



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER STANDARDS AND FACILITY REGULATION

Code No.

SEWAGE FACILITIES PLANNING MODULE

Component 2. Individual and Community Onlot Disposal of Sewage

(Return completed module package to appropriate municipality)

DEP USE ONLY

DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH ID #

This planning module component is used to fulfill the planning requirements of Act 537 for the following types of projects: (1) proposing the use of individual onlot sewage disposal systems (including individual residential spray irrigation systems (IRSIS)) and except for those projects qualifying for the "exception to the requirement to revise the Official Plan" under Chapter 71, Section 71.55, (2) proposing retaining tanks (including holding tanks, privies, chemical, incinerating, recycling or composting toilets), (3) proposing municipal permitted community onlot sewage disposal systems, and (4) proposing DEP permitted individual or community large volume onlot sewage disposal systems.

This component, along with any other documents specified in the cover letter, must be submitted to the municipality with jurisdiction over the project site for review and approval. All appropriate documentation must be attached for the Sewage Facilities Planning Module package to be complete. Refer to the instructions for help in completing this component.

REVIEW FEES: Amendments to the Sewage Facilities Act established fees to be paid by the applicant for review of planning modules for land development. These fees may vary depending on the approving agency for the project (DEP or delegated local agency). Please see Section R and the instructions for more information on these fees.

NOTE: All projects must complete Sections A through I and Sections N through R. Complete Sections J, K, L and/or M if indicated . The municipality should complete Section Q if marginal conditions are present and/or if a waiver of the planning requirements is requested for the residual tract and/or if assurance of long term O & M option is required.

A. PROJECT INFORMATION (See Section A of instructions)

1. Project Name
John Shiffler

2. Brief Project Description
2-lot subdivision with 50 acres residual (8 lots subdivided 1980-1990)

B. CLIENT (MUNICIPALITY) INFORMATION (See Section B of instructions)

Municipality Name	County	City	Boro	Twp
Orange Township	Potato Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipality Contact Individual – Last Name	First Name	MI	Suffix	Title
Miller	Jane		Ms.	Secretary
Additional Individual Last Name	First Name	MI	Suffix	Title
Jones	John		Mr.	Chairman of the Board
Municipality Mailing Address Line 1		Mailing Address Line 2		
800 Potato Eyes Road				
Address Last Line – City		State	ZIP+4	
Potato City		PA	12345-6789	
Phone + Ext.	FAX (optional)	Email (optional)		
(000) 555-5555				

C. SITE INFORMATION (See Section C of instructions)**Site (Land Development or Project) Name**

John Shiffler

Site Location Line 1
Scenic LaneSite Location Last Line – City
Potato CityState
PAZIP+4
12345-6789Latitude
N 40⁰ 23.76Longitude
W 76⁰ 27.07**Detailed Written Directions to Site**

S.R. 190 East – 1 mile – turn left onto Scenic Lane. Site is 250 feet on right.

Description of Site

Fields (former farmland) with residences to north and east, farmland to south

Site Contact (Developer/Owner)

Last Name

First Name

MI Suffix

Phone

Ext.

Shiffler

John

Mr.

(000)555-6869

Site Contact Title

Site Contact Firm (if none, leave blank)

Land Owner

FAX

Email

Mailing Address Line 1

Mailing Address Line 2

200 Scenic Lane

Mailing Address Last Line – City

State

ZIP+4

Potato City

PA

12345-6789

D. PROJECT CONSULTANT INFORMATION (See Section D of instructions)

Last Name

First Name

MI

Suffix

Biggs

Robert

Title

Consulting Firm Name

Consultant

Biggs Engineering

Mailing Address Line 1

Mailing Address Line 2

1000 Grand Lane

Address Last Line – City

State

ZIP+4

Country

Potato City

PA

12345-6789

USA

Email

Phone

Ext.

FAX

E. AVAILABILITY OF DRINKING WATER SUPPLY

The project will be provided with drinking water from the following source: (Check appropriate box)

- Individual wells or cisterns.
 A proposed public water supply.
 An existing public water supply.

If existing public water supply is to be used, provide the name of the water company and attach documentation from the water company stating that it will serve the project.

Name of water company: _____

F. PROJECT NARRATIVE (See Section F of instructions)

- A narrative has been prepared as described in Section F of the instructions and is attached.

