

FINDING YOUR SEPTIC PLAN

TIPS / HINTS / INSTRUCTION / INFORMATION

Have you checked the code enforcement office in your town??

Septic system files here at the Maine Drinking Water Program **ARE NOT** listed or sorted using the address of the property in question. This is probably the most common and obvious misconception people have about our searches.

Septic system plans **ARE** found using two basic areas of information:

- The year/time frame that the system was installed.
- The property ownership (at the time of septic system installation)

Finding and supplying these two areas of information...

THE TIME FRAME

Towns were required to begin submitting septic system plans to the State in July of 1974. There are no records available for systems older than this date. The septic system plans for many of the towns in Maine will be somewhat sparse during the early years as it took a while for the new process to become routine. That gives us 41 years (give or take) of septic system plans in our files for most of the towns in Maine. The fee for completing a search of 5 years of records is \$15. If you don't know when a system was installed and need us to search the whole span of years, the fee would be \$120 dollars (\$15 per 5 year search). If your system predates 7/1974 we may have information regarding it in our files if:

- The system was expanded after 7/1974 for changes to the building.
- The system was replaced after 7/1974 to address a malfunction.

Systems tend to last 20/30 years depending on use/abuse.

OWNERSHIP INFORMATION / ISSUES

The first problem you may encounter regarding ownership information is that often the name listed as owner on a given septic system plan may not be the expected owner for any of several reasons...

- 1 The builder/installer of the septic system may be listed as the "owner" on the plans. In those cases the owner name may be listed as either A.) The builder company name, or B.) The company owner's name.

2 The property may have been owned by someone who later married and changed their name. That's why we often require a maiden name.

3 The septic system may have been installed by a previous landowner prior to any structure being built. This would mean our search should use the previous owners name AND that the year of installation may be different because it postdates the year the builder actually built the house/structure.

4 If your house/structure was built to replace a prior structure the builder may have utilized an existing septic system installed prior to the construction date of the structure it currently serves. That's why it's beneficial to know the owner of the property prior to the owner who actually built the house/structure in question.

5 In some rare instances we will find a septic system plan with the owner listed as the person who was the guarantor of the bank loan that mortgaged the house, not the person buying the house.

For most search requests we will find the septic system plans under the name of the given owner when the septic system was installed, and in the time frame this owner had the building built. However the five points listed above are some of the reasons that septic system plans may be difficult to retrieve.

There are also other reasons that system plans are not found. Some homes were built without getting a proper permit. For others the permit was issued at the town office but never submitted to us.

Last and very important

The \$15 fee covers a five year span within the 41 years of records on file. To request a search please fill out the most recent application which can be found on the Maine Subsurface Wastewater web site. Send it and the appropriate fee to the address listed.

For questions please contact:

daniel.thompson@maine.gov

Tel. (207) 287-7690 Drinking Water Program Fax (207) 287-4172

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Maine Center for Disease Control and Prevention

An Office of the Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner



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TTY Users: Dial 711 (Maine Relay)

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Drinking Water Program

Fax (207) 287-4172

RECORD SEARCH REQUEST

DOCUMENTS DATED PRIOR TO JULY 1974 ARE NOT ON FILE IN THIS OFFICE.

Please read the following questions and our instructions very carefully so that your \$15 dollar payment will not be wasted. Often the best ownership information of a given location can be found at the respective Town Tax Assessor's office. Incorrect or incomplete information may mean your files will not be found. The \$15. fee is not non-refundable and we make no promise that an HHE- 200 will be in our files even with all the best information. Subsequent / additional or changed information will require a second fee and search. A search may take from two to four weeks. All questions marked with * are required.

Please make your \$15.00 check payable to: Treasurer State of Maine, and mail to

Subsurface Wastewater Program
286 Water Street, 3rd Floor
Augusta ME 04333-0011
Phone # 207-287-7690

--LOCATION INFORMATION--

Building / residence is.....

Mobile home____, Modular Home____, Stick-built house____, Business / restaurant / other____.

Did this building / residence replace a preexisting mobile home? Yes____ No____

*Year built or placed on location:_____.

*Name of the owner when built or placed on location. Include maiden name if applicable.

Name of the landowner before the above owner: _____

Builder / Construction company name if known: _____

Ownership information is very critical to our search!!

*Year of installation:_____ Write a single year or your best estimation of the year the septic system was installed.

Also very critical to our search!!

Permit Number, if known: _____.

Name of Subdivision: _____ Map#:_____ Lot #:_____

Street address: _____ Route #:_____ Town: _____

Number of bedrooms._____ Size of property_____ acres / sq.ft.

Drilled well____, Dug well____, Town water_____.

You will receive a response regardless of the success of our search.

--CONTACT INFORMATION--

(*required information)

*NAME: _____

*ADDRESS: _____

*CONTACT PHONE: _____

E-MAIL ADDRESS: _____

Results will be sent electronically as well as in paper format to the address above.

Do not write below. SST record only.

Amount paid_____.

Check #_____.

_____ list _____

Permit #s / other owners

notes: