

SIDNEY-SHELBY COUNTY HEALTH DEPARTMENT

202 W. Poplar St., Sidney, OH 45365

Website: www.shelbycountyhealthdept.org General email: sschd@shelbycountyhealthdept.org

Phone: (937) 498-7249 Fax: (937) 498-7013 Hours: 7:30 a.m. – 4:00 p.m., Monday – Friday

APPLICATION FOR LAND SURVEY EVALUATION

The Health Department will only examine proposed land survey lots ≤ 5 acres.

CRITERIA:

- 1. Newly created residential building lots ≤ 5 acres in size, and/or
2. Existing residential building lots that will be reduced in size and will have a final acreage ≤ 5 acres, and/or
3. Non-building lot/add-ons ≤ 5 acres where the ground is taken from a large lot that will remain > 5 acres.
(The Health Department will not be directly examining existing lots that are increasing in size.)

Other:

- > For unique surveys ≤ 5 acres (i.e. retracement, annexation) needing a health department signature, contact the health department for a case by case determination of requirements/fees needed for our approval.
> Lots to be serviced by public sewer will need approval from the applicable sewer authority.
> Commercial lots that will not be serviced by public sewer will need approval from the Ohio EPA.

SURVEY TITLE: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

SURVEY LOCATION: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ANY COMMENTS: \_\_\_\_\_

Fees: (More than one may apply)

- 1. Number of newly created residential building lots ≤ 5 acres in size: \_\_\_\_\_ x \$150 = \_\_\_\_\_
2. Number of existing residential building lots that will be reduced in size and will have a final acreage ≤ 5 acres (i.e.: lot split with existing dwelling): \_\_\_\_\_ x \$150 = \_\_\_\_\_
3. Number of non-building lot/add-ons ≤ 5 acres where the ground is taken from a large lot that will remain > 5 acres (non-building lot/add-ons are one price no matter how many): \_\_\_\_\_ is \$75 = \_\_\_\_\_

Fee total (add the above) = \_\_\_\_\_

Note:

- 1. See the attached page for evaluation requirements of new building lots and subdivisions.
2. For proposed lot splits that will contain a residence with a household sewage treatment system (HSTS) see the attached "Policy and Procedure for HSTS Evaluation/Inspection" for various applicable requirements.
3. The Health Department may at any reasonable time inspect any sewage treatment system (STS), part thereof, or proposed STS site, to perform activities necessary to assure compliance with Ohio Administrative Code (O.A.C.) 3701-29.
4. STS review may involve additional work to be done, paperwork to be filed, and may incur additional fees and/or costs to be paid.
5. If an application is submitted for an environmental service and the applicant later requests a withdrawal of the service, a minimum of 25% of the program fee will be retained by the department as an environmental health administrative fee.

Acknowledgement:

- 1. There are no known violations of STS Rules O.A.C. 3701-29 for the proposed lot(s), lot split, or subdivision.
2. I have thoroughly read and understand this application, and to the best of my knowledge, all of the information above and on the survey is complete and accurate.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\* Rev. 06/01/2020

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

OFFICE USE ONLY

APPLICATION #: \_\_\_\_\_

SURVEY TITLE: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

Date(s) Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Lot \_\_\_\_\_ Description:  
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Lot \_\_\_\_\_ Description:  
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Lot \_\_\_\_\_ Description:  
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Overall notes/comments:  
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\_\_\_\_\_ Disapproved      Variance requested: Y or N      Date of Board Mtg.(if applicable) \_\_\_\_\_  
\_\_\_\_\_ Approved      Date signed by H.C. \_\_\_\_\_      Date sent to R.P.C. \_\_\_\_\_

**SIDNEY-SHELBY COUNTY HEALTH DEPARTMENT**  
**New Building Lots and Subdivisions**  
**Evaluation Requirements**  
O.A.C. 3701-29-08

**Minimum information to be completed and submitted for review shall include the following:**

1. Complete application on the front of this page and pay any associated fees.
2. Stake or mark locations of proposed lot corners/property lines on site.
3. A scaled drawing, including:
  - a. Acreage of lot(s);
  - b. Proposed lot lines;
  - c. Drainage and water features (such as creeks, drain tiles, wells, floodplains, wetlands). A working drain tile with permanent recorded legal easement shall be present on the lot(s) and recorded on the survey when: the flow restrictive layer is less than twelve inches from the original ground surface, the depth to seasonal water table is less than eight inches below the original ground surface, or when the infiltrative surface is less than eight inches below the original ground surface. (For use of an existing field tile crossing a neighboring property with different owner, written acknowledgement between all parties involved may be obtained describing the proposed additional use of the existing tile and the agreed maintenance responsibility of the tile.);
  - d. The on-lot soil-based sewage treatment system (STS) area and the designated area for complete relocation and replacement of the STS. The footprint areas for the sewage systems shall be shown, including adequate length parallel to the land contour to accommodate the soil and linear loading rates for the conditions recorded. A four-bedroom sewage system design shall be used for calculations, unless house plans are established, then the actual number of bedrooms in the plans shall be used. (STS info may be drawn on a supplemental sheet to the survey.); and
  - e. Topographic detail with contour lines. Topographic contour lines shall be in 1-foot increments and must encompass a minimum of the two sewage treatment system areas and the house site. (This may be drawn on a supplemental sheet to the survey.)
4. A soil evaluation completed by a soil evaluator in accordance with O.A.C. 3701-29-07 for each proposed lot.
5. Consultation with the Soil & Water Conservation District and/or the Shelby County Engineer may be involved if drainage problems are suspected, especially if drain tile suck-holes or blow-outs are present.
6. When a proposed subdivision creates more than five lots at one time: include written consultation from the Ohio EPA concerning the subdivision's accessibility to existing sanitary sewerage systems, and risk to surface and ground water resources.
7. If any of the lots are in a public water system inner management zone or in an ODNR hydrogeologically sensitive groundwater pollution potential area, include a map of the applicable area.
8. Proposed subdivisions and new lots shall comply with:
  - a. No lot shall be created which requires a NPDES permit for a discharging STS.
  - b. All created lots shall meet STS general provisions & prohibitions of rule 3701-29-06 of the Administrative Code.
  - c. All proposed STS will meet soil absorption sizing requirements in rule 3701-29-15 of the Administrative Code.
9. The vegetative cover on the lot(s), i.e. grass, weeds, corn, soybeans, etc., must not exceed 30 inches in height in order for the property to be reviewed. If the lot(s) are heavily wooded, walking trails will be needed within the lot(s) to allow access to properly review the lot(s).
- Upon receipt of the survey, application, drawings, data, and other required information, the Sidney-Shelby County Health Department shall notify the applicant if any portion is incomplete. If it is determined that all of the requirements are complete, the Sidney-Shelby County Health Department will perform its evaluation of the lot(s) and ultimately approve or deny the proposal within thirty calendar days. When four or more lots are proposed at one time, the health department approval will ultimately come from the Board of Health.



# Board of Health Sidney-Shelby County

202 W. Poplar Street, Sidney, OH 45365

Steven J. Tostrick, MPH, REHS, RS  
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.