



Oregon Department of Environmental Quality

Engineering Plan Review Exemption Request Form for Sewage System Owners

Oregon Administrative Rule 340-052-0045

This form is intended to be used by sewage system owners to request exemption from DEQ engineering plan review for the construction, installation, or modification of disposal systems, treatment works, or sewerage systems. For answers to frequently asked questions, see page 4 of this form.

Instructions

1. Check eligibility under OAR 340-052-0045. If eligible, complete and submit the following form.
2. In section 1 below: fill in the date and contact information and select the type of exemption being requested. You may apply for more than one exemption using this form.
3. Section 1A-1F below, fill in sections of this form that apply to the type of exemption request. Specific sections that need to be completed are listed under the exemptions in section 1. Follow instructions above each table to complete the section. Submit required documentation or a link to the documentation as needed.
4. Email this completed form and required documentation for the specific request to the DEQ regional engineering contact. Regional contacts are listed on the bottom of the [DEQ requirements for engineering plans and specifications and long-term planning webpage](#).

Section 1

Enter sewage system owner information, and select type of exemption being requested.

Date:	If applicable, DEQ file No.:
Sewer system name:	Population served (number of people):
Contact name:	Contact phone/email:

Check the type of owner exemption request being made at this time. You may select more than one.

1. ☐ Sewer collection projects (select type of collection sewer)
☐ Gravity Sewer ☐ Pump Station ☐ Force Main
Alternative Sewers: ☐ Septic Tank Effluent Pumping or Gravity ☐ Grinder ☐ Vacuum
❖ Complete sections 1A, 1B, 1C, 1D and 1F below.
2. ☐ Treatment and disposal of domestic wastewater project for municipality with population of 30,000 or larger
❖ Complete sections 1A, 1E, and 1F below.
3. ☐ Treatment and disposal of domestic wastewater project for municipality with population of 30,000 or less and classified by DEQ as a major domestic facilities.
❖ Complete sections 1A, 1E, and 1F below; and
❖ Provide a written report that demonstrates technical and managerial expertise in planning and constructing wastewater treatment and disposal facilities that includes but is not limited to the following:
 - History of compliance with permit conditions.
 - Demonstration of project technical support capability.

Translation or other formats

Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Section 1A. Sewage System and Wastewater Projects Professional Engineering Staff

Check the type of professional engineering that applies.

- ☐ The sewer system owner has adequate professional staff including a registered professional engineer with review authority in addition to the design engineer. Complete table below.
- ☐ The sewer system has contracted professional engineering services, including sewerage system plan review. Complete table below.

Please note that resubmission of this section will be required with any engineering staff changes.

Engineer Name	PE license number	Years with the system owner

The table above must indicate that the engineering staff meet the requirements from Oregon Administrative Rule for the specific request being made.

- Collection sewer projects [OAR 340-052-0045\(1\)\(c\)](#).
- Project for the treatment and disposal of domestic wastewater (30,000 in population or larger) [OAR 340-052-0045\(2\)\(b\)](#).
- Projects for the treatment and disposal of domestic wastewater (30,000 in population or less) [OAR 340-052-0045\(3\)\(b\)](#).

How will the sewage system owner ensure that projects will be reviewed by a registered professional engineer not associated with the project? (attach additional sheets if needed)

Section 1B. Sewage System Design Standards and Master Plan

Provide the master plan and design standards by including a website address, attaching to email with this form, or emailing a link to a file transport site.

Sewage system design standards and specifications:

Master plan for sewer service (for more information see OAR chapter 660 division 11):

For submittals of alternative sewer systems include the following:

1. Technical standards and specifications for systems to be installed, including acceptance testing. Explanation of effect of proposed pumping rate on maintenance requirements for pump screens (to prevent rapid clogging). Also include Engineer's design data including hydraulics (model summary table or equivalent), and sizing of tanks, pumps, and pipes. In general, system design must conform to information herein, with recommendations published in MOP FD-12, and with applicable Oregon Administrative Rules.
2. Copy of current sewer ordinance allowing use of the proposed systems.
3. Copy of blank access easement form to be signed by each user.
4. Engineer's evaluation of hydrogen sulfide production and preliminary design of control measures to protect system against corrosion.
5. List of spares and repair materials to be supplied to the owner to assure reliable operation of the system.

