

**SIDNEY-SHELBY COUNTY GENERAL HEALTH DISTRICT**

202 W. Poplar St., Sidney, OH 45365

Email: [sschd@shelbycountyhealthdept.org](mailto:sschd@shelbycountyhealthdept.org) Website: [www.shelbycountyhealthdept.org](http://www.shelbycountyhealthdept.org)

Phone: (937) 498-7249 Fax: (937) 498-7013

Hours: 7:30 a.m. – 4:00 p.m., Monday – Friday

**SITE EVALUATION APPLICATION FOR THE INSTALLATION/ALTERATION/OPERATION  
OF A HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS)**

*(Note: This must be completed in order to determine Health Department "HSTS evaluation approval",  
which is needed prior to the issuance of a County building permit)*

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Affiliation to Owner: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Applic. Phone #: \_\_\_\_\_

Optional Contact Info (Fax/E-Mail/Cell): \_\_\_\_\_

Township of Site: \_\_\_\_\_ Acreage of Site: \_\_\_\_\_

Survey/Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Type of Dwelling: \_\_\_\_\_ Single Family Residence \_\_\_\_\_ Duplex \_\_\_\_\_ Triplex

"Bedroom" means any room within a dwelling that might reasonably be used as a sleeping room, including but not limited to, rooms designated as a den, office or study.

Total Final Number of Bedrooms: \_\_\_\_\_ Type of Foundation: \_\_\_\_\_

Location of Available Drainage: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Type of Development: (Check applicable situation A, B or C below, and complete the required information)**

**A. Installation of a new HSTS for a new residence on a currently vacant lot.**

1. Provide HSTS design plan.
2. Provide site plan (see attached site plan checklist for details) (This may be part of your design plan).
3. As part of the site plan, include contour lines in one foot increments for the residence, primary and future sewage system areas (This may have been done as part of your land survey).
4. Provide Site and Soil Evaluation Information per OAC 3701-29-07. (This may have been done as part of your land survey).
5. Provide a copy of the legally recorded survey if less than 10 acres.
6. Provide a copy of the floor plan for the house.
7. Flag or stake proposed location of house, driveway, and other accessory structures.
8. Flag or stake proposed location of the HSTS and the reserved replacement area for future HSTS.
9. Make property boundaries easily visible.
10. Read and sign acknowledgement at the bottom of this page.
11. Submit \$150.00 fee with this application to the Health Department.

- B. **Alteration/Renovation of an existing HSTS** due to sewage system failure, replacement of the current house with a new house with more bedrooms, or when there is a change in location of the house on the lot.
1. Provide HSTS design plan.
  2. Provide Site and Soil Evaluation Information per OAC 3701-29-07.
  3. Provide site plan (see attached site plan checklist for details).
  4. As part of the site plan, include contour lines (in one foot increments) for the residence, primary and future sewage system areas.
  5. Provide a copy of the legally recorded survey for the property if less than 10 acres.
  6. Provide a copy of the floor plan for the house.
  7. Year HSTS installed \_\_\_\_\_; Owner when HSTS was installed \_\_\_\_\_.
  8. Provide a copy of any HSTS records you have which show system layout.
  9. Flag or stake location of existing HSTS and reserved replacement area for future HSTS.
  10. Most recent date tank was pumped \_\_\_\_\_ (The tank may need to be pumped as part of the alteration/renovation).
  11. Have HSTS inspection/maintenance ports accessible to the surface of the ground for inspecting.
  12. Flag or stake proposed location of new construction/development.
  13. Make property boundaries easily visible.
  14. Have a plumbing inspection performed by the County Plumbing Inspector or a registered plumber, on all internal plumbing to determine if all wastewater drains go into the HSTS. Date completed \_\_\_\_\_; by whom \_\_\_\_\_.
  15. Read and sign acknowledgement at the bottom of this page.
  16. Submit \$150.00 fee with this application to the Health Department.

