



**Community  
Development  
Agency**

**Environmental Health Department**

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TO: All Interested Parties, Environmental Health  
FROM: Randall Yun, REHS, Program Manager  
DATE: March 19, 2021  
RE: Protocol to schedule an On Site Soils Evaluation (OSSE)

To all interested parties, the following items must be submitted to Environmental Health to schedule an On Site Soils Evaluation (OSSE) per the Land Use Ordinance. Any missing items will delay scheduling the OSSE.

1. Full payment / deposit for the time requested to complete the OSSE
2. OSSE Application (Digitally In Accela, hard copy via the US Postal Service or in the EH drop off box at the County Center).
3. Fee Agreement, to accompany the OSSE application.
4. If you're applying for the OSSE and you are NOT the property owner, then you must submit the Agent Authorization Letter and a copy of owner's driver's license or a notarized letter stating such.
5. Location map or written directions to find the testing site. If we can't find the testing site within 30 minutes of arrival, the OSSE will be cancelled and you must reschedule for a new inspection date.
6. Assessor's plat map of the parcel to be tested. Note items 5 and 6 can be combined

Once the 6 items listed above are submitted to EH, the OSSE can be scheduled.

When a call or email is received requesting to schedule an OSSE, as per EH policy, all phone calls and emails shall be returned within 24 hours (excluding weekends and holidays).

If all the above information is submitted, EH will schedule the OSSE within 48 hours of the request in the order received.

Please be sure that all six of the above items required to schedule an OSSE are submitted to Environmental Health before calling to schedule. Missing information will delay scheduling the OSSE.