



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

Remove and recycle these instructions prior to mailing component to the approving agency.

**INSTRUCTIONS FOR COMPLETING COMPONENT 2  
INDIVIDUAL AND COMMUNITY ONLOT DISPOSAL OF SEWAGE**

**How to Obtain Planning Module Components**

Planning module components appropriate for your project can be obtained by completing an Application for Sewage Facilities Planning Module mailer available on DEP's Web site at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), PA Keyword "wastewater" and sending it to the agency responsible for final review of your project (the "approving agency"). This "approving agency" may be either DEP or a "delegated local agency" which is a local agency that has received planning approval delegation from DEP under Act 537. If you are unsure of where to send your mailer, contact the DEP regional office serving your county for help. **Do not use this component unless you have received a code-numbered copy of this form from DEP or delegated local agency.** You may obtain an Application for Sewage Facilities Planning Module Mailer from the municipality, the delegated local agency, a DEP regional office or on the DEP Web site.

Upon receipt of the mailer, the approving agency (DEP regional office or delegated local agency) will determine if your project is required to do sewage facilities planning by Act 537. If planning is not required under Act 537, you will be informed by letter. If planning is required, the agency will assign a code number to your project and provide you with the correct planning module forms and guidance.

**When Should You Use Component 2?**

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 municipally permitted community onlot sewage systems, and (4) proposing DEP permitted individual or community large volume onlot sewage disposal systems.

**Who Should Complete the Component?**

This component should be completed by a competent consultant, engineer, or surveyor who is familiar with the municipality's Official Sewage Facilities Plan and available sewage disposal methods in the municipality in which the development project is proposed. Municipal officials and the municipality's Sewage Enforcement Officer (SEO) should be consulted in the development of the project. All projects must complete Sections A through I and Sections N through R. Sections J through M should be completed when 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 an assurance of long term operation and maintenance is required. The following instructions provide general guidelines on completing the component.

**Instructions for Completing Component 2**

**SECTION A. PROJECT INFORMATION**

**Project Name.** In the "Project Name" block, enter the name by which this proposed land development project is, or will be, known, such as "Smith Subdivision."

**Brief Project Description.** Briefly describe the intended project in the space provided.

## SECTION B. CLIENT (MUNICIPALITY) INFORMATION

**Municipality Name, County, Municipality Type.** Enter the name of the client municipality and the name of the county in which the municipality is located. Check the appropriate block indicating the municipality type, whether **City, Boro,** or **Township** (Twp).

**Contact Individual Last Name, First Name, MI, Suffix, Title.** Enter the requested information for the client contact in this block. The municipal client contact is often the municipal secretary, but may be another official, such as the chairman of the board of supervisors. Please indicate the appropriate title of the client contact in the Title block.

**Additional Individual Last Name, First Name, MI, Suffix, Title** (optional). This is an optional block to be used by municipalities that wish to provide an alternate client contact. Enter the requested information only if an alternate contact name is desired.

**Mailing Address.** This is the mailing address of the client municipality identified above. It should not include locational data that is not appropriate for a mailpiece. In addition to the street number and name, PO Box number, RR number, Box number, or Highway Contract number designations, use any appropriate designation and number to further define the mailing address.

e.g.,    APT      (Apartment)      FLR    (Floor)  
          BLDG    (Building)          RM     (Room)  
          DEPT    (Department)      STE    (Suite)

**City, State, ZIP+4, Phone Information.** **DO NOT** use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known.

## SECTION C. SITE INFORMATION

DEP needs to be able to accurately locate your site and to understand the physical nature of the surrounding area. Therefore, the application must be accompanied by a 7.5 minute topographic map published by the US Geological Survey. These maps can usually be obtained from most map distributors or hunting and fishing supply stores. On the topographic map, draw the outline of the development site.

**Site (Land Development) Name.** The name of the site at the specific physical location. This should be similar to the project name in A.1. **DO NOT** use abbreviations, acronyms, etc.

**Site Location.** Provide the physical address of the location where the permitted activities will occur. **DO NOT** use PO Box numbers for site location information. Provide the city (or municipality), state, and the ZIP+4, if known. Enter the latitude and longitude of the approximate center of the site.

**Detailed Written Directions to Site.** When providing written directions, **DO NOT** use PO Box address data. Include landmarks and approximate distances from the nearest highway.

**Description of Site.** Provide a written description of the proposed project.

**Site Contact (Developer/Owner) Information.** Provide the name of the person having overall responsibility for environmental matters at the site. This person is often the landowner or the landowner's agent. Include the individual's name, title, firm, email address (optional), mailing address, and daytime phone numbers. This individual will ultimately be responsible for paying the DEP review fee.

## SECTION D. PROJECT CONSULTANT INFORMATION

If this form was completed by someone other than the applicant, such as a consultant, engineer or contractor, that individual should complete this section of the form.

## SECTION E. AVAILABILITY OF DRINKING WATER SUPPLY

Indicate the intended source of the project's drinking water by checking the appropriate box. If a public water supply will be used, provide written documentation that the water supplier is aware of the project, possesses capacity to serve the project and is willing to serve the project. A public water supply is defined as a system that provides water to the public for human consumption that could serve 15 or more connections, or serve 25 or more people daily at least 60 days out of the year.

## SECTION F. PROJECT NARRATIVE

The following information is required to be provided in narrative (paragraph) form and attached to the module package. Title the attachment **Project Narrative**.

1. Describe the nature of the planned development project (residential, commercial, institutional, etc.). If the project is commercial or institutional, describe the activity planned for the site.
2. Enter the number of lots or **equivalent dwelling units** (EDUs) in the development project. **LOTS** refer to single family residential dwellings and for flow calculation purposes are assumed to generate a minimum of 400 GPD. **If larger flows are anticipated, use the appropriate figures.** The residual tract, if any, is also counted as a lot. For multifamily units, commercial or institutional facilities, the number of EDUs in the subdivision is determined by dividing the total proposed flow for these facilities by 400.
3. Describe the proposed sewage disposal method (individual onlot, large volume onlot, holding tanks, etc.).
4. Enter the projected sewage flows in gallons per day (GPD) and how this figure was calculated. Information on flows for individual, community or large volume onlot systems can be found in Chapter 73 of DEP's regulations available electronically at [www.pacode.com](http://www.pacode.com). Flows for other projects can be found in DEP's *Domestic Wastewater Facilities Manual* available electronically at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), PA Keyword "wastewater."
5. Enter the total acreage of the proposed land development project.
6. Describe the use of any acreage or parcels under the same ownership and adjacent to the property. (Such as: for future development, recreational, agriculture, open space, etc.) If the land is proposed for future development, or is part of a phased project, the applicant should determine if adequate sewage disposal facilities will be available to serve those phases.
7. Include any other information that is relevant to the project.

