

**CLINTON COUNTY HEALTH DEPARTMENT  
SUBDIVISION REVIEW CHECKLIST**

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:**

	<b>YES</b>	<b>NO</b>
<b>A.</b> A check made out to the Clinton County Treasurer in the amount of: <i>\$40.00 per lot served by Public Water &amp; Sewer;</i> <i>\$50.00 per lot served by Public Water &amp; Individual Sewage Treatment Systems;</i> <i>\$60.00 per lot served by Private Well &amp; Individual Sewage Treatment Systems.</i>	___	___
<b>B.</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.	___	___
<b>C.</b> Proof of preliminary planning board approval, if applicable.	___	___
<b>D.</b> Proof of State Historic Preservation Office Compliance.	___	___
<b>E.</b> An engineer’s report.	___	___
<b>F.</b> Three copies of legible and complete subdivision plans signed and sealed by the design engineer. Plans drawn to 1” – 100’ scale are <b><u>not recommended</u></b> . Plans must be 20” x 40” in size.	___	___
<b>G.</b> Proof of SEQRA Compliance.	___	___
<b>H.</b> 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:**

<b>A.</b> Description of the project.	___	___
<b>B.</b> Description of the site.	___	___
<b>C.</b> Description of the proposed water supply quantity, quality and distribution.	___	___
<b>D.</b> Description of the proposed sewage collection and treatment system.	___	___
<b>E.</b> Does owner certify that there is no soil contamination at the site proposed for the realty subdivision.	___	___
<b>F.</b> 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,	___	___

		YES	NO
	Iron, Manganese, Sulfate, Total Hardness, Alkalinity, Color, Odor, Turbidity, pH, Sodium, Fluoride	___	___
	g. 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.	___	___
	h. Minimum yield demonstrated and anticipated.	___	___
	i. Results of water quality analysis on adjacent or on site wells.	___	___
	j. Treatment requirements and recommendations.	___	___
	k. 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.	___	___
<b>G.</b>	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.	___	___
<b>H.</b>	General description of existing and proposed drainage including landscaping and grading required to minimize soil erosion and prevent conflict with proposed sanitary facilities.	___	___
<b>I.</b>	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.	___	___
<b>j.</b>	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.	___	___
<b>k.</b>	There are four feet of usable soil above rock, ground water or impermeable soil.	___	___
<b>L.</b>	Description of storm water management methods in accordance with NYSDEC Guideline “Storm Water Management Guidelines for New Development”, April 1990.	___	___
<b>III.</b>	<b><u>GENERAL</u></b>		
<b>A.</b>	Is the subdivision map complete and in its final form?	___	___
<b>B.</b>	For the use of individual wells, do <u>all</u> of the following conditions exist?	___	___
	1. The subdivision is located <u>outside</u> of an existing or proposed water service area.	___	___
	2. The subdivision is <u>not</u> reasonably accessible to an existing or proposed water service area.	___	___
	3. This section, together with future sections, will consist of <u>less than 50</u> lots or <u>less than 200</u> residents in the aggregate.	___	___

		YES	NO
	4. The ground water is potable.	___	___
	5. The individual well can produce an average yield of 5 gpm or has appropriate storage capacity.	___	___
<b>C.</b>	For the use of individual sewage disposal systems, do <u>all</u> of the following conditions exist?		
	1. The subdivision is <u>not</u> 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 <u>less than</u> 50 lots or <u>less than</u> 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.	___	___
<b>D.</b>	Does the proposal for the subdivision conform with all applicable comprehensive studies, including air, water, sewerage, and solid waste?	___	___
<b>E.</b>	Do all lots exceed 20,000 square feet if on site individual water supply and sewage treatment are proposed.	___	___
<b>F.</b>	Were at least 2 percolation tests taken spaced within each sewage treatment area for each sewage treatment system in the subdivision.	___	___
<b>G.</b>	Were deep pit tests taken for each sewage treatment system proposed.	___	___
<b>H.</b>	Were the results of the percolation tests and deep pit test at each sewage treatment system site uniform.	___	___
<b>I.</b>	For seepage pits, were 2 percolation tests taken for each pit, one at halfway depth and another at the floor of the pit.	___	___
<b>J.</b>	Are systems located in areas not subject to flooding and/or interference from storm water discharges?	___	___
<b>K.</b>	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?	___	___
<b>L.</b>	Has consideration been given to locating systems on lots in such a manner as to allow for connections to future sewers?	___	___
<b>M.</b>	Were soil tests run in stable or undisturbed soils?	___	___
<b>N.</b>	Are minimum separation distances between well(s) and waste water system(s) provided?	___	___
<b>O.</b>	Is a minimum of 50 feet between wells and subdivision boundaries provided?	___	___
<b>P.</b>	Is a minimum of 15 feet between wells and lot lines provided?	___	___
<b>Q.</b>	Are minimum separation distances between waste water treatment systems and lakes, streams, etc., provided?	___	___

		YES	NO
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:

		YES	NO
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. Asphaltic 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>B.</b>	Detail of distribution box or drop manholes including:		
1.	Manufacturer and model number.	___	___
2.	Materials of construction.	___	___
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 asphaltic material or equivalent.	___	___
9.	Baffles used to prevent short circuiting.	___	___
<b>C.</b>	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".	___	___

		<b>YES</b>	<b>NO</b>
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%.	___	___
<b>D.</b>	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.

<b>A.</b>	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>B.</b>	Material of the well casing in compliance with AWWA Standard A100 – latest revision.	___	___
<b>C.</b>	Depth of well casing in accordance with overburden and aquifer design requirements.	___	___
<b>D.</b>	Diameters and depth of drill holes shown to meet grouting requirements.	___	___
<b>E.</b>	Height of casing above ground shown not less than 12" and 2' above highest flood level.	___	___
<b>F.</b>	Make and model number of well seal and pitless adapter, adapter specified.	___	___

Revised 8/10/05

## 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? \_\_\_\_\_  
How 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 \_\_\_\_\_ By whom determined \_\_\_\_\_  
(Give maximum and minimum if there is any variation)  
How 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 \_\_\_\_\_

**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: **\$40.00** per lot served by Public Water & Sewer; **\$50.00** per lot served by Public Water & Individual Sewage Treatment Systems; **\$60.00** per lot served by Private Well & Individual Sewage Treatment Systems made payable to CLINTON COUNTY TREASURER.