



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

TERREL C. HUGHES, P.E.
DIRECTOR OF PUBLIC WORKS
COUNTY ENGINEER
(804) 501-4393

01/03/2024

RE: **OVERDUE NOTICE OF PUMP-OUT/
INSPECTION REQUIREMENT**
Property located at
12345 Main St
Last: Pump Out on **12/14/2018**

JOHN DOE
12345 MAIN ST
HENRICO, VA 01234

Dear Property Owner:

This Notice serves to inform you that you are now overdue for demonstrating compliance with the septic pump-out/inspection requirement. In our letter to you dated 6/30/2023, we explained that, in accordance with the state's Chesapeake Bay Preservation Area (CBPA) Designation and Management Regulations (9VAC25-830), on-site sewage treatment systems (septic systems) located within CBPAs must be either pumped out or inspected by certified individuals at least once every five years. The Regulations also require localities, including Henrico County, to administer the program to ensure these systems are pumped out or inspected within the prescribed time.

Please submit one of the following:

- 1) documentation that the system was pumped out within the last 5 years;
- or
- 2) documentation that the system was inspected by a certified operator or on-site soil evaluator within the last 5 years and found to be functioning properly and does not need to be pumped out. (The certification requirement became effective October 14, 2014. A listing of certified operators and on-site soil evaluators can be found on the Virginia Department of Professional and Occupational Regulation website <http://www.dpor.virginia.gov/licenselookup/>)

Please complete and return the enclosed Verification and Compliance Form and documentation of the required pump-out or inspection to the address indicated on the form within 90 days of receipt of this letter. Instances of non-compliance will be forwarded to the County Attorney's office for enforcement of the County Code after 90 days. If you have any questions regarding the Septic System Pump-Out / Inspection Program, please call (804) 501-5846 or e-mail your question to (septic-systems@henrico.us).

Sincerely,

Catie McCarthy
Environmental Program Specialist
Department of Public Works

Verification and Compliance Form

Property Owners Name: JOHN DOE

Address of Property with Septic System: 12345 MAIN ST

Step 1: VERIFICATION (Please check any that apply. If none apply, move to Step 2.)

<input type="checkbox"/>	This system is an engineered system. If you checked this block, please stop here and return this form. Once this information is confirmed, this system will be removed from the Program and the pump-out and inspection requirements will not apply. Engineered septic systems are subject to different state requirements and records for the maintenance of these systems should be submitted the Virginia Health Department (VDH). For more information on the requirements associated with your engineered system please contact VDH at 804-501-4530.
<input type="checkbox"/>	This property is connected to County sewer. If you checked this block, please stop here and return this form. Once this information is confirmed by Public Utilities, the property will be removed from the Program and the pump-out and inspection requirements will not apply.
<input type="checkbox"/>	This property uses a pit privy. If you checked this block, please stop here and return this form. You will be removed from the mailing list.
<input type="checkbox"/>	This system is not located within a Chesapeake Bay Preservation Area. If you check this block, please stop here and return this form and documentation that the system is located outside a Chesapeake Bay Preservation Area. Once this information is confirmed, the system will be removed from the Program and the pump-out and inspection requirements will not apply.
<input type="checkbox"/>	This property is unoccupied. If you checked this block, please stop here and return this form. You will be sent a follow-up mailing in five years to confirm if this property is still unoccupied. You do not need to submit a pump-out or inspection record at this time.
<input type="checkbox"/>	This system was installed in the last five years. If you checked this block, please stop here and return this form indicating the year that the septic system was installed here: _____. You do not need to submit a pump-out or inspection record at this time. This requirement becomes effective five years after the date of installation. You will receive a mailing to remind you of this.

Step 2: COMPLIANCE (Please complete either Option #1 or Option #2.)

Option #1: Date of Septic Pump-out: _____ Name of Hauler: _____

OR

Option #2: Date the septic system was inspected by a certified operator or on-site soil evaluator: _____

Did the inspection determine that the system is functioning properly and does not need to be pumped out?

___Yes ___No

If the system has not been pumped out or inspected, please do promptly and return this form.

Step 3: DOCUMENTATION (Please attach a copy of pump-out or inspection invoice.)

This form must be completed and returned in the enclosed envelope to:

**County of Henrico, Department of Public Works
Septic System Pump-Out/Inspection Program**

P.O. Box 90775

Henrico VA 23273- 0775

Or faxed or emailed to: Fax: 804-501-7470

Email: septic-systems@henrico.us