



## Property Transfer Sewage Disposal Information Form

742 Bay Road, Queensbury, NY 12804  
P: 518-761-8256 [www.queensbury.net](http://www.queensbury.net)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Applicant)

Re: Onsite Wastewater Treatment System Inspection Information Request for:

\_\_\_\_\_  
(Site Address for Inspection)

Thank you for requesting an inspection for the onsite wastewater treatment system (OWTS) located on the property referenced above. We look forward to completing a thorough inspection for you. You can help us do the best job possible by providing some advanced information about the site.

Prior to scheduling an inspection with the Town of Queensbury, we require the following:

- this **completed application**
- a **site map indicating the location of the septic components**
- the pre-inspection preparation (see the last page of this packet) is completed **prior to our arrival**
- the appropriate fee(s) are paid: **\$275.00** (an additional \$2000.00 **refundable deposit**, if you are requesting a waiver)
- the appointment date/time that your septic hauler is scheduled to pump out your tank. **We require 48 hours notification prior to scheduling our inspection.**

If an exemption is requested, please submit this application along with:

- a **notarized letter** stating the septic system will be **inspected or repaired/replaced within 6 months** from the date of the Property Conveyance or **June 1<sup>st</sup> of the current, or following year** (whichever comes first)
- the map locating the septic system
- **payment totaling \$2275** (\$2000 *refundable deposit* plus \$275 permit fee). The deposit is forfeited if the owner fails to complete the repairs or installation as stated above.

If you have any questions, please call.

Phone: (518) 761-8256

Email: [kated@queensbury.net](mailto:kated@queensbury.net)

Thank you.

Sincerely,

John O'Brien, Director  
Building and Code Enforcement  
Town of Queensbury



Town of Queensbury  
742 Bay Road, Queensbury, NY 12804  
P: 518-761-8206 or 518-761-8205  
[www.queensbury.net](http://www.queensbury.net)

Office Use Only

Permit #: \_\_\_\_\_

Fee: \_\$ \_\_\_\_\_

Invoice #: \_\_\_\_\_

**SEWAGE DISPOSAL SYSTEM INSPECTION INFORMATION**  
**Individual Residential Wastewater Treatment System**

**CONTACT INFORMATION (please print legibly or type and include an email address)**

**Property and Owner Information:** *(Please attach property survey or tax parcel map)*

Property address for inspection: \_\_\_\_\_

Tax map number: \_\_\_\_\_

Current owner: \_\_\_\_\_

Mailing Address (c/s/z): \_\_\_\_\_

Cell #: \_\_\_\_\_ Land Line #: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant (if different than above): \_\_\_\_\_

Mailing Address (c/s/z): \_\_\_\_\_

Cell #: \_\_\_\_\_ Land Line #: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Proposed Owner ☐ Realtor ☐ Attorney ☐ Other (explain: \_\_\_\_\_ )

Septic Contractor: \_\_\_\_\_

Mailing Address (c/s/z): \_\_\_\_\_

Cell #: \_\_\_\_\_ Land Line #: \_\_\_\_\_

Email: \_\_\_\_\_

**Reason for Inspection Request:**

☐ On the market ☐ Future listing ☐ Sale Pending ☐ Deed Transfer ☐ Other: \_\_\_\_\_

## **HOUSEHOLD INFORMATION**

**\*\*PLEASE SEE SEPARATE PAGE FOR EXEMPTIONS\*\***

# Bedrooms \_\_\_\_\_ # Bathrooms \_\_\_\_\_ # Kitchens \_\_\_\_\_ Jacuzzi tub(s) \_\_\_\_\_ Garbage grinder \_\_\_\_\_

### **Onsite Wastewater Treatment System:**

How many systems are on the property? \_\_\_\_\_

Year system(s) installed: Tank \_\_\_\_\_ Size of Septic Tank \_\_\_\_\_ Type of Absorption System: \_\_\_\_\_

Are all system components wholly within the property boundaries? ☐ Yes ☐ No

Are system plans available? ☐ Yes ☐ No

Does the system(s) serve multiple properties? ☐ Yes ☐ No

If yes, describe ): \_\_\_\_\_

### **Maintenance:**

Service agreement? ☐ Yes ☐ No; If yes, business' name \_\_\_\_\_

Date of last inspection \_\_\_\_\_ N/A ☐ Date tank last pumped \_\_\_\_\_ N/A ☐

Frequency of pumping \_\_\_\_\_ N/A ☐

### **List known repairs/replacements, with dates:**

<u>Date</u>	<u>Type of Repair/Replacement</u>
_____	_____
_____	_____
_____	_____