## SECTION G. GENERAL SITE SUITABILITY

The information in this section about soils and site conditions will be used by the Sewage Enforcement Officer (SEO) and the approving agency to determine if the project area is suitable for the use of individual onlot sewage disposal systems. This section also requires that certain information listed in the planning module component be plotted on a plan which includes the project and adjacent areas. Some of the information required can be found in the municipality's Official Sewage Facilities Plan. Other information can be found in tax maps, zoning maps, USDA Natural Resources Conservation Service maps, Federal Emergency Management Agency (FEMA) flood plain maps and National Wetland Inventory maps.

### 1. Plot Plan

The plot plan is a drawing of the development area. The scale of the plot plan should be large enough to show the development area and adjacent areas so that the plotted items can be easily identified. Preliminary lot lines may be used if soils testing is completed before final lot lines are established, but the final plot plan must be prepared by a registered surveyor before submission of the planning module to the approving agency. The following information should be included on the plan:

- a. Locations of **ALL** soil profile examinations and percolation tests, both suitable and unsuitable.

The location of all soil profile excavations and percolation test sites must be shown on the plot plan, including those which show unsuitable conditions for the use of onlot disposal. Excavations are to be shown by the symbol ▲ (triangle) and percolation tests by the symbol ● (large dot). When the scale of the plot plan makes it impossible to show each percolation hole, the area of the test may be shown using a rectangular box labeled with the percolation test symbol. Each test must be referenced by number to the appropriate "Site Investigation and Percolation Test Report for Onlot Disposal of Sewage."

- b. Slope at each test area.

Slopes must be taken from in-field measurements recorded on "Site Investigation and Percolation Test Report" forms (3800-FM-WSFR0290A (formerly known as "Appendix A" and available from the Municipal SEO)) or from a registered surveyor's in-field slope measurements. The slopes should be shown on the plan with a slope arrow identifying measured percentage of grade and the source of the measurement ("Test Report" or surveyor). When slopes are measured, they must be taken across the soil profile/percolation test area from the down-grade extent to the up-grade extent of the proposed absorption area or spray field. This includes the berm area when elevated sand mound use is proposed. The Sewage Enforcement Officer should estimate the size of the absorption area from the percolation test data and Table A in Title 25, PA Code, Section 73.16 (e)), or the size of the spray field (from Table B in Section 73.16(e)). Before a surveyor measures the slope, the sewage enforcement officer should place a labeled marker at each end of the area to be measured in order to assure that the tested area is being assessed. Any landscape feature, such as a bench, which may impact the general suitability of the site must be identified on the plan.

- c. Soil types (as shown in USDA Natural Resources Conservation Mapping) and their boundaries.

- d. Locations of existing and proposed adjacent streets, roadways and access roads.

- e. Lot lines and sizes of individual lots in the proposed development.

Show the relationship of the development boundaries to those of the existing lot. Where the boundaries of the existing lot have not been formally surveyed, but are plotted from deed records, this must be noted on the plan.

- f. Existing and proposed rights-of-way. Proof of legal recording of rights-of-way may be required if the right-of-way is necessary to implement the chosen sewage facilities alternative.

- g. Existing and proposed water supplies (wells, reservoirs, etc.) and surface water (ponds, lakes, streams, impoundments) on the adjacent and proposed developments must be shown on the plan.

The SEO must identify existing water supplies and surface waters on properties adjacent to the proposed land development which may affect site suitability related to required isolation distances. If the SEO determines that the identified water supplies and surface waters are far enough away from the proposed development that they will not affect the suitability of the site for onlot sewage disposal, their locations do not have to be plotted. If the identified water supplies or surface waters may be located within required isolation distances, they must be shown on the plan.

- h. Show the location of any existing buildings in the project area.

- i. Surface waters, including ponds, streams, lakes and impoundments.

- j. Wetland areas. DEP is required by statute to protect the wetlands of the Commonwealth from unnecessary destruction. Show any wetland areas on the plot plan as they are identified by hydric soils in USDA Natural Resources Conservation Service maps and by National Wetland Inventory mapping. If there is a disagreement with the mapping, or wetlands are present and they are not shown in the mapping, plot the results of actual in-field delineation of the wetlands on the plan. Use the delineation process required by Title 25 of the Pennsylvania Code, Chapter 105, §105.451, Identification and Delineation of Wetlands-Statement of Policy.

If wetlands are present, the applicant may be required to obtain permits for any construction activities such as encroachments (fill, roads, utility lines) or obstructions (bridges, walls, piers) in, along, or across the wetlands. Contact the DEP regional office for further information.

Full delineation may be required as a condition of permit issuance, including issuance of onlot system permits, Clean Streams Law permits, or encroachment or obstruction permits for construction activities in, along, or across wetlands. The plot plan must distinguish between in-field delineations and transcribed mapping from existing sources.

- k. Floodplains and floodways. As with wetlands, these areas should be plotted on the plan as they are indicated in Federal Emergency Management Agency Flood Plain mapping.
- l. Open space areas designated within the proposed development and any parks, state forests or other state land adjoining the development.
- m. Show the relationship of the development boundaries to those of the existing lot of which it is a part. Where the boundaries of the existing lot have not been formally surveyed, but are plotted from deed records, indicate this on the plan. Any property that is not included in the current subdivision but is under the same ownership and adjoining, (whether or not it has been developed in the past, or will be developed in the future), must be plotted. Lots located across roads, streets and rights-of-way are considered adjoining.
- n. Existing onlot or sewerage systems, pipelines, transmission lines, etc. - show any functioning or abandoned facilities which may impact the use of an onlot system.
- o. Prime agricultural land listed by the USDA Natural Resources Conservation Service as "Pennsylvania Prime Farmland Soils", or soils listed in the USDA Natural Resources Conservation Service Soil Survey as having a capability classification of I, II or III.
- p. Orientation to north, usually shown by a directional arrow.

## 2. Residual Tract Waiver Request

DEP believes that developers, municipal officials and future lot owners are best protected by complying with sewage planning requirements to assure that adequate sewage facilities will be available to serve all newly created subdivisions. However, DEP is aware that some subdivision proposals include residual tracts of land on which there is already an inhabited structure or are large parcels for which there is no proposed construction that would require the use of sewage disposal facilities. Developers having such residual tracts may not be required to complete sewage facilities planning for that portion of the subdivision if this claim is valid. The developer may request the residual tract waiver by checking the request block in Section G.2. of the Component 2.

