

**Regulation O-17**

**Report and Site Plan Evaluation and Design Document Completeness Checklist**  
*(This checklist is not required to be submitted to TCHD but should be used as a reference to aid in submitting a complete Design Document to TCHD)*

O-17 Section	Report and Site Plan to Include:		
		When Needed to be Included/Addressed in Design Document?	Location in Design Document (page), if needed
<b>8.2</b>	<b>PRELIMINARY INVESTIGATION</b>		
<b>8.2 A</b>	<b>Property Information:</b>		
	Address	All cases	
	Legal Description	If available	
	Existing Structures	Only if present and primarily for repairs or expansions	
	Location of Existing or Proposed Wells	All cases	
<b>8.2 B</b>	Tri-County Health Department Records	Only for repairs or expansions	
<b>8.2 C</b>	<b>Published Site Information:</b>		
	Topography or slope and direction	All cases	
	Soils Data: Natural Resources Conservation Service (NRCS)	All cases	
<b>8.2 D</b>	Location of physical features, on and off property that will require setbacks, per Table 6, in Appendix A	All cases	
<b>8.2 G</b>	<b>Additional information, as available:</b>		
	Plat map of property	All cases. TCHD will allow a comparable map, with lot line dimensions & bearings	
	Easements	Not all lots have easements- only required if the lot has easements.	
	Floodplain Maps	Not all lots have floodplains- only required if the lot has easements.	
	Geology and basin maps	TCHD will accept a brief narrative describing local geology	
	Aerial photographs	Optional	
	Climate information	TCHD will accept a brief narrative describing local climate, to include annual	

		precipitation, mean temperature, etc.	
	Delineated wetland maps	As applicable	
<b>8.3</b>	<b>RECONNAISSANCE (SITE) VISIT TO EVALUATE</b>		
<b>8.3 A</b>	Landscape position	As applicable	
<b>8.3 B</b>	Topography or slope and direction	As applicable	
<b>8.3 C</b>	Vegetation	As applicable	
<b>8.3 D</b>	Natural and cultural features	As applicable	
<b>8.3 E</b>	Current and historic land use	As applicable	
	<b>DETAILED SOIL INVESTIGATION, TO INCLUDE ONE OF THE FOLLOWING:</b>		
<b>8.4</b>	1. Visual and tactile evaluation of two or more soil profile test pit excavations	Check one	
	2. Percolation tests plus two or more soil profile test pit excavations	Check one	
	<b>If checked #1 – Two or more soil profile test pit excavations</b>		
<b>8.5</b>	Soil types	All cases	
	Soil structure	All cases	
	Limiting layer	Only if present	
	Evidence of seasonal high groundwater	Only if present	
	Required depth of STA infiltrative area	All cases	
	At least one soil profile test pit excavation at portion of STA with most limiting conditions	All cases	
	Location at or immediately adjacent to STA, but preferably not under the bed or trench	All cases	
	<b>If checked #2 – Percolation tests plus two or more soil profile test pit excavations</b>		
	<b>Requirements in #1, plus</b>		
	Utilize soil test pit(s) to determine whether soils are suitable to warrant percolation tests, and, if suitable, at what depth percolation tests shall be conducted.	All cases	
<b>8.8</b>	Conduct percolation test in accordance with Section 8.8	All cases	
<b>8.4 A.4)</b>	Flag or mark percolation holes, profile holes, profile test pit excavations	All cases	
<b>8.6</b>	<b>Soil Description for Determination of a Limiting Layer (applies to evaluation methods #1 and #2 above)</b>		
<b>8.6 A</b>	Depth of each soil horizon from ground surface and description of the soil texture, structure and consistency	All cases	
<b>8.6 B</b>	Depth to bedrock	If bedrock present	
<b>8.6 C</b>	<b>Depth to periodically saturated soils as determined by (check one):</b>		
	Redoximorphic features and other indicators of water levels	If redoximorphic features or other indicators present	
	Depth of standing water	If present	
	<b>Report and Site Plan to include</b>		
<b>8.9 B</b>	Results of preliminary investigation	All cases.	