The applicant may choose to include additional information beyond that required by Section F of the instructions.

G. GENERAL SITE SUITABILITY (See Section G of attached instructions)

This section must be completed when the proposed method of sewage disposal is the use of onlot sewage disposal systems or privies. The purpose of the information provided in this section is to determine the general suitability of the site for onlot disposal of sewage. Site suitability should not be construed as approval for permit issuance on individual lots. Additional testing may be required for permit issuance.

NOTE: If one or more lots in this subdivision are planned to be served by individual residential spray irrigation systems (IRSIS), please see the specific information on IRSIS in Section G.3 of the attached instructions.

1. PLOT PLAN

The following information is to be submitted on a plot plan of the proposed subdivision or development:

- | | |
|--|--|
| a. Location of all soil profiles and percolation tests. | i. Surface waters. |
| b. Slope at each test area. | j. Wetlands – from National Wetland Inventory Mapping and USDA Hydric Soils Mapping. |
| c. Soil types and boundaries. | k. Floodplain or floodprone area soils, floodways (Federal Flood Insurance Mapping). |
| d. Existing and proposed streets, roadways, access roads, etc. | l. Designated open space areas. |
| e. Lot lines and lot sizes. | m. Remaining acreage under the same ownership and contiguous lots. |
| f. Existing and proposed rights-of-way. | n. Existing onlot or sewerage systems; pipelines, transmission lines, etc., in-use or abandoned. |
| g. Existing and proposed drinking water supplies for proposed and contiguous lots. | o. Prime agricultural land. |
| h. Existing buildings. | p. Orientation to North |

2. RESIDUAL TRACT PLANNING WAIVER REQUEST

A waiver from sewage facilities planning is, is not requested for the residual land tract associated with this project. (See Section H, Section Q, Component 4 and instructions for additional information).

3. SOILS INFORMATION

- Attach copies of "Site Investigation and Percolation Test Report" (3800-FM-WSWM0290A) (formerly known as "Appendix A") form(s) for the proposed subdivision.
- Marginal conditions for long-term onlot sewage disposal are, are not present. See marginal conditions information in Sections H and Q and in attached instructions.
- If one or more lots in this subdivision are planned to be served by Individual Residential Spray Irrigation Systems (IRSIS), please see the specific information on IRSIS in Section G of the instructions.

4. WETLAND PROTECTION

YES NO

- a. Are there wetlands in the project area? If yes, ensure these areas appear on the plot plan as shown in the mapping or through on-site delineation.
- b. Are there any construction activities (encroachments, or obstructions) proposed in, along, or through the wetlands? If yes, identify any proposed encroachments on wetlands and identify whether a General Permit or a full encroachment permit will be required. If a full permit is required, address time and cost impacts on the project. Note that wetland encroachments should be avoided where feasible. Also note that a feasible alternative **MUST BE SELECTED** to an identified encroachment on an exceptional value wetland as defined in Chapter 105. Identify any project impacts on streams classified as HQ or EV and address impacts of the permitting requirements of said encroachments on the project.

5. PRIMARY AGRICULTURAL LAND PROTECTION

YES NO

- Will the project involve the disturbance of prime agricultural lands?

If yes coordinate with local officials to resolve any conflicts with the local prime agricultural land protection program. The project must be consistent with such municipal programs before the sewage facilities planning module package may be submitted to DEP.

If no, prime agricultural land protection is not a factor to this project. Proceed to G.6.

- Is this project consistent with the municipal prime agricultural land protection program.

6. HISTORIC PRESERVATION ACT

YES NO

- a. Sufficient documentation is attached to confirm that this project is consistent with DEP Technical Guidance 012-0700-001 *Implementation of the PA State History Code* (available online at the DEP website at www.dep.state.pa.us select "subject" then select "technical guidance"). As a minimum this includes copies of the completed Cultural Resources Notice (CRN), a return receipt for its submission to the PHMC and the PHMC review letter.