- C. **Operation/Protection of a HSTS** due to a bedroom addition or where there is proposed development (other than B. above) which will permanently reduce the amount of ground area on the lot. This also applies to auxiliary structures or ponds construction.
1. Provide site plan (see attached site plan checklist for details).
  2. Provide a copy of the legally recorded survey for the property if less than 10 acres.
  3. Year HSTS installed \_\_\_\_\_; Owner when HSTS was installed \_\_\_\_\_.
  4. Provide a copy of any HSTS records you have which show system layout.
  5. Flag or stake location of existing HSTS and reserved replacement area for future HSTS.
  6. Most recent date tank was pumped \_\_\_\_\_ (The tank may need to be pumped as part of the operation/protection).
  7. Have HSTS inspection/maintenance ports accessible to the surface of the ground for inspecting.
  8. Flag or stake location of new construction/development.
  9. Make property boundaries easily visible.
  10. Read and sign acknowledgement at the bottom of this page.
  11. Submit \$75.00 fee with this application to the Health Department.

**\*\*\*If an application is submitted for an environmental service and the applicant later requests a withdraw of the service, 25% of the program fee will be retained by the department as an environmental health administrative fee.**

ATTENTION: This evaluation will not be processed until all required information is completed.

NOTE: After this application has been processed and the site evaluation performed, a HSTS status letter will be sent to the applicant along with any requirements/stipulations. This application will expire if the installation/alteration/operation of the HSTS does not commence within one year from the date of approval of this application.

PENALTY: Work must cease immediately on any construction that begins prior to attaining proper approval. Penalties will be enforced for work performed without approval and for each repeat field reinspection.

**OWNER/APPLICANT ACKNOWLEDGEMENT:** To the best of my knowledge, all of the above information has been completed correctly & thoroughly. I understand and agree that approval for development will be subject to the conditions stipulated by this application. I also understand that if changes occur, approvals will be void/revoked until the new changes have been reviewed and new approvals granted.

Owner/Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Administrative receipt checklist:  Site plan  Legal survey  Floor plan (A & B only)  Signatures

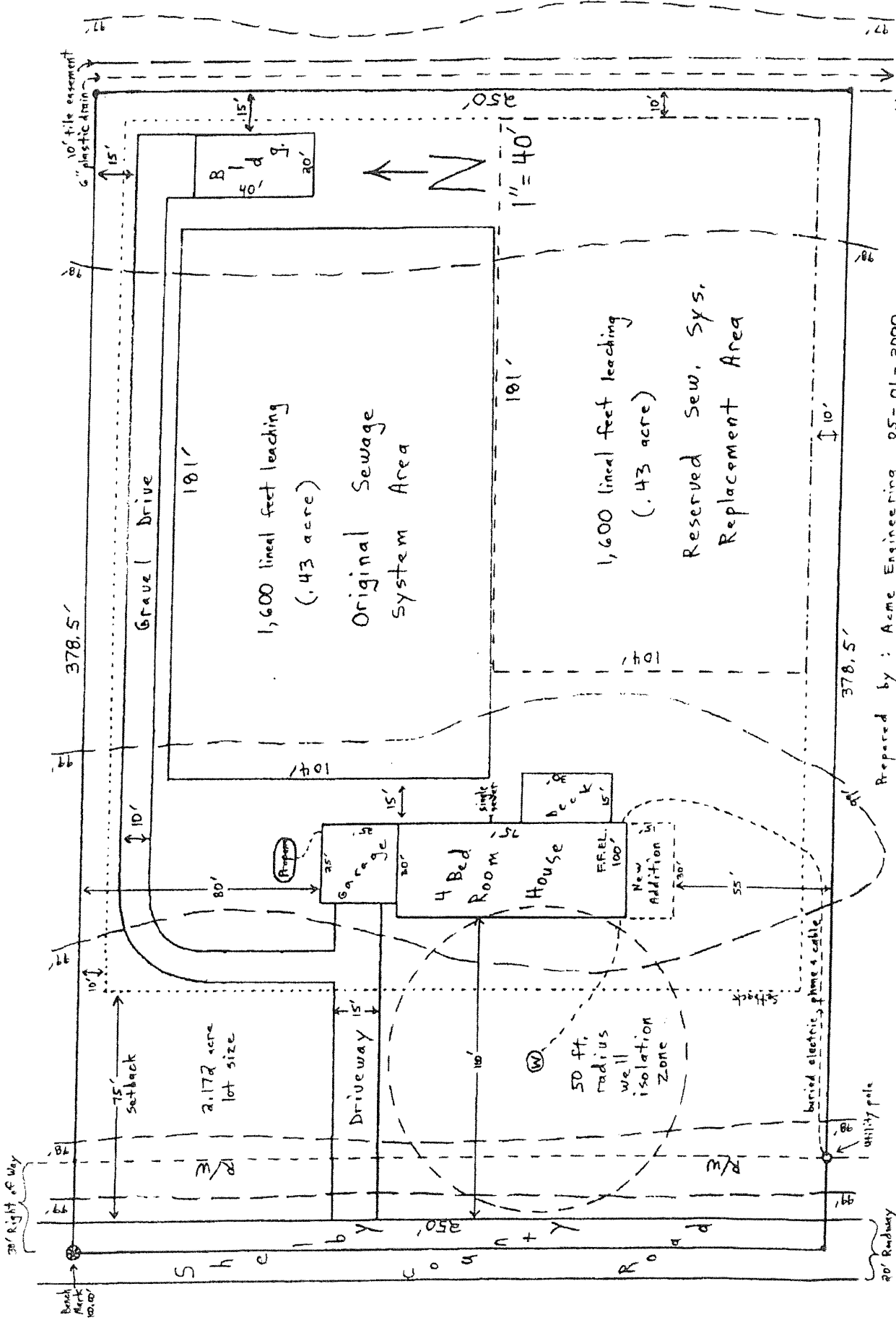
Fee Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Site Plan Checklist