<b>8.9 B</b>	Results of reconnaissance visit	All cases	
<b>8.9 C</b>	Dates of preliminary investigation and reconnaissance visit	All cases	
<b>8.9</b>	Results of soil evaluations	All cases.	
<b>8.9</b>	Scale drawing locating features and test locations	All cases	
<b>8.9 A</b>	Name, address, phone number, email address and credentials and qualifications of site evaluator	All cases	
<b>8.9 D</b>	<b>Graphic soil log, to scale indicating</b>		
	Depth of soil profile test pit	All cases	
	Soil description and classification	All cases	
	Depth to groundwater, if applicable	All cases	
	Type of equipment used to drill or excavate profile hole or test pit	All cases	
	Date(s) of soils investigation	All cases	
	Name of investigator and company name	All cases	
<b>8.9 E</b>	Table 6 - Minimum Horizontal Distances Between OWTS Components and Features	For all applicable components & features. Note: Not all components and features in Table 6 may be proposed or existing on the site.	
<b>8.9 F</b>	Table 7 - OWTS Design and Treatment Requirements-Distance from STA	For all applicable treatment levels, components & features. Note: Not all components and features in Table 7 may be proposed or existing on the site	
<b>8.9 G</b>	<b>Scale drawing to include:</b>		
	Fixed, non-degradable temporary or permanent benchmark	All cases	
	Complete property boundary lines	All cases	
	Minimum size of 8.5 x 11 inches	All cases	
	If property too large, a detail of the portion of the site with soil profile tests pits and percolation test holes	If applicable	
	Dimensions	All cases	
	North arrow	All cases	
	Graphic scale	All cases	
	Proposed soil treatment area	All cases	
	Soil profile holes or soil profile test pit locations	All cases	
	Percolation test holes, if applicable	Only if percolation test done	
	Pertinent distances from proposed OWTS to all features	All cases	
	Easements	Not all lots have easements-only required if the lot has easements	
Ordinary high water mark of all relevant water features (e.g. pond, creek etc.)	Only if those features are present within the required setback distance		

	Contours or slope direction and percent slope	All Cases	
	Locations of any visible or known unsuitable, disturbed or compacted soils	Only if those soils present	
	The estimated depth of periodically saturated soils and bedrock or flood elevation, if applicable	Only if those conditions are present.	
	Proposed elevation of the infiltrative surface of the soil treatment area, from established datum (either ground surface or a benchmark)	All cases	
<b>8.9 H</b>	Anticipated construction-related issues	As applicable	
<b>8.9 I</b>	Assessment of how known or reasonably foreseeable land use changes are expected to affect OWTS performance	As applicable	
<b>8.9 J</b>	A narrative explaining difficulties encountered during the site evaluation and how these were resolved	As applicable	
<b>Design Document to include:</b>			
<b>8.10 B</b>	Facility description and proposed use	All cases	
<b>8.10 B</b>	Basis and calculations of design flow and wastewater strength	All cases-may reference applicable tables in O-17	
<b>8.10 C</b>	Assumptions and calculations for each component	All cases	
	Fixed, non-degradable temporary or permanent benchmark	All cases	
	Scale drawing showing location of each OWTS component and distances to features	All cases	
	<b>Layout of:</b>		
	Soil Treatment Area	All cases	
	Dimensions of trenches or beds	All cases	
	Distribution method and equipment	All cases	
	Distribution boxes	As applicable	
	Drop boxes	As applicable	
	Valves	As applicable	
	Other components used	As applicable	
	<b>Elevation or Depths of:</b>		
	Infiltrative surface	All cases	
	Septic Tank	All cases	
	Other components used	As applicable	
	<b>Specifications of each component</b>		
	Special structural design considerations	As applicable	
	References to design manuals or other technical materials used	As applicable	
	Installation procedures	As applicable	
	Operation and maintenance manuals or instructions	As applicable	
Other information that may be useful, such as photos and cross-section drawings	As applicable		

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