To be valid, acceptance of the request for a waiver by the municipal or county planning agency and the municipality is required. The municipal or county planning agency must indicate its acceptance of the proposed waiver by marking the appropriate blocks on Component 4. The municipality indicates its acceptance of the proposed waiver by signing and dating the appropriate statement in Component 2, Section Q. When the proposal involves the subdivision of property on which there is an existing building currently served by an onlot septic system on the residual tract, the municipality's SEO must inspect the system and complete the appropriate portion of Section H.3. of Component 2.

In addition, the planning module must include a plot plan or deed or deed notice which contains language similar to the following, directed to the residual tracts:

"As of the date of this deed/plot plan/deed notice recording, the residual tract of this subdivision is dedicated for the express purpose of \_\_\_\_\_ use. No portion of the residual tract of this subdivision has been approved by the municipality or the approving agency for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and approving agency have approved any required sewage facilities planning for the residual tract of the subdivision described herein in accordance with the Sewage Facilities Act (35 P.S. Sections 750.1 *et seq.*) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any

purchaser or subdivider of any portion of this residual tract should contact the municipality which is charged with administering the Sewage Facilities Act to determine what sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals.”

**Language similar to the above must be recorded on the plot plan or deed or deed notice and a copy of the deed or plot plan or deed notice must be submitted with this planning module submission.**

### 3. Soils Information

- a. To complete the soils portion of this section, soils testing information must be submitted on “Site Investigation and Percolation Test Report” form(s) (3800-FM-WSFR0290A, formerly known as “Appendix A”). These forms are available from the municipal SEO. The SEO must notify the approving agency at least 10 days prior to any testing, either by phone or in writing, because in some cases, the agency may wish to observe the soil testing. Soil testing can be completed by a soil consultant or by the SEO, with municipal approval, as long as all soil testing is verified by the SEO. Make sure the SEO provides a signed copy of the report form(s) to include in the Component 2 package submitted to the municipality.

Enough soil tests must be conducted to determine suitability for onlot systems for both the proposed development and the residual tract, unless a residual tract waiver has been obtained. At a minimum, testing must consist of one soil profile examination, one complete percolation test and one slope measurement for each change in soil type, slope, and erosion characteristic as indicated on the USDA Natural Resources Conservation Service map for the area of the proposed system(s). Soil type boundaries must be plotted on the plan. If portions of the proposed subdivision are found to have unsuitable soils or site conditions, lots may have to be modified to eliminate these unsuitable areas, or other sewage facility alternatives may have to be considered. The approving agency may require more extensive testing based on this information, even to the point of a soil profile examination and a percolation test on each proposed lot. (When individual residential spray irrigation systems (IRSIS) are proposed, percolation tests are not required. Please see the specific instructions on IRSIS in Section G3c, below.) The following soils information must be included with Component 2 package.

1. List of soils mapped in area of the proposed disposal site(s) as described in the USDA Natural Resources Conservation Service report.
2. Description of **all** test pits (suitable and unsuitable) to generally verify soils mapping and limiting zones, including soil textures for each horizon, mottling, percent coarse fragments, depth to water seepage, depth to water level in excavation, and other pertinent data.
3. Results of **all** percolation tests (suitable and unsuitable) conducted on the site, including hole depths, date, and rates.
4. Boundaries of soil mapping units, as shown on the USDA Natural Resources Conservation Service map.
5. Location of **all** test pits (suitable and unsuitable) on the plot plan. Use the symbol ▲ (triangle) to indicate the location of each test pit.
6. Location of **all** percolation tests (suitable and unsuitable) on the plot plan. Use the symbol ● (large dot) to indicate the location of each percolation test hole.
7. Slopes as measured in field at each test area plotted on the plan and recorded on report forms.

- b. Marginal Conditions

If any of the marginal conditions listed in section H.2. of the component are present on the project site, indicate this by marking the appropriate block on the form. The presence of marginal conditions on the site requires that additional documentation be provided to assure that both the short-term and long-term sewage facilities needs of the area will be met.

The options available to the property owner and municipality to assure long-term sewage facilities, where marginal conditions for onlot systems have been documented, include: inclusion of the subdivision in a

sewage management program; conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewage systems; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre. Descriptions of the documentation necessary for each of these four options can be found in Section Q of the instructions.

These options should be carefully evaluated and all necessary testing or justification for the option chosen must be included with the Sewage Facilities Planning Module when it is forwarded to the municipality. Submittal of a planning module for this project without the required documentation will result in the return of the planning module as incomplete.

c. General Site Suitability Determinations for Individual Residential Spray Irrigation Systems (IRSIS)

These instructions supplement the existing planning module guidance on determination of general site suitability for proposed subdivisions where one or more lots will use individual residential spray irrigation systems (IRSIS) as the means of sewage disposal. **It does not replace the existing guidance on general site suitability determinations for any other type of onlot sewage disposal system.**

1. General Site Suitability

Since individual residential spray irrigation systems require relatively large land areas to function, the soil testing necessary for the design of these systems must be done at the planning stage. The number and distribution of soil test pits needed to adequately characterize the soils on a given lot is discussed in Chapter 73, Section 73.14(b) and is dependent upon the size of the proposed system. The required size of the system is dependent upon the soil, slope and cover of the lot and the projected flow volume from the residence proposed, and can be determined using Chapter 73, Section 73.16(e) - Table B. The most limiting site condition on the lot will determine the minimum testing required.

2. Plot plan

Slopes must be determined at each of the test pit locations as described in Section G of the planning module instructions, as well as at other locations within the interior of the proposed system area. Slope measurements made within the area of the proposed IRSIS and their approximate areas should be noted on the plot plan. The maximum slope within the area of the proposed IRSIS determines the minimum sizing of the area to be defined. The minimum size is determined using Table B from Chapter 73, Section 73.16(e).

In addition to the list of features requested in Sections G of the planning module instruction, the following additional information is required for lots proposing IRSIS or neighboring lots that could be affected by IRSIS isolation distances.

- (a) Delineation of the boundaries of any proposed IRSIS on the lot, and whether the proposed system is intended for primary or replacement use.
- (b) Delineation (by shading) of a 100 foot isolation area surrounding the IRSIS site, with a notice on the plot plan that no water supply or occupied dwelling may be placed within the shaded zone. The shaded area may include areas on neighboring lots in the proposed subdivision.
- (c) Delineation of the boundaries of the features below within any proposed IRSIS area:
  - (a) cultivated agricultural areas
  - (b) open canopy forest or non-forested but vegetated areas
  - (c) closed canopy forest areas

3. Soils information

While percolation testing is still required to identify a site for a primary onlot sewage disposal system utilizing conventional technology (non-IRSIS system), no percolation testing is required to identify an

IRSIS site. If IRSIS is proposed as the primary system alternative on a given lot, no percolation testing of that lot is required.