H. SEWAGE ENFORCEMENT OFFICER ACTION (See Section H of attached instructions)

- I have confirmed the information relating to the general suitability for onlot sewage disposal contained in this component. Confirmation of this information was based upon on-site verification of soil tests, general site conditions and other generally available soils information. The proposed development site:
 - Is generally suitable for onlot disposal. This module does not constitute individual permit approval.
 - Is marginal for long-term onlot disposal. (See instructions for information on marginal conditions).
 - Is not generally suitable for onlot disposal. (See my attached comments regarding this determination).
 - Cannot be evaluated for general site suitability because of insufficient soils testing.
- The proposed development site is considered "marginal for onlot disposal" or for long-term onlot system use because one or more of the following conditions exist. (Check all that apply).
 - Soils profile examinations which document areas of suitable soil intermixed with areas of unsuitable soils.
 - Site evaluation which documents soils generally suitable for elevated sand mounds with some potential lots with slopes over 12%.
 - Site evaluation which documents soils generally suitable for in-ground systems with some potential lots with slopes in excess of 20%.
 - Lot density of more than 1 Residential Dwelling Unit/acre.
 - Proposed use of a community onlot disposal system or system serving commercial, industrial or institutional uses.

3. Residual Tract Facilities (For use only when there is an existing onlot disposal system on the residual tract)
- I have inspected the lot on which the existing building and existing onlot disposal system is located and have concluded, based on soils mapping or soils evaluation, permit information or site inspection that the long-term sewage disposal needs of this site and the building currently served can be met. (Required)
 - I further acknowledge that no violations of the Sewage Facilities Act are known to me or have become apparent as a result of my site inspection. No inferences regarding future performance of the existing onlot disposal system should be drawn from this acknowledgement. (Required)
 - A brief description and sketch of the existing system and site is attached. (Optional)

Signature of Certified Sewage Enforcement Officer having jurisdiction
in municipality where development is proposed

Certification #

Date

I. ALTERNATIVE SEWAGE FACILITIES ANALYSIS (See Section I of attached instructions)

This analysis consists of a narrative that will support the chosen sewage disposal method by comparing it to methods already in use in the area or to any other available method. Attach the narrative to the package and title it **Alternative Analysis**. The narrative should describe:

1. the chosen sewage disposal method, and whether the method is interim (to be replaced within 5 years) or ultimate (will serve the development beyond 5 years). Also provide the number of lots or EDU's that will be served.

I. ALTERNATIVE SEWAGE FACILITIES ANALYSIS (Continued) (See Section I of attached instructions)

2. the types of land uses adjacent to the project area (agricultural, residential, commercial etc.) and the type of sewage disposal method serving each of those land uses.
3. if the sewage facilities described in (2) are in need of improvement due to high rates of onlot malfunction or overloaded public sewers.
4. the sewage disposal method indicated for the development area in the municipality's Official Sewage Facilities Plan. (Such as: onlot disposal systems, public sewers, etc.).
5. existing and/or proposed sewage management program(s) in the area and/or any other municipal options necessary to satisfy the requirements of section(s) 71.72 or 71.73 including the provisions of the selected option.
6. potential alternative sewage disposal methods that are available for the project.
7. why the proposed disposal method was chosen over the alternative methods discussed.
8. who will be the owner of the facility, and who will be responsible for operation and maintenance of the facility.
9. any other information that the developer feels will support the chosen disposal method.

Complete the following sections (J, K, L and/or M) if indicated .

If none are indicated, go directly to Section N.

J. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES
(See Section J of instructions)

Check one:

- The "Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt" resulting from my search of the PNDI database and all supporting documentation from jurisdictional agencies (when necessary) is/are attached.
- A completed "Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form," (PNDI Form) available at www.naturalheritage.state.pa.us, and all required supporting documentation is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning module will be considered incomplete upon submission to the Department and that the DEP review will not begin, and that processing of my planning module will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

"Applicant or Consultant Initials _____"

K. PERMEABILITY TESTING (See Section K of attached instructions)

The information required in Section K of the instructions is attached.

L. PRELIMINARY HYDROGEOLOGIC STUDY (See Section L of attached instructions)

The information required in Section L of the instructions is attached.

M. DETAILED HYDROGEOLOGIC STUDY (See Section M of attached instructions)

The information required in Section M of the instructions is attached.

N. RETAINING TANKS (See Section N of attached instructions)

The term "Retaining Tank" includes holding tanks and privies, as well as, chemical, incinerating, recycling, and composting toilets. Check the appropriate box.

Yes No Does this new land development project propose either interim or long-term use of retaining tanks?

If yes, complete the remainder of Section N.

