



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

480 North Main – Canandaigua – New York – 14424

585-396-1450 ontswcd.com

MEMORANDUM

TO:

FROM: Tad Gerace - Conservation District Technician

RE: Onsite Wastewater Treatment System Inspection Request

You have requested that **Ontario County SWCD** inspect the onsite wastewater treatment (septic) system serving the property. In order to do the best possible job, it would be helpful to have some basic knowledge about the site prior to scheduling the inspection. We need information about the property, the treatment system, the current or most recent occupants, and would also like to confirm access to the property and dwelling, and that your pre-inspection preparations will be done.

Attached you will find a **System Inspection Request Form**, which must be completed, signed, and returned to this office prior to scheduling. Provide information on the location of any underground utilities and/or structures on the property. It can be dangerous to both inspectors and utilities if proper information is not provided prior to the inspection.

Following the inspection, you will receive a System Inspection Findings Report, detailing the results of the inspection. The checklist is standardized, used by those who have completed specialized training and are registered by the New York Onsite Wastewater Treatment Training Network (OTN) as inspectors.

The fee for this service is \$225.00 per system and must be paid by check to “**Ontario County SWCD**” prior to the release of the report. No credit cards. An additional fee of \$150.00 per component will be required if the inspector must hand dig during the inspection. There is a re-inspection fee of \$100.00.

The Ontario County SWCD reserves the right to enact a \$50.00 cancellation fee if the client cancels the scheduled inspection within one week of an appointment without attempting to re-schedule.