Section 1C. Sewage System Capacity Statement

Capacity of sewer collection and treatment system (check one).

- ☐ The sewer collection and treatment systems have adequate capacity to convey and treat the additional sewage projected by the sewerage system master plan.
- ☐ The owner intends to study or make improvements to increase the sewer collection and/or treatment system capacities prior to approving sewerage system expansion projects.

Section 1D. Sewage System Agreement Statements

Accept the terms below by checking each box in each section below.

- ☐ The owner agrees to review plans and specifications for sewerage system projects in conformance with the owner's published standards, DEQ guidelines, current Oregon Standard Specifications for Construction (including Standard Drawings) and the terms of their permit.
- ☐ The owner will assure that the sewerage system and treatment system have adequate capacity prior to approving any projects that increase sewage quantity.
- ☐ Upon DEQ request, the sewage system owner will submit copies of approval letters and copies of the as-built plans to DEQ.

Section 1E. Wastewater Treatment Projects Agreement Statement

Accept the terms below by checking each box in each section below.

- ☐ The sewage system owner agrees to submit all facilities plans and pre-design reports to DEQ for review and approval in accordance with DEQ guidelines; **and**
- ☐ The sewage system owner will ensure that the design and construction of facilities comply with rules of DEQ, the DEQ-approved facilities plan and applicable predesign reports, and terms of its DEQ permit; **and**
- ☐ The sewage system owner agrees to submit copies of the as-built plans to DEQ upon completion of the project.
- ☐ Upon DEQ request, the sewage system owner will submit copies of approval letters

Section 1F. Certification

Signature of sewage system's principal executive officer or ranking elected official or their duly authorized representative.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Title:

Printed Name:

System name

Email:

Phone:

Frequently asked questions

What is an exemption from plan submittal to DEQ?

Under certain conditions, DEQ is allowed by Oregon Administrative Rule 340-052-0045 to exempt municipalities from obtaining DEQ review and approval of plans and specifications for construction, installation or modification of disposal systems, treatment works, or sewage systems. Otherwise, Oregon Revised Statute 468B.055 prohibits municipalities from construction, installation or modification until DEQ approves of plans and specifications.

What must a municipality do to obtain exemption from DEQ?

Municipalities exempted from submittal of plans must review all projects for compliance with DEQ guidance, Oregon Standard Specifications for Construction and local standards, including a wastewater system master plan.

What are the advantages of plan review exemptions?

The main advantage of a plan review exemption is the elimination of time budgeted for DEQ plan approval. This allows a more expedited design process, a more direct relationship with the project engineer and possibly a speedier construction schedule.

Does DEQ charge a fee for a plan review exemption?

No, DEQ does not charge a fee.

Will the municipality be required to submit periodic reports to DEQ?

For wastewater treatment projects, a copy of as-built plans must be submitted to DEQ upon completion of the project.

DEQ does require exempted municipalities to maintain copies of approvals and provide these approvals to DEQ upon request.

Will DEQ provide technical assistance to exempted municipalities?

Yes, DEQ plan review engineers are available to provide technical assistance to municipalities and their consulting engineers.

When does an exemption for collection sewer projects and projects for the treatment and disposal of domestic wastewater expire or need to be renewed?

Exemptions expire if any one of the following applies:

- The municipality no longer has adequate professional staff including a registered professional engineer with review authority in addition to the design engineer.
- When a sewer master plan is outdated.
- When design standards are no longer in conformance with the municipality's published standards, DEQ guidelines, or Oregon Standard Specifications for Construction.

Contact

If you have questions about this form and how to request an exemption, please reach out to Julie Ulibarri at 503-467-9441 or julie.ulibarri@deq.oregon.gov.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).