If no, completion of the remainder of Section N is not required. Proceed to Section O.

What types of retaining tanks are proposed? Check all that apply.

Holding Tank Privy Chemical Incinerating Recycling Composting

1. **Holding Tanks** – are only to be used in new land development as an interim sewage disposal method and only for a period of time determined by DEP. A replacement sewage disposal method is required and an implementation schedule for that replacement method must be developed. Local ordinances must also be **in place** to provide for the maintenance of the tanks. Complete a. and b. below. For exceptions to these requirements see Chapter 71, Section 71.63 (Retaining Tanks).

a. The following questions will help determine if a holding tank can be used.

1) Yes No Does the Official Sewage Facilities plan or revision provide for replacement of the tanks by adequate sewage services?

2) Yes No Does the Official Sewage Facilities Plan or revision include financial assurances for the implementation of the replacement method?

If yes, what is the replacement sewage disposal method?

Method _____

If no, holding tanks may not be used.

b. Chapter 72 requires that the municipality, sewer authority or other DEP approved entity with responsibility over the holding tanks have **in place** ordinances, regulations or restrictions established to maintain the tanks as outlined in Chapter 71, Section 71.63(c)(3). Attach documentation that the responsible agency has developed these ordinances or restrictions. These projects must also complete Part 3 below (Retaining Tank Pumping and Content Disposal).

2. **Privies/Chemical Toilets**

Projects that propose privies as the method of sewage disposal must complete a, b and c below. For exceptions to these requirements see Chapter 71, Section 71.63 (Retaining Tanks).

a. Complete Section G of this Component.

b. The municipality, sewer authority, management agency or other DEP approved entity with responsibility over the site must have ordinances, regulations or restrictions established that assume responsibility for the removal of a privy and installation of an approved onlot sewage disposal system when water under pressure is provided to that lot. Attach a copy of these ordinances, regulations or restrictions.

- c. These projects must also complete Part 3 below (Retaining Tank Pumping and Content Disposal).

N. RETAINING TANKS cont'd. (See Section N of attached instructions)

3. Retaining Tank Pumping and Content Disposal

- a) Name of Retaining Tank Cleaner _____
(This can be the municipality or a contracted cleaner)
 Address _____
 Telephone Number _____

- b) Name of Disposal Site _____
 Type of treatment facility _____
 NPDES or Land Disposal permit number _____
 County _____ Municipality _____

Attach letter of agreement with the proposed disposal site verifying adequate capacity for disposal needs. Retaining tank wastes must be disposed of at a DEP permitted facilities or sites.

- c) A municipality, sewer authority, or sewage management agency may delegate or contract for the collection and disposal of retaining tank contents, except that the ultimate responsibility for the proper collection and disposal of the contents shall remain with the municipality, authority or agency.

O. PUBLIC NOTIFICATION REQUIREMENT (See Section O of attached instructions)

This section must be completed to determine if the applicant will be required to publish certain facts about the project in a newspaper of general circulation in accordance with Chapter 71, Section 71.53(d)(6) to provide a chance for the general public to comment on proposed new land development projects. This notice may be provided by the applicant or the applicant's agent, the municipality or the local agency by publication in a newspaper of general circulation within the municipality affected. Where an applicant or an applicant's agent provides the required notice for publication, the applicant or applicant's agent shall notify the municipality or local agency and the municipality and local agency will be relieved of the obligation to publish. The required content of the publication notice are found in Section O of the instructions.

To complete this section, each of the following questions must be answered with a "yes" or "no". Newspaper publication is required if any of the following are answered "yes". Check all boxes that apply.

Yes No

- | | | | |
|-----|--------------------------|-------------------------------------|---|
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the project propose the construction of a sewage treatment facility? |
| 2. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the project change the flow at an existing sewage treatment facility by more than 50,000 gallons per day? |
| 3. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the project result in a public expenditure for the sewage facilities portion of the project in excess of \$100,000? |
| 4. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the project lead to a major modification of the existing municipal administrative organizations within the municipal government? |
| 5. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the project require the establishment of <i>new</i> municipal administrative organizations within the municipal government? |
| 6. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will the project result in a subdivision of 50 lots or more? |
| 7. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the project involve a major change in established growth projections? |
| 8. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the project involve a different land use pattern than that established in the municipality's Official Sewage Facilities Plan? |
| 9. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the project involve the use of large volume onlot sewage disposal systems (Flow > 10,000 gpd)? |
| 10. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the project require resolution of a conflict between the proposed alternative and consistency requirements contained in Chapter 71.21(a)(5)(i), (ii), (iii)? |

O. PUBLIC NOTIFICATION REQUIREMENT (Continued)

- 11. Will sewage facilities discharge into high quality or exceptional value waters?
- Attached is a copy of:
 - the public notice,
 - all comments received as a result of the notice,
 - the municipal response to these comments.
- No comments were received. A copy of the public notice is attached.