Note: The site plan shall be prepared by a qualified person (such as an engineer or surveyor) who is capable of accurately, thoroughly, and legibly completing the following information.

- \_\_\_\_\_ 1. Draw to scale (a scale of 1" = 40' or less, is required).
- \_\_\_\_\_ 2. Show North arrow.
- \_\_\_\_\_ 3. Draw the shape of the lot and give the dimensions of the lot lines.
- \_\_\_\_\_ 4. Identify benchmark location and elevation (assigned or USGS). (This is not required for Section C of this application.)
- \_\_\_\_\_ 5. Draw contour lines in one foot increments showing the existing and finished grade of the lot. (This is not required for Section C of this application.)
- \_\_\_\_\_ 6. Show all existing and proposed wells on this lot and within 50 feet of this lot. Also show a 50 foot radius isolation zone around each of these wells for proper protection distance.
- \_\_\_\_\_ 7. Show building setback distances.
- \_\_\_\_\_ 8. Designated with a solid line, show and give dimensions of all permanent structures located on this lot, and give the distances from property lines and between structures (house, driveway, buildings, pond, etc).
- \_\_\_\_\_ 9. Designated with a dashed line, show and give dimensions of proposed permanent structures on this lot, and give the distances from property lines and between structures (house, additions, buildings, future pond, etc).
- \_\_\_\_\_ 10. Show the location of existing, buried utilities (electric, phone, gas, sewer) and any easements designated for them, if applicable.
- \_\_\_\_\_ 11. Show the location of a working drainage outlet (tile or creek) located on the property. If it is a drain tile, show the direction of flow and describe the ditch/creek where the tile outlets into. Also, show the size/location of the easement designated for the future protection of the tile.
- \_\_\_\_\_ 12. Show the location of all ponds, ditches, and creeks within 100 feet of this property. Show location of 100 year floodplain, if applicable.
- \_\_\_\_\_ 13. Show the location and give the dimension of the HSTS area.
- \_\_\_\_\_ 14. Show the reserved replacement area dimensions for the future HSTS.
- \_\_\_\_\_ 15. Show any other pertinent information affecting development.
- \_\_\_\_\_ 16. On the site plan, give the name of the site plan preparer and the date the plan was prepared.

There is a Sample of a Site Plan on the back of this page



Prepared by: Acme Engineering 05-01-2000

tile drains  
1000 ft. to  
shelby ditch

10' tile assessment  
6" plastic drain

Back Mark 10.00



**Public Health**  
Prevent. Promote. Protect.

# Board of Health Sidney-Shelby County

202 W. Poplar Street, Sidney, OH 45365

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Health Commissioner

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## Policy and Procedures for HSTS Evaluation/Inspection

The following are policies and procedures for the evaluation of existing Household Sewage Treatment Systems (HSTS) as it relates to real estate evaluations for real estate transfers, land surveys involving a lot split with an existing dwelling, and for section "C" site evaluations when a sewage application is submitted. This is a guide only and may not fit every situation that arises on an evaluation.

