

Williams County Health District

Main Office

310 Lincoln Avenue
Montpelier, OH 43543
Phone: (419) 485-3141
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www.williamscountyhealth.org



Request for Site Review and System Design Cover Letter

Request for Site Review and System Design:

An overhead/aerial map of your parcel with the following items (existing or proposed) drawn in is required. There are several options for printing overhead/aerial maps, including the Williams County Auditor's website, Google Maps, Google Earth, etc.

- All structures (Existing and proposed/future plans)
- Proposed sewage treatment system area and replacement/relocation area
- Existing septic system location (If applicable)
- Well(s)/water source(s) and all known supply lines to other buildings/structures
- Areas on the property that have been scalped, excavated, filled, and/or have extreme slope.
- Areas with buried foundations or structures
- Driveways, sidewalks, and/or other hardscapes
- Geothermal system
- Ponds, streams, ditches
- Buried utility lines, field tiles, and/or sump pump drainage lines
- Easements and/or right-of-ways

You may schedule an appointment with the Williams County Health Department (WCHD) Environmental Public Health Division if you need assistance with the *Request for Site Review and System Design* application packet.

The map you submit serves as a proposed development plan for your property. Our office will use this information, along with the results from the Site Review and Soil Evaluation to design a system that is appropriately sized to meet the demand of your wastewater generation and sited in the best-suited area. **If at any point during this process your development plans change, you must contact our office.** Further soil testing may be necessary if a change in development plans causes the sewage treatment system to be moved to an area that was not previously evaluated.

Floodplain:

Please be aware that if there is a floodplain on your property, this may limit where your well and sewage treatment system may be installed. If your property is marked within the 100 Year Floodplain and you disagree, you will need to contact FEMA for their dispute/map amendment process.

Wetland:

If you are aware of designated wetlands, or there is an indication of possible wetlands, on your property you will need to contact the Army Corps of Engineer's for their requirements for developing near a wetland. You may be required by the Army Corps to have the wetland delineated on your property.

Site Review, Soil Evaluation, and System Design:

Once a completed *Request for Site Review and System Design* application and corresponding payment is submitted, the site review and soil evaluation can be scheduled.

Site Review and Soil Evaluation:

The site review and soil evaluation will be conducted at the same time. It is the responsibility of the applicant to schedule a time to meet at the property with both our office and a soil evaluator for the site review and soil evaluation; they usually last approximately 1.5 hours. You will need to coordinate the appointment so that the soil evaluator, a Williams County Health Department representative, and the homeowner or representative are all present during these evaluations.

System Design:

Once the site review and soil evaluations are complete, the results of both will be used to design an appropriately sized sewage treatment system for your property.

You will receive your system design in the mail or by email once it is completed. This mailing will include:

- The system type, e.g., leach field, mound, etc.
- System size specifications
- *STS Design and Layout Plan* and *STS Materials List* for the Septic Installer
- Installation Permit Application (if not already completed) with corresponding fee
- Operation Permit Application with corresponding fee

Next, your system installer is required to submit the *STS Design and Layout Plan* and *STS Materials List* to our office for approval.

NOTE: WCHD staff does not provide the specific layout of the system on your property; that is the responsibility of the system installer.

The system installer is the person who will use the system design specifications to layout the system in the best-suited area identified during the site and soil evaluation process. This includes taking grade elevation measurements, marking the area the system will be installed, and flagging or staking-off that area, as well as the replacement area, to protect those areas from being disturbed during construction.

Once the *STS Design and Layout Plan* is received by WCHD, staff will review the plan against the submitted development plan and system specifications.

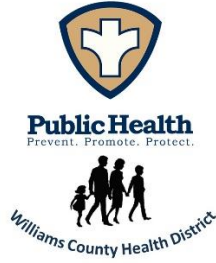
- If there are any changes from what was submitted, WCHD staff will contact you to determine why the changes were made and if further site and/or soil evaluations or system design changes are needed
- If there are no changes to the submitted plans, WCHD staff will approve the *STS Design and Layout Plan* and issue the Installation Permit

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Request for Sewage Treatment System Site Review and Design

Site Review, Soil Evaluation, and System Design are valid for 5 years provided there are no changes to the original application that would have an impact on results provided.

NOTE: It is strongly recommended that the applicant schedule a time when the person evaluating the soil and the Health Department can meet onsite. The homeowner should also be present during this site evaluation so that all parties are working from a common starting point.

Address or Location of Property to be Evaluated: (Include City, State & Zip Code)			
Property Owner's Name:			
Property Owner's Mailing Address: (Include City, State & Zip Code)			
Phone:		Email:	
Soil Evaluator:			

Structures you plan to connect to the proposed sewage treatment system: A sewage treatment system and the structures that it serves must be on the same deeded parcel.

*Type of Dwelling or Structure:			
How Many Bedrooms?		How Many Employees (if applicable)?	
Other Buildings or Structures to be connected to STS:	Type of structure:	Intended use: (living space, storage, etc.)	Number of restrooms:
	Laundry Facilities?	Floor Drains?	Other?

* If placing a manufactured home, contact the Ohio Department of Commerce at 614-644-2223, regarding their requirements

Please refer to the included cover letter to ensure you are submitting all required information with this application

Signature of property owner (or authorized agent of) allowing Site Review to be conducted on above-referenced property:

Signature: _____ Date: _____

Office Use Only Receipt No: _____	Date: _____	Initials: _____
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