P. FALSE SWEARING STATEMENT (See Section P of attached instructions)

The individual performing the tests and field evaluations necessary to complete **Section G** must provide the information below and sign the false swearing statement found to the right.

I verify that the soils information statements made in this component are true and correct to the best of my knowledge, information and belief. I understand that false statements in this component are made subject to the penalties of 18 PA C.S.A. §4904 relating to unsworn falsification to authorities.

Name (Print)

Title

Address

Telephone Number

Signature Date

Check One:

- The individual conducting these tests is a Sewage Enforcement Officer authorized to perform this work under a fee schedule established by the municipality.
- The individual conducting these tests is not a Sewage Enforcement Officer employed by the local agency in which this development is located.

The individual completing the rest of the component must provide their name, title, address, telephone number and sign the false swearing statement found to the right.

I verify that the statements made in this component are true and correct to the best of my knowledge, information and belief. I understand that false statements in this component are made subject to the penalties of 18 PA C.S.A. §4904 relating to unsworn falsification to authorities.

John Shiffler

Name (Print)

Land Owner

Title

200 Scenic Drive

Address

(000)555-6869

Telephone Number

- A waiver of the planning requirements is requested for the residual tract of this subdivision. The requirements of Section G.2 of the instructions have been met.

John Shiffler

Signature Date

Q. MUNICIPAL ACTIONS (Marginal conditions, Residual Tract Waiver and/or O&M option)

(See Section Q of attached instructions)

This section is to be completed by the municipality if marginal conditions have been identified on the project site and/or if a waiver of the planning requirements has been requested for the residual tract of the subdivision and/or if an assurance of long term operation and maintenance is required by Section 71.72. If none of these conditions are met, do not complete this section.

1. The proposed development has been identified in Section G and/or Section H as having marginal conditions or other concerns for the long-term use of onlot sewage systems. The municipality has selected the following method of providing long-term sewage disposal to this subdivision: (Check one)
 - Provision of a sewage management program meeting the minimum requirements of Chapter 71, Section 71.73
 - Replacement area testing
 - Scheduled replacement with sewerage facilities
 - Reduction of the density of onlot systems
- The justification required in Section Q of the instructions is attached.
2. A **waiver** of the planning requirements for the residual tract of this subdivision has been requested.

The municipality acknowledges acceptance of this proposal and requests a waiver of the sewage facilities planning requirements for the residual tract designated on the subdivision plot plan. Our municipal officials accept full responsibility now and in the future to identify any violation of this waiver and to submit to the approving agency any required sewage facilities planning for the designated residual tract should a violation occur or construction of a new sewage-generating structure on the residual tract of the subdivision be proposed. We understand that such planning information may require municipal officials to be responsible for soil testing and other environmental assessments for the residual tract in the future.

3. The **option** selected to assure long-term proper operation and maintenance, required by Title 25, PA Code, Section 71.72, for the proposed DEP permitted non-municipal sewage facility or local agency permitted community onlot sewage system is clearly identified and attached.

Chairperson or Secretary of Governing Body	Signature	Date
Municipality Name		
Address	Address	
(Area Code) Telephone No. _____		

R. PLANNING MODULE REVIEW FEE (See Section R of attached instructions)

The Sewage Facilities Act establishes a fee for the DEP planning module review. DEP will calculate the review fee for the project and invoice the project sponsor **OR** the project sponsor may attach a self-calculated fee payment to the planning module prior to submission of the planning package to DEP. (Since the fee and fee collection procedures may vary if a “delegated local agency” is conducting the review, the project sponsor should contact the “delegated local agency” to determine these details.) Check the appropriate box.