### HSTS Section "C", and Land Survey Lot Split with Existing dwelling evaluations

The purpose of these evaluations is to make sure the development or new lot will not impact on the existing sewage system or sewage system replacement area and to ensure that the sewage system is not creating a nuisance. The development or new lot line must be at least ten feet from the sewage areas. This procedure will vary in implementation depending on the system type. The more common system configurations and the evaluation procedure for each are as follows:

- 1. A septic tank only with no permit on file with the Health Department:**  
The homeowner or designated agent will have to provide proof of a secondary treatment mechanism. If no secondary treatment mechanism is found, then the system will be required to be upgraded.
- 2. A septic tank and sub-surface sand filter (permit on file):**  
The effluent being discharged from the sand filter needs to be inspected for quality. A riser must be in place or installed on the outlet tile of the sand filter.
- 3. A septic tank and leach field or bed and curtain drain (permit on file):**  
The effluent level in the septic tank and distribution box can be checked to make sure the leach field or bed is not backed-up. The curtain drain needs to be checked to make sure no sewage water is draining into the tile. The leaching area needs to be probed and walked to see if there is any surfacing sewage water. A dye test may need to be conducted if there is a question to whether or not sewage water is discharging off-lot. If no curtain drain exists, additional checking may be required to ensure no sewage water is discharging off-lot (check for any connections made to leaching via gravel trench or tile).
- 4. An aeration system:**  
The system should be checked to make sure it's functioning as designed and discharging a quality effluent (see aeration inspection sheet).
- 5. Mound system:**  
Reference editions 9.14 and 15.24 of "Design and Construction Manual for Wisconsin Mounds" or the OSU Extension Bulletins 813 and 829.

**Note:** The HSTS Section "C" evaluation application and fee requirements are waived if the HSTS was inspected by the Health Department within the past 18 months (Real Estate evaluation, Section "C" HSTS evaluation, or Land Survey HSTS evaluation) or if the system has a HSTS Operational Permit (1 or 5 year permit, including aeration systems under a maintenance contract). Only a site plan needs to be submitted to show that the proposed development will not impact the HSTS or HSTS replacement area. An inspection may be done at that time at the discretion of the sanitarian and will count towards the HSTS Operation Permit renewal. HSTS Operational Permit renewals will be done according to the expiration date assigned.

### Real Estate evaluation

The purpose of this evaluation is to ensure that the sewage system is not creating a nuisance and functioning as designed. The procedure for this evaluation is the same as section "C" and lot split evaluations except that it is mandatory for all system components to be in place. Risers to grade with lids must be installed over the inlet and outlet access manholes of the septic tank and over the distribution box. An inspection port must be in place or installed over the curtain drain for a leach field or a subsurface sand filter drain prior to connection to the outlet tile. The baffles of the septic tank must be checked to make sure they are intact. The house plumbing should be checked to make sure all wastewater drains go to the sewage system. The tank must be pumped out after the initial evaluation unless it has been pumped out in the past 2 years (proof must be provided). A dye test may be needed if there is uncertainty on whether or not untreated sewage effluent is discharging off-lot.

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STEVE J. TOSTRICK, M.P.H., R.S.  
HEALTH COMMISSIONER

## **Building permit sign-off policy for HSTS application section "C"**

The Health Department evaluates existing sewage systems and wells on residential lots when there is a development due to a home addition or when there is a proposed development that will permanently reduce the amount of ground area on a lot. The "Policy and Procedures for Sewage System Evaluation/Inspection" should be referenced for the process for evaluating the sewage system. This policy outlays the various situations that arise and how to handle them as it relates to the building permit and/or property.

1. During the evaluation, the sewage system is found failing and creating a nuisance. Orders should be issued to upgrade the sewage system giving a timeframe to have the system installed. The building permit can be signed-off on and the upgrade of the system can be handled under the normal process for compliance. An additional \$75 needs to be collected to convert the sewage application to a section "B" for the upgrade of the system
2. During the evaluation, the sewage system is found satisfactory but needs altered. This may be due to a bedroom addition or changing the location of part of the system due to the proposed development. (Adding leaching, moving septic tank, changing size of system, etc.) A letter needs to be sent to the applicant detailing what is required to be done to the system due to the proposed development. An additional \$75 needs to be collected to convert the sewage application to a section "B" for the alteration of the system. The building permit can be signed-off on and the alteration of the system must be completed prior to the completion of the project.
3. During the evaluation, the system is found satisfactory  
An approval letter is to be sent to the applicant.