4. Provisions for long-term sewage disposal

Where an IRSIS is proposed as the primary sewage disposal option for a lot, replacement area testing may be required, depending on the particular circumstances of the planning module proposal. The replacement area testing requirements are determined on a case-by-case basis by the approving agency. If an IRSIS is proposed only as the replacement system option for any lot in the subdivision, then both the primary and replacement area must be identified and tested.

5. Municipal responsibilities

Prior to issuance of a permit for an IRSIS, Act 537 requires that the municipality and permittee enter into an agreement to provide management and oversight of the system. Although the absence of this permitting requirement at the planning module stage does not prevent the municipality or approving agency from granting planning module approval to subdivisions proposing IRSIS, DEP recommends that the developer and municipality explore available options to provide this management and oversight during the planning module stage. Having this agreement as part of the planning module approval could help expedite the subsequent permitting process for the individual lot owners once planning approval has been obtained.

**4. Wetland Protection**

- a. DEP is required to protect the wetlands of the Commonwealth from unnecessary destruction. The applicant is required to answer “yes” or “no” to the question of whether there are any wetlands in the project area. If yes, show these areas on the plot plan as they are identified by hydric soils in USDA Natural Resources Conservation Service maps or by National Wetlands Inventory mapping. If there is a disagreement with the mapping, or if wetlands are present and are not shown on the mapping, plot the results of actual in field identification of the wetlands on the plan. Use the identification process required by Title 25 PA Code Chapter 105, § 105.451, Identification and Delineation of Wetlands – Statement of Policy.
- b. If wetlands are present, indicate with a yes or no answer if the project is proposing any construction activities such as encroachments (fill, roads, utilities) or obstructions (bridges, walls, piers) in, along or across the wetlands. If any of these are proposed, please contact the DEP regional office for further information.
- c. Full delineation may be required as a condition of permit issuance, including issuance of Clean Streams Law permits, encroachment or obstruction permits for construction activities in, along, or across wetlands. The plot plan must distinguish between in-field delineations and transcribed mapping from existing sources.

**5. Primary Agricultural Land Protection**

Indicate whether the project involves the disturbance of prime agricultural lands. If the project will result in the disturbance of these lands, it must be consistent with policies and procedures established by the municipality for protection of prime agricultural lands. The project sponsor and local officials must rectify land use problems prior to submission of the sewage facilities planning module package to DEP for review.

**6. Historic Preservation Act**

Coordination with the Pennsylvania Historic and Museum Commission (PHMC) is necessary for proposals meeting conditions specified in DEP Technical Guidance 012-0700-001 *Implementation of the PA State History Code*. Specific documentation required to be submitted with this planning module package is found in the Technical Guidance, available online at the DEP Web site [www.depweb.state.pa.us](http://www.depweb.state.pa.us), select “Subjects”, 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.



## SECTION H. SEWAGE ENFORCEMENT OFFICER ACTION

This section requires the SEO to review the submitted soils test data and indicate whether or not the subdivision qualifies as generally suitable for the use of individual onlot sewage disposal systems. The SEO's signature and certification number is evidence of SEO review. The SEO is required to complete the review of the soils information within 20 days of receipt of the package. If marginal conditions exist, the SEO is required to complete Part 2 of Section H. If the residual tract contains an existing septic system, the SEO is required to complete Part 3 of Section H.

## SECTION I. ALTERNATIVE SEWAGE FACILITIES ANALYSIS

This section is used to document that the proposed sewage disposal method is appropriate for the project both over the short-term (5 years) and long-term (beyond 5 years). Local government officials should be consulted in completing this analysis. The analysis consists of a narrative that describes land uses, sewage disposal methods, sewage management programs and a comparison of existing methods of sewage disposal in the area with the proposed method of sewage disposal. The analysis is used by the municipality and approving agency to determine if the chosen disposal method will have an impact on future municipal sewer service to these areas, and whether other potential methods of sewage disposal could better serve the sewage facilities needs of the area as a whole. Attach the narrative to the planning module and title it "**Alternatives Analysis.**"

To complete the analysis, include the information listed below.

1. Describe the chosen disposal method, its location, the daily flow proposed and if the method is an interim method (to be replaced by the ultimate method in 5 years or less), or is an ultimate method (to serve the development in the long term, for 5 years or more). Also provide the number of lots or EDU's that will be served.
2. Describe 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.

Properties adjacent to the project must be described by indicating present land uses and zoning designations. Describe the sewage disposal methods being used for each of those adjacent land uses (onlot, municipal treatment, etc.) and if those methods are intended for interim or ultimate use.

3. Indicate if the sewage facilities described in (2) are in need of improvement due to high rates of onlot malfunction or overloaded public sewers. Is there a potential for a combined public/private project?

If any of the sewage facilities described above are in need of improvement due to overloaded treatment facilities or high onlot malfunction rates, a combined sewage disposal alternative that proposes to upgrade or construct facilities to serve these needs areas as well as the proposed project area may be more viable than a method intended to serve only the current project.

4. Determine and indicate what sewage disposal method that is proposed for the development area in the municipality's Official Sewage Facilities Plan (such as: onlot disposal systems, public sewers, etc.).
5. Describe any existing sewage management program(s) in the area, and/or any sewage management program(s) that this project would be required to participate in, and that program's requirements.

When the alternative analysis includes the potential construction of DEP-permitted **non-municipal** sewage treatment facilities, or a community onlot sewage system permitted by a local agency, the municipality is required to implement a sewage management program that must include one of the management options outlined in Title 25, Pennsylvania Code, §71.72 (available at [www.pacode.com](http://www.pacode.com)). These options range from financial assurances to municipal ownership of the facility. The applicant should describe which option will be proposed, how it will be implemented, and why it was chosen over the other methods outlined in §71.72. Details of the chosen option must be included.

6. Describe any potential alternative sewage disposal methods that are available for the project. Consider all reasonable possibilities for sewage disposal, such as a stream discharge or an alternate method of land disposal. The municipality, delegated local agency or DEP may also require consideration of particular types of sewage disposal methods in the analysis.

7. Describe why the proposed method was chosen over any of the other methods described in the alternatives analysis. Environmental, administrative, and financial concerns may be addressed. Also indicate how the chosen method will guarantee adequate sewage disposal for the development in both the short-term (up to 5 years) and long-term (beyond 5 years) by describing the adequacy of the proposed facilities (organic and hydraulic loading) and the ability of the facility to accept additional flows or loads.

8. Indicate who will be the owner of the facility, and who will be responsible for operation and maintenance of the facility.

