



Gunnison County, CO  
Community Development Department  
221 N. Wisconsin St. Ste. D, Gunnison, CO 81230  
Phone: (970) 641-0360 FAX: (970) 641-8585  
Website: <https://www.gunnisoncounty.org/144/Community-and-Economic-Development>  
Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

## OWTS ACCEPTANCE DOCUMENT FOR TRANSFER OF TITLE APPLICATION

**SUBMIT ALL PACKET INFORMATION TO [PLANNING@GUNNISONCOUNTY.ORG](mailto:PLANNING@GUNNISONCOUNTY.ORG)**

Beginning on August 3, 2019, property owners of a residence or other building or facility served by an on-site wastewater treatment system (OWTS) shall have an inspection performed to demonstrate that the system is adequately functioning prior to the sale or transfer of title of the property. Additionally, prior to the sale or transfer of title of the property, the owners of the property shall obtain a Transfer of Title Acceptance Document from the Community Development Department.

The following properties and situations are exempt from the requirement to obtain a Transfer of Title Acceptance Document:

1. The property is served by an OWTS that was installed and given final approval by the Department within four years of the sale or transfer of the property or received and finalized repair or alteration permits within four years of the sale or transfer of the property;
2. Properties served by a sewage treatment works, such as municipal sewage treatment;
3. Properties with wastewater treatment systems permitted for more than 2,000 gallons per day by the State of Colorado;
4. Undeveloped properties without on-site wastewater treatment systems;
5. Properties conveyed upon a death with a testamentary document;
6. The initial transfer of property is a result of foreclosure or forfeiture of real property; and
7. The property owner has obtained a repair or alteration permit for the OWTS which has not expired, and the requirement to complete the repairs has been disclosed to the person acquiring title to the property.

### **STEPS FOR OBTAINING AN OWTS ACCEPTANCE DOCUMENT FOR A TRANSFER OF TITLE:**

1. **INSPECTION OF EXISTING OWTS.** For conventional OWTS system, the inspection shall be performed by inspectors certified by the National Association of Wastewater Technicians (NAWT). For higher-level treatment systems and/or systems utilizing proprietary technology, the inspector shall have training relevant to the specific system or certification from the equipment manufacturer.
  - a. Date and time of the inspection(s);
  - b. A septic tank inspection report completed within the previous 24 months, including a septic tank pumping receipt.;
  - c. An inspection report completed within the previous 24 months providing a detailed report noting the condition of the soil treatment area;
  - d. An inspection report completed within the previous 24 months for any mechanical components such as pumps, alarms or higher level treatment systems;
  - e. All components that are found to be in a state of malfunction shall be noted and disclosed within the inspection report;
  - f. A description of any wastewater discharges from the structure(s) that are not connected to the OWTS; and

- g. A record drawing showing the layout of the OWTS and all relevant setbacks. This requirement is waived if such a drawing is already on file with the Department and the system, as inspected, matches the plan on file as noted by the inspector.
2. **COMPLETE THE APPLICATION.** Submit the two page completed application to the Community Development Department along with the OWTS Inspection report and documents as listed above.
  3. **FEES.** Application Fee-Due at Submittal: \$60.00

**ONCE THE COMPLETED APPLICATION HAS BEEN SUBMITTED:**

1. **STAFF REVIEW OF APPLICATION.** Community Development Department staff will review the information provided in the application and inspection report to verify that the existing OWTS is in good working order and functioning as designed and that the following criteria appear to be met:
  - a. All tanks are structurally sound and in good working order and provided with safe and secure lids;
  - b. All internal devices and appurtenances such as tees, effluent screens and baffles that were originally provided with the tank or added later shall be intact and in working order;
  - c. Alarms, control devices, and components necessary for the operation of the system are present and in good working order;
  - d. A soil treatment area, or other means of subsurface wastewater treatment, shall be present and in good working order;
  - e. There is not unapproved wastewater discharges from the system or structure, and
  - f. No items or system components are in a state of failure.
  - The owner, or owner’s representative, will be contacted after the review is complete and any additional information that may be needed will be requested before an acceptance document can be issued.
2. **ISSUANCE OF ACCEPTANCE DOCUMENT.** Once review of the completed application and inspection report along with any additional requested items confirms that the existing OWTS is in good working order and functioning as designed in compliance with *Appendix C: Transfer of Title Inspections* of the *Gunnison County OWTS Regulations* the OWTS Acceptance Document will be issued. It is the goal, but due to work load or unforeseen circumstances not always possible, that the application review will be completed within 2 working days after receipt of a complete application.
3. **CONDITIONAL ACCEPTANCE DOCUMENT.** If the Department determines that the OWTS does not meet the requirements for issuance of an Acceptance Document, the Department may issue a conditional acceptance document if any of the following conditions are met:

- a. The person acquiring title to the property agrees in writing to obtain a repair or alteration permit and complete all necessary repairs or alterations to the OWTS within 90 days of closing.
- b. Conditions, such as frozen ground, prevent the property owner from completing the necessary repairs or alterations. In this case, the property owner or person acquiring title to the property shall agree in writing to obtain a repair or alteration permit and complete necessary repairs within a reasonable time limit approved by the Department.
- c. Conditions, such as snow cover, prevent access to the property for performing an inspection. In this case, both of the following are required for the issuance of a Conditional Transfer of Title Acceptance Document:
  - i. The OWTS inspector certifies, in writing, that the property was inaccessible and that payment has been made up front for an inspection to be performed as soon as conditions allow.
  - ii. The person acquiring title to the property agrees in writing to have the inspection completed when conditions allow and, if needed, to obtain a repair or alteration permit and complete all necessary repairs within 90 days of the inspection.

