The Design Engineer should check the following list prior to submitting the subdivision plan to the Clinton County Health Department (CCHD). Any applicable item which would require a "No" answer, should include an explanation of the deviation in the engineer’s report. This checklist is a guideline and is not intended to cover every aspect of Part 74, 75A, Rural Water Supply Handbook or any other regulation. The checklist should ensure that the basic application requirements are met but specific details of each project will have to be reviewed in full by CCHD staff.

I. AN INITIAL SUBMISSION MUST INCLUDE THE FOLLOWING ITEMS:

A. A check made out to the Clinton County Treasurer in the amount of:
   - $50.00 per lot served by Public Water & Sewer;
   - $60.00 per lot served by Public Water & Individual Sewage Treatment Systems;
   - $70.00 per lot served by Private Well & Individual Sewage Treatment Systems.

B. Application Form HD, GEN 157, completely filled out and signed by both the engineer and the applicant or a responsible official of the company or corporation who is applying.

C. Proof of preliminary planning board approval, if applicable.

D. Proof of State Historic Preservation Office Compliance.

E. An engineer’s report.

F. Three copies of legible and complete subdivision plans signed and sealed by the design engineer. Plans drawn to 1” – 100’ scale are not recommended. Plans must be 20” x 40” in size.

G. Proof of SEQRA Compliance.

H. If the subdivision or any portion is within a designated floodplain or wetland, indicate area on subdivision plan and discuss in engineering report.

II. THE ENGINEER’S REPORT MUST CONTAIN THE FOLLOWING INFORMATION:

A. Description of the project.

B. Description of the site.

C. Description of the proposed water supply quantity, quality and distribution.

D. Description of the proposed sewage collection and treatment system.

E. Does owner certify that there is no soil contamination at the site proposed for the realty subdivision.

F. Design of the water supply system including:

   1. Individual water supplies:
      a. Site selection (ground slope, rock, outcrops, distance from sewage treatment system, etc.)
      b. Type of supply proposed (drilled well, other).
      c. Overburden-type and depth.
      d. Logs of adjacent or on site representative wells.
      e. Anticipated depth of wells.
      f. Water quality data from one or more adjacent or on site representative wells including results for: Total Coliform Bacteria, Nitrate (as N), Chloride,
Iron, Manganese, Sulfate, Total Hardness, Alkalinity, Color, Odor, Turbidity, pH, Sodium, Fluoride

The number of representative wells required will be required as follows:
5-20 lot subdivision, 1 adjacent or on site well;
20-40 lot subdivision, 2 on site wells;
40-49 lot subdivision, 3 on site wells.

Minimum yield demonstrated and anticipated.
Results of water quality analysis on adjacent or on site wells.
Treatment requirements and recommendations.
Volume of water to be pumped.

2. Community Water Supply
   a. Description of system, including volume of water and pressure available within the subdivision.
   b. Required water supply approval from purveyor.

G. Design of the sewage treatment system including:
   1. Number of bedrooms considered in system design.
   2. Abnormal flows anticipated.
   3. Disposition of waste water from water treatment, if any, i.e., water softener.
   4. Results of percolation tests and analysis of same, if any.
   5. Results of deep pit test and analysis of same.
   6. Grading required to make sewage treatment area usable.

H. General description of existing and proposed drainage including landscaping and grading required to minimize soil erosion and prevent conflict with proposed sanitary facilities.

I. Tabulated soil data of deep pit tests including test number, test location, soil characteristics, color, depth of each layer, total depth of the hole and depth at which ground water and/or rock is encountered.

J. Tabulated results of percolation tests taken including lot location, test number, test location, depth of hole, soil characteristics, watch time at start of each test, watch time at end of each test, time required for the end of each test, time required for the water to drop 1” and any remarks. Include data on all runs until stabilization occurs.

k. There are four feet of usable soil above rock, ground water or impermeable soil.


III. GENERAL

A. Is the subdivision map complete and in its final form?

B. For the use of individual wells, do all of the following conditions exist?
   1. The subdivision is located outside of an existing or proposed water service area.
   2. The subdivision is not reasonably accessible to an existing or proposed water service area.
   3. This section, together with future sections, will consist of less than 50 lots or less than 200 residents in the aggregate.
### C. For the use of individual sewage disposal systems, do all of the following conditions exist?