To assure adequate long-term sewage disposal for the project, the disposal system must be properly operated and maintained. The applicant must indicate in the analysis who will be the owner of the facility and who will be responsible for the operation and maintenance of the facility. This may be a private individual, a municipality, a sewer authority or a management agency; however, the ultimate responsibility lies with the municipality. The delegated local agency or DEP may require a more extensive analysis of the available choices relative to ownership and operation of the facility. If the project will be required to participate in an **EXISTING** municipal sewage management program, or if a sewage management program is to be created, describe the program's requirements. Sewage management programs can consist of requirements for tank pumping, ordinances requiring maintenance of systems, or financial arrangements (fees, taxes, etc.) guaranteeing long-term operation of the treatment facilities.

9. Finally, the applicant may use the narrative to describe any special considerations or provide any additional information that supports the choice of disposal method. The alternative analysis must be attached to the planning module package for review by the municipality and approving agency.

**SECTION J. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES**

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resource's (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self explanatory, self conducted "PNDI Project Planning Environmental Review" searches are initiated at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) . This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) . Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning module submission is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see to the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available on line in the eLibrary at DEP's Web site address [www.depweb.state.pa.us](http://www.depweb.state.pa.us) .

**SECTIONS K, L, M. PERMEABILITY AND HYDROGEOLOGY**

*(Complete if marked in component)*

In certain situations, permeability testing and hydrogeology studies must be completed for the proposed development. These sections should only be completed if marked. Sections L and/or M should be completed and sealed by a registered professional geologist familiar with the requirements of these sections. If additional information is required, the registered professional geologist should contact the DEP Regional Hydrogeologist for further guidance.

## SECTION K. PERMEABILITY TESTING

*(Complete if marked in component or if the conditions in number 1 (below) apply)*

1. Completion of this section may be required when any of the following exist:
  - a. An onlot system with a total absorption area greater than 5,000 square feet will be used.
  - b. DEP has determined that the soil, underlying parent material, geology at the site, or volume of the discharge may cause adverse groundwater mounding or inadequate sewage treatment.
2. The following information is to be submitted:
  - a. Description of the soils and geology at the site and the characteristics of these which may limit the horizontal or vertical movement of sewage.
  - b. Description, location and results of any permeability testing performed, including:
    - (1) Identification and description of restrictive layers of soil, parent material and bedrock.
    - (2) Rate of flow through and laterally over those restrictive layers (in inches per hour).
    - (3) Calculation of potential groundwater mounding expected from the additional flows.
  - c. Recommendations on system design modifications needed because of poor permeability, including absorption area sizing or placement and dosing rates for onlot overland flow.

Note: DEP may require more detailed hydrogeologic information based on the information submitted in this section.

## SECTION L. PRELIMINARY HYDROGEOLOGIC STUDY

*(Complete if marked in component or if the conditions in number 1 (below) apply)*

**Hydrogeologic work requires an appropriate professional signature and seal.**

1. This section must be completed when soil-dependent treatment methods are proposed and any of the following apply:
  - a. A large volume system (a system designed for flows greater than 10,000 gpd) will be used.
  - b. A subdivision of more than 50 EDUs with a density of more than one EDU per acre is proposed.
  - c. DEP has determined that water supplies within ¼ mile of the proposed development site exceed 5 parts per million (ppm) nitrate-nitrogen (NO<sub>3</sub>-N).
  - d. DEP has determined that known geological conditions at the proposed site may contribute to the potential for groundwater pollution from such systems.
2. The following information is to be submitted on a copy of the topographic map of the area and in narrative form:
  - a. Results of background sampling for total coliform, fecal coliform, pH, and nitrate-nitrogen.
  - b. If as a part of a Preliminary Hydrogeologic Study a well is drilled to assess the background nitrate-nitrogen concentrations in the shallow groundwater, the hydrogeologist shall provide a log of the well or wells. The log or logs shall provide the date of drilling, total well depth, depth to bedrock, depth to bottom of casing, depth to all water bearing zones, and the static water level. The well logs do not need to be graphical. In addition, the report should contain a discussion of the well purging protocol used prior to well sampling. The protocol must assure that a fresh sample is obtained from the shallow aquifer.
  - c. Topographic location of the proposed system(s).
  - d. Estimated area of impacted groundwater (dispersion plume and mixing zone within the dispersion plume) calculated from the surface topography and known geologic conditions.
  - e. Identification of existing and potential groundwater uses within the dispersion plume.

Note: Based on the information submitted in this section, DEP may require more detailed hydrogeologic information (Section M, below).

## SECTION M. DETAILED HYDROGEOLOGIC STUDY

*(Complete if marked in component or if DEP determines during the planning process that the additional study is necessary.)*

**Hydrogeologic work requires an appropriate professional signature and seal.** A detailed hydrogeologic study must be completed when the proposed system(s) may degrade groundwater or surface water to the point that existing or potential groundwater uses or designated stream uses may not be protected. Often specific tasks listed in the detailed hydrogeologic study will satisfy DEP concerns. Since the level of study necessary for a particular site may vary, it is recommended to contact the DEP regional hydrogeologist to determine the level of study necessary for a project.

### A. Content of Detailed Hydrogeologic Study

The following information must be included in the detailed hydrogeologic study using narrative and/or maps as appropriate.

1. Type of discharge to groundwater. This includes:
  - a. Dry stream channel
    - (1) Intermittent stream (dry under low flow conditions)
    - (2) Stormwater drainage ditch (flow in wet season or during and immediately after storms)
  - b. Onlot subsurface disposal
    - (1) Individual onlot systems
    - (2) Community onlot systems
    - (3) Large Volume onlot systems
  - c. Land Application
    - (1) Spray irrigation
    - (2) Unlined wetland cell
    - (3) Groundwater infiltration
2. Plot the topographic location of the discharge.
3. The relationship between surface water and groundwater flow.
4. Investigate, describe and plot geologic and hydrogeologic characteristics influencing groundwater flow. These characteristics include but are not limited to the following:
  - a. Bedrock formations, lithologic description and range of depth
  - b. Bedding features, the frequency and direction of dominant joints and fractures
  - c. Faults, lineaments and earth fracture traces
  - d. Karst features such as open and closed sinkholes, closed depressions, known solution channels, pinnacles or other specific features
  - e. Unconsolidated material characteristics (soil, glacial materials, fluvial materials, etc.)
  - f. Unconsolidated bedrock characteristics (saprolite, weathered zones)
  - g. Elevation of the permanent groundwater table, anticipated water table fluctuation and groundwater flow direction
  - h. Unconfined or confined aquifer characteristics
  - i. Aquifer flow characteristics as quantified through pump testing or other characterization methodology (i.e., hydraulic conductivity, storage coefficient, transmissivity, etc.)
  - j. Existing, planned and potential down-gradient groundwater uses including, but not limited to: all water supply locations; the volume of water used at these locations; the estimated horizontal extent of each well's cone of

depression; and the influence of pumping upon the natural groundwater gradient, the direction of flow and including both existing and potential water supplies.