- I request the DEP calculate the review fee for my project and send me an invoice for the correct amount. I understand the Department’s review of my project will not begin until the Department receives the correct review fee from me for the project.

R. PLANNING MODULE REVIEW FEE cont'd. (See Section R of attached instructions)

I have calculated the review fee for my project using the formula found below and the review fee guidance in the instructions. I have attached a check or money order in the amount of \$ 60.00 payable to "**Commonwealth of PA, DEP**". **Include DEP code number on check.** I understand the Department will not begin review of my project unless it receives the fee and determines the fee is correct. If the fee is incorrect, The Department will return my check or money order, send me an invoice for the correct amount. I understand the Department's review will NOT begin until I have submitted the correct fee.

I request to be exempt from the DEP planning module review fee because this planning module creates **only** one new lot and is the **only** lot subdivided from a parcel of land as that land existed on December 14, 1995. I realize that subdivision of a second lot from this parcel of land shall disqualify me from this review fee exemption. I am furnishing the following deed reference information in support of my fee exemption.

County Recorder of Deeds for _____ County

Deed Volume _____ Book Number _____

Page Number _____ Date Recorded _____

Formula:

2 Lots (or EDUs) X \$30.00 = \$ 60.

- Note:
- (1) To calculate the review fee for any project, use the number of lots created or the whole number of project equivalent dwelling units (EDU), (whichever is greater) in the above formula.
 - (2) When using the number of lots, include only the number of lots being proposed when calculating the review fee. Do not include any "Residual Land Parcel/Lot".
 - (3) In all projects, the minimum sewage flow per lot is equal to 400 gallons per day (GPD) and represents a generic three-bedroom house on each lot. Projects that knowingly propose houses larger than the generic three-bedroom unit allow for the increased sewage flows from these larger units by adding 100 gallons per day for each additional bedroom in the house to this initial 400 GPD figure. The resulting project flow is in excess of the minimum 400 GPD for each lot created and must be converted into equivalent dwelling units (EDU) in order to correctly calculate the review fee. See note 4.
 - (4) To determine the total number of EDUs for a project, first determine the total project flow by adding together the flow from each proposed lot. Divide this total project flow by 400 GPD and, if it is greater than the number of lots being proposed, enter this greater figure in the above formula.

John Shiffler
Developer Name (Print)

John Shiffler _____
Signature Date

STOP - CALL BEFORE YOU DIG!
 PENNSYLVANIA LAW REQUIRES
 THREE WORKING DAYS NOTICE
 Pennsylvania One Call System, Inc.
 1-800-242-1776

COMPLETENESS CHECKLIST

The individual completing the component should use the checklist below to assure that all items are included in the planning module package. The municipality should confirm that the required items have been included within 10 days of receipt, and if complete, sign and date the checklist.

ALL ONLOT/RETAINING TANK PROPOSALS

- Name and address of land development project
- USGS 7.5 minute topographic map with the development area plotted
- Project narrative
- Letter of intent to serve the project from the public water supplier (if applicable)
- Alternative analysis narrative
- Proof of public notification (if applicable)
- Plot plan of project with all required information
- A Site Investigation and Percolation Test Report forms for each soil profile examination and percolation test performed
- Preliminary Hydrogeology (if applicable)
- Permeability Testing (if applicable)
- Detailed Hydrogeology (if applicable)
- Sewage Enforcement Officer's signature
- Soils information preparer's signature
- Completed Component 4 (Planning Agency Review) for each existing planning agency and health department

Projects proposing holding tanks or privies are required to provide the following additional information.

HOLDING TANKS

- Copies of all ordinances, regulations, and/or restrictions governing holding tank maintenance
- Copy of the replacement method implementation schedule
- Copy of the financial assurances description for the replacement sewage disposal method
- Name of the tank cleaner/hauler
- Name and permit number of the disposal site
- Disposal site approval for holding tank contents disposal

PRIVIES

- Site Investigation and Percolation Test Report forms for all soil profiles and percolation tests
- Copies of ordinances, regulations, and/or restrictions for replacement of privies
- Disposal site approval for retaining tank contents disposal

MUNICIPAL ACTION

- Component 2, with SEO signature
- Component 4, planning agency comments and responses to those comments
- Proof of public notification
- Comments and responses generated by public notification
- Transmittal letter

Signature of Municipal Official

Date Submittal Determined Complete