

# MEMO FROM PAULA J. CHAMPAGNE, HEALTH DIRECTOR HARWICH HEALTH DEPARTMENT

To: System Designers  
From: Paula J. Champagne, Health Director  
Date: 8/30/2000  
Re: Septic System Variance Requests

---

There has been some confusion as to the protocol for filing of variances that I hope this memo will clarify.

## I. QUICK FACTS

- \* There is a \$100 filing for Board of Health hearings (Board of Health adopted filing fee effective 1/1/2006)
- \* Abutter notification per Title 5 – direct abutters only; mailed at least 10 days prior; verification (abutters’ list and “green cards” brought to the hearing. Call the office to secure advance meeting dates.
- \* Submittal package to consist of: 6 sets of the blueprint, a floor plan, and cover letter which outlines each specific variance requested, the date the plan will be before the Conservation Commission if applicable, the reason for the variance request (transfer, alteration, voluntary upgrade, etc.) and how the specifics of 310 CMR 15.410 will be met. To secure placement on the agenda all materials must be submitted to the office by noon, fourteen (14) days prior to the meeting.
- \* All projects must have completed Conservation Commission review prior to a hearing with the Board of Health. **Effective Immediately:** plans submitted to the Board of Health for review shall contain the approval signature of the Conservation Commission.
- \* A letter stating the variances granted and conditions will be issued for all projects. This requires the owner’s signature and is to be recorded at the Registry of Deeds with a copy to the Board of Health prior to the issuance of a permit.

## II. BOARD OF HEALTH PRIORITIES FOR GRANTING VARIANCES

- \* All sideline setback variances should be exhausted prior to requesting environmental variances.
- \* Be aware of the Regulations for environmentally sensitive areas (no variances for new construction, extensive scrutiny for expansions). The

Board will impose restrictions on all variances in these circumstances relative to any increased use/expansion of the property.

- \* The Board requests that any application in need of environmental variances be designed to achieve maximum pollutant attenuation. The design should consider upgrading traditional Title 5 systems to the best practicable technology consistent with the watershed setting and Board of Health rules. For example, at a minimum, effluent filters on the septic tank and pressure dosing of the Soil Absorption System should be incorporated.

### **III. PROJECT REVIEW**

- \* The Board *strongly* advises an administrative review of the project with the Health Director prior to the filing request. It is hoped that this will eliminate the need for continued hearings due to incomplete submittals and help to streamline the variance process.

Reviewed by the Board of Health 8/30/2000