**ONCE THE ACCEPTANCE DOCUMENT HAS BEEN ISSUED:**

The acceptance document will remain valid until the date of real estate closing or for a maximum period of 24 months, whichever comes first.

**Certified OWTS Inspectors and Licensed septic cleaners**

AAA Septic and Drain, Ken Johnson, 323-8703 or 596-5731  
Eagle Plumbing & Septic, LLC, Charlie Boyd, 970-249-1816  
Outbackjack LLC, Jack Barker, 970-209-9026  
Schmalz Construction, LTD, Fred Schmalz, 641-2014 or 275-5291  
Weavers Level Best Septic & Excavation, 719-852-7336

**Certified OWTS Inspectors (known in Gunnison County)**

Alpenglow Septic, Adam Stowell, 970-209-7936  
Bill Barvitski, PE with Trout Creek Construction 642-4110  
Brian Flynn and Ray Davila, All Valley Resource, LLC, 970-300-3309  
Carla Ostberg, PE with CBO Inc., 970-309-5259  
Jerry Green, Professional Engineer, 640-3342  
John Councilman (JCI), 349-5486 or 275-4395  
John Epps Construction, 970-596-7465  
Kari Roberts, PE with Mountain Geotech 970-596-7051  
Sara Bergstrom with Williams Engineering, 641-2499  
Tyler Harpel, Professional Engineer with SGM Engineering, 641-5355  
Valley Precast, Inc. 719-395-6764

For a list of all current Gunnison County licensed septic professionals, soils technicians, installers, and pumper/haulers please see the Gunnison County OWTS application packet at <https://www.gunnisoncounty.org/409/Application-Forms>



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**APPLICATION FOR AN ACCEPTANCE DOCUMENT FOR AN EXISTING ON-SITE WASTEWATER TREATMENT SYSTEM**

Application Fee-Due at Submittal: \$60.00  
 Application Received Date: \_\_\_\_\_  
 Application Fee Paid: \_\_\_\_\_

**SUBMIT ALL PACKET INFORMATION TO [PLANNING@GUNNISONCOUNTY.ORG](mailto:PLANNING@GUNNISONCOUNTY.ORG)**

OWNER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

SEPTIC INSPECTOR NAME: \_\_\_\_\_  
 INSPECTOR'S CERTIFICATION AND/OR TRAINING RELEVANT TO SPECIFIC SYSTEM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

OWNER'S REPRESENTATIVE \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF PARCEL (legal description, site address): \_\_\_\_\_

TYPE OF WATER SUPPLY? \_\_\_\_\_

NUMBER OF DWELLINGS AND NUMBER OF BEDROOMS SERVED BY THE OWTS? \_\_\_\_\_

DESCRIBE ANY PREVIOUS SYSTEM FAILURES, BACKUPS, OR PROBLEMS: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS NEEDED FOR THE SUBMITTAL OF ALL ACCEPTANCE DOCUMENT APPLICATIONS:**

- INSPECTION REPORT.** The report from the OWTS inspector that demonstrates that the system is functioning according to the design and that includes the following information:
  1. Date and time of the inspection(s);
  2. A septic tank inspection report completed within the previous 24 months, including a septic tank pumping receipt, when applicable, based on the inspection report. The septic tank

inspection report shall demonstrate that all tanks are structurally sound and in good working order and provided with safe and secure lids and that any internal devices and appurtenances such as tees, effluent screens and baffles that were originally provided with the tank or added later shall be intact and in working order;

3. An inspection report completed within the previous 24 months providing a detailed report noting the condition of the soil treatment area. The report shall demonstrate that a soil treatment area, or other means of subsurface wastewater treatment, is present and in good working order;
4. An inspection report completed within the previous 24 months for any mechanical components such as pumps, alarms or higher level treatment systems. The report shall demonstrate that any alarms, control devices, and components necessary for the operation of the system are present and in good working order;
5. All components that are found to be in a state of malfunction shall be noted and disclosed within the inspection report;
6. A description of any wastewater discharges from the structure(s) that are not connected to the OWTS; and
7. A record drawing showing the layout of the OWTS and all relevant setbacks. This requirement is waived if such a drawing is already on file with the Department and the system, as inspected, matches the plan on file as noted by the inspector.

**SIGNATURE OF OWNER OR CONTRACTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_