### **Operation:**

#### **System problems?**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| ♦ Sewage odors?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ♦ Direct surface discharge(s)?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ♦ Back-up of toilets?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ♦ Back-up of any other fixtures? (e.g. slow drains) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ♦ Seasonal ponding or breakout of leach field?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Statement of Acceptance of Conditions:

I agree to:

- Ensure that the septic tank(s), distribution box (es), and/or seepage pit(s), if any, will be uncovered prior to the requested inspection time;
- Have a septage hauler on site (to pump the tank **after**\* the inspector verifies flow from fixtures);
  - *Tank must be pumped in presence of inspector*
- Have an authorized representative present at the site;
- Allow the inspector to verify information provided above, and to conduct an inspection of the indicated onsite wastewater treatment system(s), including all system components and interior plumbing in crawl spaces and basements.

To the best of my knowledge, the information provided above is accurate and I acknowledge the following:

After one (1) year from date of submission and there is no activity on this permit, the permit will expire and will be subject to submission of a renewal application and payment of the renewal fee based on the current fee schedule. All fees must be paid PRIOR TO SCHEDULING any inspections. In addition, if the permit is withdrawn 30% of the fee is retained by the Town of Queensbury.

### Signature of property owner or authorized agent:

Affiliation: ☐ attorney ☐ agent\* ☐ other (specify): \_\_\_\_\_

Please print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Prior to scheduling with the Town of Queensbury, you MUST:

1. Schedule a sewage hauler to be on site to pump tank while inspector is on site. Hauler should arrive 30-45 minutes after scheduled time with the Town of Queensbury's Code Enforcement Officer.
2. Expose inlet and outlet of septic tank, and/or pump station, expose d-box, expose any seepage pit covers.
3. Excavate test hole in leach field if there is no d-box.

\* see Agent Authorization signature page

## **EXEMPTION CONDITION OPTIONS**

**PLEASE CHOOSE ONLY ONE CONDITION BELOW IF YOU ARE REQUESTING A WAIVER**

**Due to one of the conditions listed below, I am requesting an exemption from the Septic Inspection Upon Property Transfer by the Town of Queensbury:**

- ☐ The property to be sold or transferred will **not be inhabited**, and the new owner plans to **demolish the existing structure**. In order to qualify for the exemption, a notarized affidavit must be submitted to the Building and Codes Enforcement Office stating that the dwelling will not be inhabited and that it will be demolished with **no immediate plans to rebuild** or the **dwelling will not be inhabited**, it will be **demolished and rebuilt**, in which case the affidavit shall be accompanied by a site plan, including adequate detail to demonstrate a lawful OWTS, together with a check payable to the Town of Queensbury in the amount of \$2,000. Such funds will be held in a non-interest-bearing escrow account and will be released, in the former case, upon issuance of a demolition permit and, in the latter case, upon issuance of a certificate of compliance from the Building and Codes Enforcement Office.  
**If the Property Transfer inspection is not completed within that 6 (six) month timeframe, the \$2000 will be forfeited.**

- ☐ An OWTS inspection was **not able to be completed** prior to the conveyance of real property due to **inclement weather**. In order to qualify for the exemption, a notarized affidavit from the new property owner to complete the requisite OWTS inspection within six months of the date of the conveyance of real property, or June 1, whichever comes first, must be filed with the Building and Codes Enforcement Office. A check payable to the Town of Queensbury in the amount of \$2,000 will be held in a non-interest-bearing escrow account and shall be released upon the completion of a satisfactory OWTS inspection from the Building and Codes Enforcement Office.  
**If the Property Transfer inspection is not completed within that 6 (six) month or June 1<sup>st</sup> timeframe, the \$2000 will be forfeited.**

- ☐ The property to be sold or transferred contains an existing OWTS that **does not comply** with the provisions of this article, and the prospective purchasers and/or the Seller wish(es) to **forgo an inspection in favor of installing an approved OWTS** within six months of the transfer of property. In order to qualify for the exemption, a notarized affidavit must be submitted to the Building and Codes Enforcement Office stating that the existing OWTS will be replaced within six months from transfer of property. The affidavit must be accompanied by a site plan, including adequate detail to demonstrate that the replacement OWTS will comply with this article, together with a check payable to the Town of Queensbury in the amount of \$2,000. Such funds will be held in a non-interest-bearing escrow account and will be released upon issuance of a certificate of compliance from the Building and Codes Enforcement Office.  
**If the Property Transfer inspection is not completed within that 6 (six) month timeframe, the \$2000 will be forfeited.**