1. The subdivision is not located in an existing or proposed sewer or service area.
2. The subdivision is not reasonably accessible to an existing or proposed sewer or service area.
3. This section, together with existing and future sections, will consist of **less than 50 lots** or **less than 200 residents** in the aggregate.
4. The soil percolation rate is between 1 minute and 60 minutes per Inch.
5. A minimum separation of **2 feet** for absorption beds or **3 feet** for sewage pits below the lowest part of the sewage treatment system and the highest zone of water saturation, rock, hardpan, or other impermeable material at all times of the year.

### D. Does the proposal for the subdivision conform with all applicable comprehensive studies, including air, water, sewerage, and solid waste?

### E. Do all lots exceed 20,000 square feet if on site individual water supply and sewage treatment are proposed.

### F. Were at least 2 percolation tests taken spaced within each sewage treatment area for each sewage treatment system in the subdivision.

### G. Were deep pit tests taken for each sewage treatment system proposed.

### H. Were the results of the percolation tests and deep pit test at each sewage treatment system site uniform.

### I. For seepage pits, were 2 percolation tests taken for each pit, one at halfway depth and another at the floor of the pit.

### J. Are systems located in areas not subject to flooding and/or interference from storm water discharges?

### K. 1. Is this subdivision entirely outside of a public water supply watershed with adopted watershed rules and regulations?
2. Has the plan been reviewed and accepted by appropriate water supply officials?

### L. Has consideration been given to locating systems on lots in such a manner as to allow for connections to future sewers?

### M. Were soil tests run in stable or undisturbed soils?

### N. Are minimum separation distances between well(s) and waste water system(s) provided?

### O. Is a minimum of 50 feet between wells and subdivision boundaries provided?

### P. Is a minimum of 15 feet between wells and lot lines provided?

### Q. Are minimum separation distances between waste water treatment systems and lakes, streams, etc., provided?
R. Are minimum separation distances between waste water treatment systems and dwellings provided? __ __
S. Are minimum separation distances of 10 feet between waste water treatment systems and property lines provided? __ __
T. Are these minimum separations appropriately and clearly noted on the plans? __ __
U. Does the subdivision plan provide sufficient information for the future lot owner to determine the construction requirements for providing water supply and sewage treatment for that lot? __ __

IV. **THE SUBDIVISION PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:**

A. Site location map (preferably, a highway map section and reference so that the site can be located by field inspection personnel). __ __
B. Topography (including: 2’ interval contours, proposed and existing buildings, walls, driveways, walks, water courses, swales, drainage facilities, wells and sewage treatment areas on adjacent properties, etc.) __ __
C. Metes and bounds. __ __
D. Names of adjoining property owners. __ __
E. Required building setbacks. __ __
F. Space for approval stamp (3” x 6” approx.). __ __
G. Symbols and keys (legend). __ __
H. Appropriate notes relative to the subdivision plans and details. __ __
I. Maximum size home (number of bedrooms) that can be accommodated by sewage treatment system design for each lot. __ __
J. Drainage easements shown. __ __
K. Cellar, roof and footing drainage disposal method and restrictions. __ __
L. Water supply and sewage facilities located on each lot. __ __
M. The number of lines, the size, spacing and length of laterals for each lot. __ __
N. Sufficient area for a 50% expansion of the sewage treatment system. __ __
O. Location, size and material of water services line. __ __
P. Location, size, material of construction and slope of house sewer, distributors and absorption trench laterals. __ __
Q. Surface water diversion from sewage treatment area. __ __

V. **SEWAGE TREATMENT SYSTEM DETAILS:**

The following details are for standard absorption fields and seepage pits. If alternative sewage treatment systems are proposed, all specifications must be in accordance with 10 NYCRR Part 75-A.

A. Detail of the septic tank shown including:
1. For all tanks:
   a. 12” maximum earth cover over the manhole opening.
   b. 3” minimum bed of sand or pea gravel beneath the tank.

2. For prefab tanks:
   a. Manufacturer and model number (include cut with report).
   b. Working capacity, material and thickness of construction.
   c. Same details required as for field fabricated tanks.

3. For field fabricated tanks:
   a. Working capacity, material and thickness of construction.
   b. Specifications for reinforcing.
   c. Number, location and size of opening in top of tank (2 minimum).
   d. Dimensions of tank.
   e. Liquid depth (30” minimum).
   f. Difference in elevation between inverts of the inlet and outlet pipes (2” minimum).
   g. 1” minimum clearance between the top of the baffles or sanitary tees and the underside of the top of the tank.
   h. Asphalitic seal between contact surfaces of concrete tank sections.
   i. Inlet and outlet pipes to have caulked joints.
   j. Baffles or sanitary tees to extend 16” on the inlet side and 18” on the outlet side below liquid level of tank.

