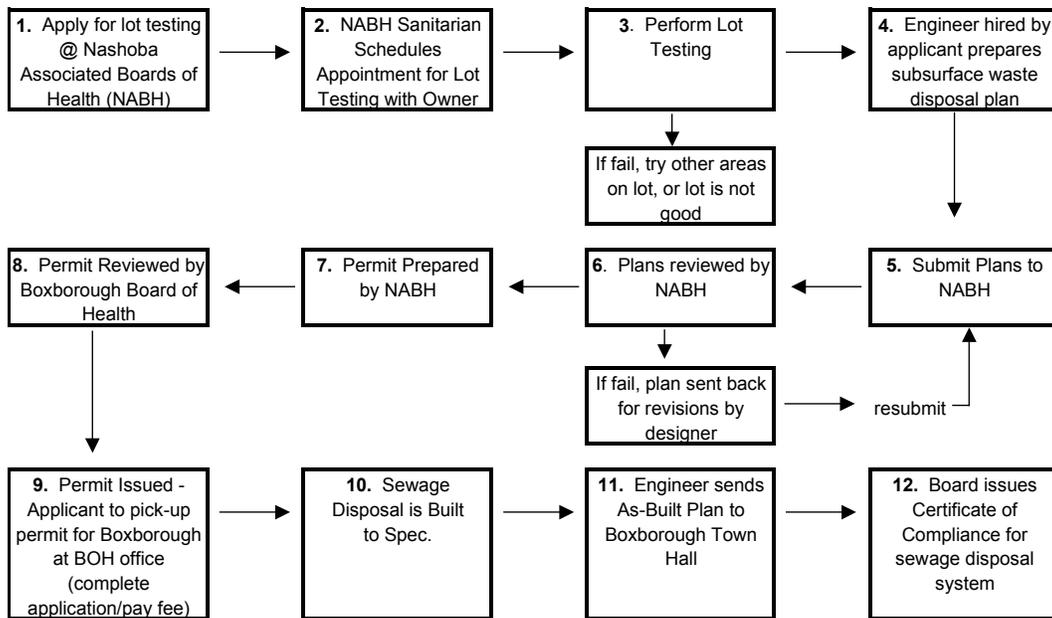


## Flowchart: Lot Testing and Sewage Disposal Works Permit



## Procedure: Lot Testing and Sewage Disposal Works Permit

1. A complete application for lot testing is filed with [Nashoba Associated Boards of Health \(NABH\)](#), located at 30 Central Avenue, Ayer, MA, (978) 772-3335. Please note the requirement for the tax assessor's parcel number on the application. The lot inspection fee is paid to the Nashoba Associated Boards of Health. **Application must be accompanied by a plot plan.** Otherwise, application cannot be processed.
2. The NABH Sanitarian will then schedule an appointment for lot testing with the owner and/or the applicant.
3. The lot is tested at the scheduled appointment time. The applicant must arrange for a soil evaluator and a backhoe with operator to be on-site to conduct the tests. Holes must be dug prior to the arrival of the Nashoba Sanitarian. NOTE: Percolation tests are not run at this time. The applicant may schedule a percolation test with the Nashoba Sanitarian between May 30<sup>th</sup> and November 1st.

If the soil evaluation fails to meet standards, other areas on the lot may be tested during another scheduled appointment, or the lot will not be determined suitable.

4. Upon completion of the required field testing, an engineer (hired by the applicant) will prepare the subsurface disposal plan.

5. The applicant will submit two (2) copies of the plan with an Application for Plan Review and required review fee.
6. The NABH Sanitarian will review the plan for compliance with Title 5 and [local Board of Health regulations](#).

If a plan requires a variance to a local regulation or Title 5, the applicant should be aware of the responsibility to comply with the variance procedure.

If the plan doesn't meet pertinent regulations, plan may need to be sent back for revisions by the designer and then resubmitted.

7. The permit is then prepared by NABH.
8. The permit is sent to the Boxborough Board of Health for review.
9. If approved, the Permit is issued by the BOH. Applicant to pick-up permit for Boxborough at the Board of Health office (complete [Boxborough application](#) and pay fee)
10. Subsurface Sewage Disposal is built to specification by contractor of choice from Approved Contractor's List.
11. Upon completion, Engineer sends two copies of As-Built Plan to NABH for review.
12. If the As-Built Plan is acceptable, the Board issues a Certificate of Compliance for sewage disposal system.