5. Groundwater/surface water characteristics, including:
  - a. If as a part of a Detailed Hydrogeologic Study a well is drilled to assess the background nitrate-nitrogen concentrations in the shallow groundwater, the hydrogeologist shall provide a log of the well or wells. The log or logs shall provide the date of drilling, total well depth, depth to bedrock, depth to bottom of casing, depth to all water bearing zones, and the static water level. The well logs do not need to be graphical. In addition, the report should contain a discussion of the well purging protocol used prior to well sampling. The protocol must assure that a fresh sample is obtained from the shallow aquifer.
  - b. Existing groundwater quality and quantity, including, but not limited to, the following analyses:

1) Total coliform	10) Total manganese
2) Fecal coliform	11) Sodium
3) pH	12) Magnesium
4) Total iron	13) Calcium
5) Turbidity	14) Potassium
6) Alkalinity	15) Sulfate
7) Nitrate-Nitrogen	16) Total Dissolved Solids
8) Chloride	17) Hardness
9) Ammonia-Nitrogen	18) Volatile Organic Compounds
  - c. The name, location, flow characteristics, flow volume (cfs), existing water quality and designated use of any potentially impacted surface water (receiving stream). Include all surface water uses as listed for the water body in Chapter 93.
  - d. Influence of surface water runoff and groundwater recharge on groundwater characteristics.
  - e. Designation of any watershed area that is utilized for a water supply, recreation, or agricultural irrigation.
  - f. Any other information necessary to adequately analyze the hydrogeologic impact by the proposed facility.

**B. Detailed Hydrogeological Study Analysis and Report**

Using the information gathered, describe and analyze the proposed facility's impact. Use narrative and mapping where appropriate. A complete study should include, but not be limited to, the following items:

1. Discuss pre-treatment system components proposed to decrease effluent contaminant levels prior to groundwater discharge. Include design and testing data submitted to support any long-term, consistent, reliable, and measurable treatment claims.
2. Delineate any dispersion plume in which the existing water quality will be degraded. Include all identified contaminant and hydrogeological variables from the site in this analysis.
3. Describe any natural condition and/or artificial control that confines dispersion plume flow.
4. Delineate a mixing zone within the dispersion plume where any chemical or biological concentrations will exceed rates in Federal Drinking Water Quality Standards.
5. Identify a buffer zone for the dispersion plume and mixing zone and also discuss the effects of seasonal weather conditions on this zone.
6. Discuss impacts on existing, planned and potential groundwater uses in the delineated dispersion plume, mixing zone and buffer zone.
7. Discuss any surface water bodies that may intercept, or interact with the dispersion plume.

8. Predict and quantify any impacts the identified dispersion plume will have upon the uses listed for that surface water body.
9. Predict any effects of the dispersion plume on all existing, planned or future groundwater uses.
10. Predict the extent and height of any groundwater/wastewater mound and capillary fringe resulting from restrictive layers in the subsurface. Restrictive layers may include, but are not limited to restrictive soil horizons, unconsolidated geological materials, weathered bedrock materials, low permeability bedrock, or a permanent groundwater table.
11. Discuss any physical, chemical or biological impact to groundwater, surface water or treatment facility function resulting from the formation of a groundwater/wastewater mound including capillary fringe. Soil is often is part of the treatment process and for analysis purposes may be considered part of the treatment facility.
12. Discuss and propose any system change or recommendations deemed necessary to mitigate the effects of the identified groundwater/wastewater mounding.
13. Discuss any groundwater monitoring program necessary to guard against adverse impacts from the facility. The program should include proposed monitoring well locations, appropriate groundwater sampling methodologies, appropriate chemical and biological sampling parameters, and appropriate monitoring frequencies. If appropriate, include monitoring considerations to protect existing surface water uses.
14. Discuss authority for controlling groundwater uses within the mixing and buffer zones. Such items as, groundwater easements and access rights that are necessary for mitigation or abatement purposes, should be discussed.
15. Discuss contingency plan to abate pollution if groundwater monitoring reveals a problem.

## **SECTION N. RETAINING TANKS**

When the proposed method of sewage disposal is retaining tanks (including holding tanks, privies, chemical, incinerating, recycling or composting toilets) the applicant must complete this section. For exceptions to these requirements, see Chapter 71, Section 71.63. Since holding tanks and privies require more intensive maintenance to provide for long-term use than other onlot systems, there are restrictions on their use. This section is divided into three parts: Holding Tanks; Privies; and Tank Pumping and Content Disposal.

### **1. Holding Tanks**

To complete question (a) in the component, the applicant must refer to the municipality's Official Sewage Facilities Plan. The applicant needs to determine:

- a. if the Official Plan allows for the use of holding tanks for the proposed lot(s). For new land development projects, holding tanks can only be utilized as an interim method and provision must be made for adequate replacement sewerage facilities. The approving agency will determine the length of time that holding tanks may be used before implementation of the replacement method is required. If the Official Plan does not provide for use of holding tanks, the plan must be revised to provide for use of the tanks using this component.
- b. if the Official Plan provides for the replacement of the holding tanks with adequate sewerage facilities. The applicant must attach the implementation schedule for the replacement sewerage disposal method. If the plan does not provide for a replacement method, the plan must be revised to provide for a replacement method using this component. The delegated local agency may require that a separate component be completed for the replacement method.
- c. if the Official Plan provides for financial assurances (public financing, escrows, bonding) for the implementation of the replacement sewerage facilities. The applicant must provide a description of the financial assurances to be used and attach it to the package. If the plan does not provide for financial assurances the plan must be revised to provide for those assurances using this component.

To complete part (b) in the component, the applicant must attach proof that the municipality, authority or other DEP approved entity will be responsible for the tank(s), and that there are suitable ordinances, regulations, or restrictions in place and administered by these agencies to maintain the tanks and dispose of the tank contents. Copies of these ordinances, regulations or restrictions must be attached to the component package before the municipality or approving agency will consider the package complete.

Projects proposing the use of holding tanks must also complete Part 3, (Retaining Tank Pumping and Content Disposal). Instructions for that section are found below under “Retaining Tank Pumping and Content Disposal.”

## 2. Privies/Chemical Toilets

This section is to be completed when privies are proposed as the sewage disposal method.

All proposals utilizing privies must complete Section G (Site Suitability) of this component showing that soil and site suitability tests have been conducted and that the site is suitable for onlot sewage disposal systems on each lot (consult the instructions for Section G).