B. Detail of distribution box or drop manholes including:
   1. Manufacturer and model number.
   3. Dimensions.
   4. Number, location and size of openings.
   5. Differences in invert elevation between inlet pipe and outlet pipe conform to guidelines.
   6. 12” maximum earth backfill over removable cover.
   7. 12” minimum bed of sand or pea gravel under distribution box or drop manhole.
   8. Pipe joints to distribution box or drop manholes sealed with asphalitic material or equivalent.
   9. Baffles used to prevent short circuiting.

C. The detail of the absorption field should include the following:
   1. The required trench designed in accordance with Part 75-A 10 NYCRR, "Wasterwater Treatment Standards", table 4A.
   2. All lateral lines for a lot are the same length.
   3. The maximum length of any lateral – 60 feet.
   4. The minimum trench width – 24”.

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5. The minimum undisturbed distance between any 2 tile trenches 4' or more.  ____  ____
6. Size and material of construction of all pipes.  ____  ____
7. Maximum ground slope of tile field area does not exceed 15%.  ____  ____

D. The detail of the seepage pit should include the following:
   1. The seepage pit design based on pervious sidewall area only which may include the annular ring of aggregate.  ____  ____
   2. Seepage pit size and number of pits required designed in accordance with part 75-A 10 NYCRR, “Wastewater Treatment Standards”, Table 6.  ____  ____
   3. Proposed dimension shown for seepage pit diameter and effective depth with the seepage pit details in accordance with Part 75-A 10 NYCRR, Table 7.  ____  ____
   4. Seepage pits cannot be connected in series.  ____  ____

VI. WATER SUPPLY DETAILS

The following details are for on site drilled wells only. If other types of water supply systems are proposed, details must be provided in accordance with New York State Department of Health publication, “Rural Water Supply”, 1977.

A. Detail of well indicating diameter and depth casing, pump, water lines, electrical lines, pitless adapters, well seal, thickness, depth and material of grouting, etc.  ____  ____
B. Material of the well casing in compliance with AWWA Standard A100 – latest revision.  ____  ____
C. Depth of well casing in accordance with overburden and aquifer design requirements.  ____  ____
D. Diameters and depth of drill holes shown to meet grouting requirements.  ____  ____
E. Height of casing above ground shown not less than 12” and 2’ above highest flood level.  ____  ____
F. Make and model number of well seal and pitless adapter, adapter specified.  ____  ____
APPLICATION FOR APPROVAL OF SANITARY FACILITIES FOR REALTY SUBDIVISION

NOTE: (Law requires that no subdivision or portion thereof shall be sold, leased or rented or any permanent building erected thereon until plans are approved by State Department of Health or Department of Environmental Conservation).

Application is hereby made for the approval of plans for realty subdivision as required by the provisions of Title II of Article 11 of the Public Health Law, and Title 15 of Article 17 of the Environmental Conservation Law.

GENERAL INFORMATION:
1. Name of Subdivision __________________________________________ Location __________________________________________ (City/Village/Town)
2. Owner __________________________________________
   (State name of person, company, corporation or association, owning the subdivision)
3. Business address __________________________________________
   (Street) __________________________________________ (City) __________________________________________ (State) __________________________________________ (Zip)
4. Officers __________________________________________
   (If organized, give names of officers)
5. Total area of entire property ________________________________ Area of this section ________________________________
   Total number of lots ________________________________ Number of lots in this section ________________________________
   Have plans for previous sections been approved? ________________________________ Disapproved? ________________________________
   Will plans for additional sections be submitted? ________________________________
6. Do you intend to build houses on this subdivision? ________________________________ Do you intend to sell lots only? ________________________________
   Do you intend to build on some lots and sell others without buildings? ________________________________
7. Is this subdivision or any part thereof located in an area under the control of local planning, zoning or other officials? ________________________________
   If so, have these plans been submitted to such authorities? ________________________________
   Have these plans been approved or disapproved by such governing authority? ________________________________
8. Nature of soil:
   Describe to a depth of 10 ft. (20 ft. if seepage pits are proposed) giving thickness of various strata such as topsoil, clay, loam, sand, rock, etc......
   By whom determined? ________________________________ Date determined? ________________________________
9. Topography __________________________________________
   (State whether ground is flat, rolling, steep or gently slope, etc.....)
10. Grading: State depth of maximum cut ________________________________ Maximum fill ________________________________
11. Depth to water table - Maximum ________________________________ Minimum ________________________________
    (Give maximum and minimum if there is any variation)
    By whom determined? ________________________________ Date determined? ________________________________

