Division is responsible for reviewing plans to determine if the proposed project will result in any change in flows using Title 5 regulations.

The Water/Sewer Division is responsible for determining if a Sewer Improvement Fee is due based on any increase in potential flow and prepares an invoice for payment. The applicant shall pay the Sewer Improvement Fee within 10 days of the approved assessment and receipt of an invoice, unless a request for a different payment plan has been received and approved by the Director of Public Works. All applicants must file for relief not more than ten (10) days after the assessment of the fee.

Applicants may appeal to the Public Works Commission for exemption from, modification of, or reconsideration of any decision pertaining to the Sewer Improvement Fee under the provisions of applicable laws or of these regulations. The Commission shall make its decision based upon what is reasonably in the best interests of the Town. The Commission shall render a decision within thirty (30) days of receipt of the appeal. If no decision is rendered, then the appeal is denied.



Sample Certified As-Built Plan

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