- ☐ During the OWTS inspection, a **failure of the septic system was determined**. Due to **winter and frozen conditions, the repair to an existing OWTS could not occur or a new OWTS could not be installed before the conveyance of real property**. In order to qualify for the exemption, a notarized affidavit from the new property owner to complete the installation or repair of the septic system within six months from the date of the conveyance of real property, or June 1, whichever comes first, must be filed with the Building and Codes Enforcement Office. A check payable to the Town of Queensbury in the amount of \$2,000 will be held in a non-interest-bearing escrow account and shall be released upon the completion of the repair or installation of a new septic system and a satisfactory OWTS inspection from the Building and Codes Enforcement Office.
- If the Property Transfer inspection is not completed within that 6 (six) month or June 1<sup>st</sup> timeframe, the \$2000 will be forfeited.**

- ☐ There is a **record of an approved septic system inspection** upon property transfer permit and inspection completed and passed **within the last five (5) years**. Please provide a copy of this record.

**PLEASE READ NOTICE THOROUGHLY:**

**Failure to complete the inspection, obtain the permit or complete all repairs/installations identified in the preceding subsections of this section within the time provided or any subsequent deadline established by the Building and Codes Enforcement Office will result in forfeiture of the moneys held in escrow, and the Town may use such funds toward abating the conditions caused by each such violation of this article.**

**Inspections must take place within one (1) year of submission of a completed application. Inspections scheduled to take place after the one year period will be subject to submission of a renewal application and payment of the renewal fee based on the current fee schedule.**

**\*\*\*ONLY SIGN THIS PAGE IF YOU ARE OPTING FOR A WAIVER REQUEST!!\*\*\***  
I have read and understand the above notice regarding the expectations and possible forfeiture of moneys submitted to the Town of Queensbury for an exemption request.

Affiliation: ☐ seller ☐ seller's agent\* ☐ other (specify): \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliation: ☐ buyer ☐ buyer's agent\* ☐ other (specify): \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* see Agent Authorization signature page



Building & Code Enforcement  
742 Bay Road, Queensbury, NY 12804-5902  
P: 518-761-8256 [www.queensbury.net](http://www.queensbury.net)

## AGENT AUTHORIZATION AND SIGNATURE PAGE

This page includes the Authorization to Act as Agent form for the Septic Inspection Upon Property Transfer application.

Complete the following if the **buyer/seller/proposed owner** is using an Agent:

Name: \_\_\_\_\_  
Designates: \_\_\_\_\_ as an Agent regarding the Septic  
Inspection Upon Property Transfer for Site Address: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

All documentation (completed and signed application, notarized letter, septic map) and fee(s) are due at the time of submission and prior to scheduling an inspection with the Town of Queensbury.  
The Property Transfer permit has an expiration date of one (1) year from date of being received by the Building and Codes Enforcement Office.

Please note: Other permits may be required for construction or alterations prior to approval. It is the applicant's responsibility to obtain any additional permits.

I, the undersigned, have thoroughly read and understand the instructions for submission and agree to the requirements.

☐ buyer    ☐ seller    ☐ proposed owner

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent – Print Name: \_\_\_\_\_  
Agent – Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Property Owner Checklist for Property Transfer Law Inspection

*The following items must be completed prior to the inspection date or the inspection will be cancelled and rescheduled when all items have been accomplished:*

- \_\_\_ 1. All paper work submitted and fees paid
- \_\_\_ 2. Water is on in the structure
- \_\_\_ 3. All water fixtures tied to the plumbing system are accessible for flow testing
- \_\_\_ 4. The inlet and outlet cover of the septic tank or holding tanks are exposed and removed
- \_\_\_ 5. The distribution box is exposed and cover is open for inspection
- \_\_\_ 6. Any seepage pits are exposed and the cover(s) are open for inspection
- \_\_\_ 7. Any pump stations are open and covers expose for inspection
- \_\_\_ 8. Any grinder pumps are exposed and accessible for inspection
- \_\_\_ 9. Septic hauler is scheduled to pump septic tanks or holding tanks after water flow test is complete
- \_\_\_ 10. A plot plan of septic tank, distribution box, leech field or seepage pits is completed with measurements off structure prior to end of inspection
- \_\_\_ 11. Provide maintenance contract if you have an Enhanced Treatment Unit (ETU) septic tank
- \_\_\_ 12. All Floats for pump stations and holding tanks must be accessible for testing
- \_\_\_ 13. Alarm panels need to be accessible for testing and free of trouble alarms
- \_\_\_ 14. Any access covers or pump stations access covers below 12" will require extensions to be installed at time of inspection

**Please assure that all applicable items above are completed prior to the inspection date or the inspection will be cancelled and rescheduled to a later date**