WATER SERVICE
12. Proposed method of supplying water __________________________________________
    (If public supply, give name of municipality, water district or company)
    Has municipality, district or company agreed to supply water? ________________________________
13. State approximate distance to nearest public water supply main of municipal system ________________________________
14. State approximate distance to nearest subsurface disposal systems ________________________________
15. If a water supply application is required, has the approval from Bureau of Water Regulation, NYSDEC been received? ________________________________

SEWERAGE SERVICE
16. Proposed method of collection and disposal of sewage __________________________________________
    (Give name of municipality or sewer district if public sewers are to be used)
    Has municipality, district or company agreed to provide sewerage facilities? ________________________________
17. State approximate distance to nearest public sewer main of municipal system ________________________________
    (Give name of municipality or sewer district)
18. State approximate distances to nearest well water supplies ________________________________

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DRAINAGE
19 Are there any low or wet areas that require drainage? YES____ NO____
   Are there any watercourses, ditches, ravines which may be filled in? YES____ NO____
   Is there an existing local drainage plan?____ Have these plans been approved by drainage officials?____
   Provisions for surface drainage should be shown on plans.

GAS TRANSMISSION LINES
20. Does a high-pressure gas transmission line pass through or within 300 ft. of any lot in this subdivision?____
   If so, has its location been shown accurately upon plans?____

ADDITIONAL INFORMATION
21. Maximum number of bedrooms in completed house____ Bedrooms in expansion attic____
22. Cellar drainage – Are cellar or footing drains to be installed?____
   If so, show on plans how drainage will be disposed of.
23. Laundry wastes – Are laundry tubs to be located in basement?____
   If so, show on plans how waste will be disposed of.
   It is hereby agreed that if the attached plans dated____, or any amendment or revision thereof, are approved by the State Department of Health or State Department of Environmental Conservation, installation of water supply and sewage disposal facilities will be made in accordance with the details thereof as shown on such approved plans. If the subdivided lands, shown on such plans are sold before such installations are made, it is agreed that all purchasers of lots will be furnished with a legible reproduction of the approved plans and they will be notified of the necessity of making such installations in accordance with such approved plans.

Signature_________________________ Date_________________________
Official
Title____________________________

(The statement must be signed by the owner of the land plotted for subdivision or the responsible official of the company or corporation offering the same for sale).

TO BE FILLED IN BY PROFESSIONAL ENGINEER OR LAND SURVEYOR*

The plans submitted with this application were prepared by me or under my supervision and direction. Individual water and sewerage systems, if shown on plans, were designed after careful and thorough study of local geological and existing sanitary conditions.

Name______________________________ (Give firm name if any)
Address____________________________
License & Number____________________ Signature____________________

*Land Surveyor only if granted exception under Section 7208n of the State Education Law

IMPORTANT NOTES:
(1) The plans shall show all information required by the State Health Department Bulletin, Planning the Subdivision as Part of the Total Environment, and such other information as may be required because of special local features or conditions.
(2) Plans must be prepared so as to be completely legible and to permit satisfactory reproduction by microfilming processes.
(3) One white print (either on paper or cloth) shall be submitted for filing with the Department if approved, together with such other tracings or prints as may be required for filing with the County Clerk and the subdivision owner.
(4) A LOCATION DIAGRAM (scale about 1"=3000') showing the situation of the subdivision with respect to main roads, prominent streams, etc... shall be included on the plans.
(5) A KEY MAP (scale about 1"=400') shall be shown on the plans if there are several Sections of the subdivision, outlining the relative location of the subject Section with respect to the rest of the subdivision.
(6) Inasmuch as stamp of approval must be placed on face of plans, a space 3"x 6" should be reserved for this purpose.
(7) Application must be accompanied by a certified check in the amount of: $50.00 per lot served by Public Water & Sewer; $60.00 per lot served by Public Water & Individual Sewage Treatment Systems; $70.00 per lot served by Private Well & Individual Sewage Treatment Systems made payable to CLINTON COUNTY TREASURER.

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