



# Oakland Township, Butler County, Pennsylvania

## **Procedures for Resolving Complaints Regarding Malfunctioning On-lot Sewage Disposal Systems**

The Pennsylvania Sewage Facilities Act (Act 537 of 1966, as amended) charges local governments with primary responsibilities for administering and enforcing major portions of the Act. It is the responsibility of the local government to issue, deny or revoke septic system permits in accordance with State regulations and standards; to inspect newly installed systems to ensure proper installation; and to investigate and resolve septic system malfunction problems within their jurisdiction.

If the complaint is founded, the property permit holding owner of the malfunctioning system will be required to obtain a repair permit and pay all complaint investigation fees as well as all fees required to bring system into compliance.

Upon receipt of the Complaint, the Township Secretary shall contact the Sewage Enforcement Officer (SEO) for the Township and an investigation shall commence within five (5) business days. The resident filing the complaint will be advised of the Sewage Enforcement Officer's findings.

**I have read and understand the above policy and procedures for filing a complaint with Oakland Township regarding malfunctioning sewage systems.**

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Name

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Date

Oakland Township, Butler County, Pennsylvania  
Complaint Regarding Suspected Malfunctioning Sewage System

OFFICE USE ONLY

PERMIT No. \_\_\_\_\_ Tax Parcel Number: **250** \_\_\_\_\_

Name of Complainant \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address of Complainant \_\_\_\_\_  
\_\_\_\_\_

Nature of the Complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner of Complaint Property \_\_\_\_\_

Address of Complaint Property \_\_\_\_\_  
\_\_\_\_\_

Owner's Telephone Number (if known) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Have You Reported This Complaint Previously? Yes No

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

Township Use Only:

Received By \_\_\_\_\_ Date: \_\_\_\_\_

Referred to Sewage Enforcement Officer Date: \_\_\_\_\_