The applicant must also attach copies of existing ordinances, regulations or restrictions that require the municipality, authority or DEP approved entity to assume responsibility for the removal of the privies and the installation of an onlot system in the event that water under pressure is supplied in the future. Part 3 below (Tank Pumping and Content Disposal) must also be completed.

For exceptions to these requirements, see Chapter 71, Section 71.63.

## 3. Retaining Tank Pumping and Content Disposal

When retaining tanks are proposed, the applicant must provide the name of the proposed retaining tank cleaner, their address and phone number. The applicant must identify the disposal site by name, the type of disposal site (land disposal, treatment facility), its location, and provide the NPDES permit number or the land disposal permit number of the disposal site. A letter from the disposal site verifying that the disposal site is willing to accept the retaining tank contents must be attached. DEP reserves the right to verify and approve disposal sites under the Solid Waste Management Act and the Clean Streams Law. If the chosen disposal location is a treatment facility that is not meeting effluent standards as required under its permit, that facility will not be able to accept holding tank contents. A land disposal site may also be limited in its ability to accept additional retaining tank waste. The applicant should ensure that the disposal site is able to accept the tank contents.

## SECTION O. PUBLIC NOTIFICATION REQUIREMENTS

If publication is required, the published notice must contain certain facts about the project in a newspaper of general circulation within the municipality affected to provide a chance for the general public to comment on proposed new land development projects. The applicant or the applicant's agent, the municipality or the local agency, may provide this notice. 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 that municipality or local agency will be relieved of the obligation to publish.

**Contents of Publication Notice.** The following items must be contained in the notice:

1. Name of project.
2. Type of development (residential, multi-residential, commercial, industrial).
3. Location, including road and street markers, municipality and county.
4. Acreage under development and number of equivalent dwelling units proposed.
5. Type of sewage disposal proposed (individual, community or large volume onlot, holding tanks).
6. Reason why publication was necessary.
7. Establishment of a 30 day comment and review period.
8. Where and when the Sewage Facilities Planning Module can be seen for comment and review (preferably, the municipal office).
9. Address of municipal office where comments will be accepted.

All comments, the municipal responses to comments, and proof of publication shall be submitted with the Sewage Facilities Planning Module package. If no comments were received, attach a copy of the public notice and check the appropriate box in Section O.

## SECTION P. FALSE SWEARING STATEMENT

The individual who completed Section G of the component must provide the information requested in the first block and acknowledge the false swearing statement by printing their name, signing and dating the form, and checking the box that best describes their employment status in the municipality. The individual completing the rest of the component fills out and signs the second block. If a waiver of the planning requirements is requested for the residual tract of the subdivision, the block indicating this must be checked.

## SECTION Q. MUNICIPAL ACTIONS

### *(marginal conditions and/or residual tract waiver)*

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. If neither of these conditions are met, the section should not be completed.

### **1. Provision of Long-Term Sewage Disposal (Marginal Conditions)**

The Sewage Facilities Act requires that adequate sewage facilities be available to serve a municipality in both the short-term and the long-term. This becomes more critical where onlot systems are proposed for lots with marginal conditions. The options available to the property owner and municipality to assure long-term sewage facilities where marginal soils conditions have been identified in Section G and/or H of the component include: inclusion of the subdivision in a sewage management program; conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewage systems; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre.

The option selected must be accepted by the municipality by signing and dating Section Q of the component.

The options should be carefully evaluated and all necessary testing or justification for the option chosen must be included with the Sewage Facilities Planning Module. Submittal of this project without the required documentation will result in return of the planning module as incomplete.

#### **a. Option 1 - Provision of a Sewage Management Program**

When new land development projects are included in an existing sewage management program established by the municipality and approved by DEP under Chapter 71, Section(s) 71.32 and 71.73, the municipality has documented provision of long-term sewage facilities if:

- (1) An alternative analysis evaluates the available options and describes why provision of a sewage management program is the most administratively and environmentally viable option.
- (2) Documentation is submitted that an approved sewage management program is currently being administered in the municipality.
- (3) Documentation in the form of a municipal letter or resolution is submitted to show that the proposed development will be included in the sewage management program.

#### **b. Option 2 - Replacement Area Testing**

A soil profile examination and percolation test may be done for the primary system and a future replacement system in the event the primary system fails. New land developments which have conducted soils testing for both a primary and replacement absorption area on each marginal lot have documented provision for long-term sewage facilities if:

- (1) An alternative analysis evaluates the available options and describes why replacement area testing is the most administratively and environmentally viable option.
- (2) At least one soil evaluation probe and complete percolation test has been conducted for both the primary and replacement absorption area on each lot.



- (3) DEP's staff is contacted, has concurred with the placement and number of **SOIL EVALUATION PROBES** required on each site and has been given the opportunity to observe the probes.
- (4) DEP's staff is contacted and has concurred with the number and location of **PERCOLATION TEST HOLES** to be used for the testing.
- (5) The results of all tests, both suitable and unsuitable, are submitted on "Site Investigation and Percolation Test Report" form(s) for the primary and replacement areas.
- (6) The soils tests document that a suitable site is available for both the primary and replacement system.
- (7) The replacement area tests are conducted on those lots or areas of the development that are determined to have marginal site conditions.
- (8) All isolation distances (from Chapter 73, Section 73.13) from both the primary and replacement site can be met.
- (9) The plot plan shows both the primary and replacement absorption areas along with all other required information.
- (10) The recorded plot plan must contain a statement that the indicated areas are reserved for replacement absorption areas in the event the primary onlot system absorption area fails, and that the area must not be disturbed.

c. **Option 3 - Scheduled Replacement with Sewerage Facilities**

New land development projects which are determined to be marginal for use of onlot systems may propose the interim use of onlot sewage disposal systems pending connection to a community sewage system. These proposals may be considered to have documented provision of long-term sewage facilities if:

- (1) An alternative analysis evaluates the available options and describes why replacement with community sewage systems is the most administratively and environmentally viable option.
- (2) Documentation is submitted that shows that an approved sewage facilities plan update revision identifies and describes the community sewage system proposed for use, projects adequate capacity at the planned time of connection, commits the municipality to plan implementation and includes the financing, implementation timetables, conceptual designs and administrative arrangements necessary to connect the entire development to a community sewage system within 5 years.
- (3) Documentation that the proposed development is within the proposed service area projected to be served by a community sewage system within five years.

d. **Option 4 - Reduction of the Density of Onlot Systems**

When the sole reason for the designation of a subdivision as marginal for long-term use of onlot system use is the proposed density of lots, the development may be subdivided into larger lots to achieve a density of 1 Residential Dwelling Unit/acre or less.

