



# CITY OF SUFFOLK

441 MARKET STREET, POST OFFICE BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 539-7693

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

July 1, 2009

Subject: Septic System Maintenance Program

Dear Suffolk Property Owner:

This letter of notification is intended to inform you, as the current property owner, about the mandatory Virginia Code requirement for private septic tanks to be pumped out or inspected at least once every 5 years. These regulations are imposed and overseen by the Virginia Department of Conservation and Recreation, Chesapeake Bay Local Assistance Board and are mandated by the State through Chapter 20, Chesapeake Bay Preservation Area Designation and Management Regulations - 9VAC10-20-120, General Performance Criteria. In addition, the City of Suffolk's Unified Development Ordinance, Section 31- 415 (c) (7), requires that you have your septic tank or pumping chamber periodically inspected by a sewage hauler who has been certified by the Virginia Department of Health and pumped out if necessary. The purpose of this action is to protect the water quality of the Bay and its tributaries. Failing septic tanks contaminate both stormwater and groundwater. These contaminants are then transported to the Bay through stormwater run-off and ground water movement.

You have been identified as a property owner in Year One of a five-year notification program. Within the next 12 months or no later that June 30, 2010, please provide the City of Suffolk with the date that you have had your tank pumped and /or inspected within the last five (5) years by a certified sewage handler permitted by the Virginia Department of Health. Please fill out and return the attached form with the appropriate date (month and year) that the tank was inspected and/or pumped. A copy of your receipt from a certified septic tank hauler is required. Please mail this information to:

Department of Planning and Community Development  
P. O. Box 1858  
Suffolk, Virginia 23439

An information fact sheet and map are also attached to help you better understand the function of the Septic Tank Pump Out program. If you have any additional questions, please call the Department of Planning and Community Development at 514-4060.

Sincerely,

Scott Mills, AICP  
Director of Planning and Community Development

Attachment

Septic Tank Pump Out

Property Owner's Certification

Property Owner(s) Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

(Check appropriate blank and fill in date below)

\_\_\_\_\_ Septic tank pumped out, documented / verification (receipt attached) by an approved VDH sewage handler is provided. Date tank pumped out: \_\_\_\_\_

\_\_\_\_\_ Septic tank has been inspected by an approved VDH sewage handler who certified that the system's tank (s) is not in need of pump out. Documentation is attached. Date of inspection: \_\_\_\_\_

\_\_\_\_\_ Approved VDH plastic filter has been installed, documentation provided. Date of inspection \_\_\_\_\_.

*I certified that this information is correct and a copy of the sewage handler's receipt or documentation is attached.*

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Date