



Fee Paid: _____
 Check # _____
 Cash: _____
 Date: _____
 Application #: _____

*** Tax Collector:**
 Taxes Due Taxes Paid

 Tax Collector / Asst. TC Date

TOWN OF WESTBROOK
HEALTH DEPARTMENT
 866 BOSTON POST RD.
 WESTBROOK, CT 06498
 860-399-9869 FAX: 860-399-2084

B-100a Application

The purpose is to regulate Building Conversions; Activities which would potentially increase the water usage discharged to a Septic System; Construction Activities or Lot Line Changes which would reduce the area available for Sewage Disposal purposes.

With this application, you must provide:

- **Applicable Fee**
 -Conversions, Changes In Use, Building Additions, Bedroom Additions = **\$100** (See Ordinance)
 -Accessory Structures, Decks, Pools, Sheds >200SqFt, Lot Line Revisions, or others = **\$50.00**
 -Small Portable Structures, Sheds <200SqFt without permanent foundation = **No Charge**
 -Water Treatment Wastewater Dispersal or Closed Loop Geothermal Wells = **No Charge**
- **A Scaled Diagram** showing Building Plans, Proposed Building Additions, All interior portions of the existing building, Property Plot Plan showing existing and proposed Structures, Property Lines, Septic System(s) and Water Source (Location of Well or Public Water Line)
- **Submit any/all septic system information and soil testing available for the subject property.**

Please Note: If Soil Test Data isn't available for the subject property, the applicant may be required to conduct soil testing.

Please Note: Septic Tanks are required to be pumped at least once every 5 years per Town Ordinance. Check to see if your property is up to date in the Town of Westbrook's Records. Click or Copy Link below into Web Browser.
<https://www.septicsearch.com/Pump/Default.aspx?type=1&cidd=637219462537779771>

Date: _____

PROPERTY ADDRESS: _____

Owner's Name: _____ **Owner's Phone #:** _____

Applicant's Name: _____ **Applicant's Phone #:** _____

Applicant's Address: _____ **Applicant's Fax #:** _____

Applicant's E-Mail Address: _____ **Applicant's License # (if applicable):** _____

Existing Structure: Residential: _____ **# of Existing Bedrooms:** _____

Non-Residential: _____ **Use of Building:** _____

Water Source: Well: _____ **Public Water:** _____

Existing Septic System: Year Installed: _____ **Last Pump Out Date:** _____

TYPE OF APPLICATION (Circle and Specify)

- **Building Conversion/Winterization** - Requires 100% Code Complying Septic System Installed per Town of Westbrook Code of Ordinances, Chapter 18, Article III, Sec. 18-35
- **Changes in Use - Bedroom Additions** - Existing # of Bedrooms: _____ Proposed # of Bedrooms: _____
- **Building Addition** - Existing Square Feet: _____ Proposed Square Feet: _____
- **Accessory Structures – Garages, Pools, Sheds, Decks, Porches.**
- **Lot Division, Lot Line Changes, Lot Reductions.**

Provide a brief description of proposed application with detail:

Signature of Applicant: _____ **Date:** _____

B100a Review Sheet For Office Use Only

Application #: _____

Address: _____

Building Conversion, Winterization, Change In Use, Bedroom Additions

Applicable

Has a Code Complying Area been determined for this property?

Yes No

Will the proposed Change In Use result in a **50% or greater increase** in Design Flow?

Yes No

If Yes, Per the Town of Westbrook Code of Ordinances Chapter 18, Article III, Sec. 18-35, will the property owner be required to expand the existing septic system?

Yes No

Building Addition

Applicable

Has a Code Complying Area been determined for this property?

Yes No

If a Code Complying Area is not found, does the application meet the following conditions?

1. Replacement area provides 50% of required Effective Leaching Area
2. Replacement area provides 50% of required MLSS
3. NO exception to Well separation distance is required
4. The addition does not reduce the potential repair area
5. The addition does not increase the design flow of the building

Yes No

Will the proposed Change In Use result in a **50% or greater increase** in Design Flow?

Yes No

If Yes, Per the Town of Westbrook Code of Ordinances Chapter 18, Article III, Sec. 18-35, will the property owner be required to expand the existing septic system?

Yes No

Accessory Structures: Garages, Pools, Sheds, Decks, Porches, etc.

Applicable

Has a Code Complying Area been determined for this property?

Yes No

If a Code Complying Area is not found, does the application meet the following conditions?

1. Accessory structure does not reduce the potential repair area
2. Separation distances between the accessory structure and any part of the existing septic system shall comply with Technical Standards requirements

Yes No

Lot Division, Lot Line Changes, Lot Reductions

Applicable

Has a Code Complying Area been determined on the lot containing the existing building and has a Code Complying Primary and Reserve Area been determined for the new lot?

Yes No

Will the Septic System be repaired:

Yes No

Is the B100a Application Approved:

Yes No

Comments: _____

Signed: _____

Date: _____