**2. Residual Tract Waiver**

DEP believes that developers, municipal officials and future lot owners are best protected by complying with sewage planning requirements to assure that adequate sewage facilities will be available to serve all newly created subdivisions. However, DEP is aware that some subdivision proposals include residual tracts on which no construction is proposed which would require the use of sewage disposal facilities. Developers having such residual tracts may not be required to complete sewage facilities planning for that portion of the subdivision if this claim is valid. The residual tract waiver may be requested by checking the block in Section G.2. of the Component 2.

To be valid, acceptance of the request for a waiver by the municipal or county planning agency and the municipality is required. The municipal or county planning agency will indicate its acceptance of the proposed waiver by

marking the appropriate blocks on Component 4. The municipality indicates its acceptance of the proposed waiver by signing and dating the appropriate statement in Section Q of Component 2. When the proposal involves the subdivision of property on which there is an existing building currently served by an onlot septic system on the residual tract, the municipality's SEO must inspect the system and sign and date the statement in Section H.3. of the planning module.

In addition, the planning module must include a plot plan or deed or deed notice which contains language similar to the following, directed to the residual tracts:

"As of the date of this deed/plot plan/deed notice recording, the residual tract of this subdivision is dedicated for the express purpose of \_\_\_\_\_ use. No portion of the residual tract of this subdivision has been approved by the municipality or the approving agency for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and approving agency have approved any required sewage facilities planning for the residual tract of the subdivision described herein in accordance with the Sewage Facilities Act (35 P.S. Sections 750.1 *et seq.*) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this residual tract should contact the municipality which is charged with administering the Sewage Facilities Act to determine what sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals."

**Language similar to the above must be recorded on the plot plan or deed or deed notice and a copy of the deed or plot plan or deed notice must be submitted with this planning module submission.**

**SECTION R. REVIEW FEES**

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.) After consideration of the options available, please check the appropriate box in the Component 2 form attached.

1. For **REVISIONS** to the Official Plan (approving agency: DEP)

Under Act 537, the fee for DEP review of a Component 2 planning module is \$30/lot or EDU. This fee may be charged each time the planning module is denied and resubmitted.

DEP Planning Module Review Fees for a Component 2 submission may be determined using the following formula:

# \_\_\_\_\_ Lots (or EDUs) x \$30.00 = \$ \_\_\_\_\_

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.

2. For **SUPPLEMENTS** to the Official Plan (approving agency: delegated local agency)

Delegated local agencies must establish fees for the review of planning modules in fee schedules formally adopted by the delegated agency and available to the public. The applicant should contact the delegated agency to determine the amount of the review fee and the payment details. The delegated agency may charge fees for each review of the planning module.

## OTHER REQUIREMENTS

### Planning Agency Review

Component 4 (Planning Agency Review) and a copy of the entire planning module package must be forwarded by the applicant to each existing municipal, county, or areawide planning agency and any existing county or joint county health department for their comments. The use of registered mail or certified mail (return receipt requested), by the applicant when forwarding the planning module package to the agencies will provide proof of receipt. These agencies are required to provide comments within 60 days of receipt of the module package. The planning agencies will review the package for consistency with municipal and county official sewage facilities plans, municipal comprehensive plans, zoning, and land use designations. They will also determine whether the plan is consistent with wetland protection, stormwater management, archaeological and historical resources, and prime agricultural land protection as indicated in the comprehensive plan for the area. Proof that the package has been in front of these agencies for 60 days without comment will satisfy the review requirement. When the agencies return the package to the applicant, or if 60 days have passed without comment, the package may be submitted to the municipality for its action.

### Municipal Review

1. For **REVISIONS** to the Official Plan (approving agency: DEP)

The municipality must determine if the planning module package is complete within 10 days of its receipt. If it is complete, the municipality must sign and date the checklist following this guidance to document the date of receipt of a complete planning module package. Incomplete packages are returned to the applicant for completion.

The municipality must act upon a complete Component 2 planning module package within 60 days of receipt or within such additional time as the applicant and municipality may agree to in writing. If the municipality fails to act within 60 days or the agreed-to time extension, the planning module will be deemed to be approved by the municipality. In either case, the complete planning module, along with the signed and dated completeness checklist, may then be sent to DEP by the municipality or applicant for final review.

Municipal actions can include adoption of the planning module as a revision to the municipality's Official Plan, adoption of the revision with modifications, or denial of the revision. If the plan is adopted, the municipality sends the revision, along with the signed and sealed Resolution for Plan Revision form and signed Transmittal Letter form, to DEP. Denied revisions are returned to the applicant with the reason(s) for denial. DEP must also be informed of the reasons for denial.

2. For **SUPPLEMENTS** to the Official Plan (approving agency: delegated local agency)

The municipality must determine if the planning module package is complete within 10 days of its receipt. If it is complete, the municipality must sign and date the checklist following this guidance to document the date of receipt of a complete module package. Incomplete packages are returned to the applicant for completion.

The municipality must act upon a complete Component 2 planning module package within 60 days of receipt or within such additional time as the municipality and applicant may agree to in writing.

Municipal actions can include approval of the project as a supplement to the municipality's Official Plan, approval of the supplement with modifications, or denial of the project as a supplement to the Official Plan. If the supplement is approved, the municipality forwards it to the delegated local agency serving the municipality for final review. Denied

supplements are returned to the applicant with the reason(s) for denial. The delegated local agency and DEP must also be informed of the reasons for denial.

**Approving Agency (DEP or Delegated Local Agency) Review**

1. For **REVISIONS** to the Official Plan (approving agency: DEP)

DEP must determine if the proposed Official Plan revision is complete within 10 days of receipt. If it is complete, DEP will review the proposed revision. DEP must approve or disapprove the proposed revision within 120 days of receipt of a complete planning module, unless the proposed revision is for a residential subdivision plan which requires DEP action within 60 days of receipt of a complete plan submission. If DEP fails to act within this 120 day period (60 days for residential subdivision plans), the proposed plan revision is deemed to be approved, unless DEP informs the municipality before the expiration of the review period that a time extension is necessary to complete the plan review. This time extension may not exceed 60 days.

The municipality and applicant will be informed of DEP's action by letter. If the planning module is disapproved, the municipality and applicant will also be informed of the reason(s) for the disapproval.

2. For **SUPPLEMENTS** to the Official Plan (approving agency: delegated local agency)

The delegated agency must determine if a proposed planning module supplement is complete within 10 days of receipt. If complete, the delegated agency must approve or disapprove the proposed plan supplement within 60 days or such additional time as the applicant and delegated agency may agree to in writing. No additional approval by DEP is required.