

## Checklist for Local Upgrade Approval Variance Request

In order to allow the Stoughton Board of Health to fully consider all factors relating to your request for a Local Upgrade Approval Variance in addition to the required materials, all materials must be presented to the Board of Health offices at least one week before the next scheduled Board of Health meeting to be considered.

Plot Plan – Your plan should include, in text or graphical representation:

- Number of bedrooms the system is servicing. This should be representative of the maximum number of bedrooms the system could support, as well as the number of bedrooms currently on the property (if they are different).
- Text clearly indicating that a garbage disposal system is not allowed by the design, unless special considerations have been taken to include one. These considerations must be specified in detail during your presentation.
- A demonstration or description of the distance and direction to the nearest town sewer connection
- Any wells or protected wetland areas in the vicinity
- A clear locus map that demonstrates where the property is in relation to the rest of the town. **NOTE:** A clearly printed map from an online mapping program (such as Google or MapQuest) is an acceptable substitute

Form 9A-9B –

- Forms to be completely filled out with the name of the applicant or engineer clearly printed as well as signed. Cryptic or blank responses to ANY question/section will reduce your chances of first time approval. If a section does not apply, please fill in N/A.

Cover Letter –

- Include a cover letter that clearly and concisely explains the need for a variance in the Local Upgrade Approval process. The letter should address the need for a variance directly and provide an outline of the evidence you will present to the Board to support your case.

Board of Health Presentation –

- What evidence do you have that a variance is required? – Be specific and be prepared to back up your assertions. For example; if cost is the limiting factor you should come prepared with written estimates of the cost of the various options that were considered and ruled out for comparison. If aesthetics are a factor, your case might be helped by supplying additional drawings or photos.
- If a variance to the regulations is granted what mitigating steps will be taken to address any foreseeable environmental impact or damage caused by potential system failure – (Plastic lining, extra vents etc.)
- How far is the nearest sewer connection and why is it not feasible to connect?