

# Application for Sewage Treatment System (STS) and Gray Water Recycling System (GWRs) Review for Property Improvements/Modifications

## For Office Use Only

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_  
Receipt # \_\_\_\_\_ Received by \_\_\_\_\_  
APD # \_\_\_\_\_

### Check one:

- ☐ Initial Submission  
☐ Re-submission (plan changes)  
☐ Additional Site Visit (no plan changes)\*

### Check one:

- ☐ Residential  
☐ Commercial

### Check one:

- ☐ Initial or Re-submission of plans, STS or GWRs - \$165.00  
☐ Initial or Re-submission of plans, Small Flow Onsite - \$365.00  
☐ Additional Site Visit (each) - \$80.00\*  
**\*Only applicable if application previously disapproved for site visit reasons. Plan modifications require resubmission.**

Property Address \_\_\_\_\_

Township/Village/City \_\_\_\_\_

Job Description  
(Specify all work being done) \_\_\_\_\_

Applicant

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I acknowledge I have read the application which will not be approved unless all the requirements are met (refer to page 3). If an application is denied, I will have to reapply to obtain approval for the project. Please check that the following requirements are being met upon application:

- |                                                                                                                   |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> STS is operational                                                                       | <input type="checkbox"/> All STS components have been brought to grade            |
| <input type="checkbox"/> Project meets required STS setbacks                                                      | <input type="checkbox"/> Project plans are being submitted with this application  |
| <input type="checkbox"/> Exterior projects are staked in the field                                                | <input type="checkbox"/> Site plan includes distances between the project and STS |
| <input type="checkbox"/> (For Additional Site Visit Only) Project plans have not changed from previous submission |                                                                                   |

By my signature below I certify that I agree to comply with the conditions of Ohio Administrative Code 3701-29 and the Hamilton County General Health District O&M Program for STS & GWRs.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPLICATION FOR SEWAGE TREATMENT SYSTEM (STS) AND GRAY WATER RECYCLING SYSTEM (GWRS) REVIEW FOR PROPERTY IMPROVEMENTS/MODIFICATIONS - GENERAL INFORMATION**

The following are pertinent to any property using a gray water recycling system (GWRS), a single family, duplex (two-family) or triplex (three-family) dwelling that utilize a household sewage treatment system (HSTS), as well as, non-discharging semi-public facilities that utilize a STS which treats 1,000 gallons per day or less (a.k.a. - Small Flow Onsite Sewage Treatment Systems (SFOSTS)) when any of the following are proposed:

- i Change in use or occupancy of a property, building or structure served by a SFOSTS;
- i Construction of a dwelling, structure, room addition, accessory building, detached garage, deck, swimming pool, surface water impoundment, retaining wall, earthworks projects (including cut/fill) well, detached solar panels, geothermal heating/cooling system, hardscape or other construction requiring a building permit or similar projects;
- i Relocation, swapping (ex. mobile home) or remodeling of a dwelling/structure served by a STS or GWRS.

### **Purpose of the Sewage Treatment System (STS) and Gray Water Recycling System (GWRS) Inspection:**

- i To confirm the STS and GWRS is in proper working order and not creating a health nuisance.
- i Confirm the proposal will not interfere with the STS and/or GWRS and setback distances listed below can be met.
- i Determine whether or not the STS/GWRS can accommodate the applicant's proposal in compliance with all requirements.
- i Assure the future replacement area for the STS/GWRS is not compromised.
- i Verify that all components are permanently brought to grade level with properly sized sealed risers and lids (see page 3).

### **Select STS or GWRS components shall maintain the minimum setback distances specified in Ohio Administrative Code 3701-29-06 as follows:**

- i All components of a STS or GWRS shall be at least **ten feet** from any utility service line, roadway or road surface, driveway or other hardscape, properly line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and GWRS.
- i All components of a STS or GWRS shall be at least **fifty feet** from any water supply source and vertical open and closed loop geothermal heating and/or cooling system.
- i A STS or GWRS soil absorption component shall be at least **fifty feet** from any surface water impoundment, lake, river, wetland, perennial stream, and road cut-banks or stream cut-banks.

### **Hamilton County Board of Health requires the entire STS and/or GWRS be updated, upgraded, altered or replaced in compliance with the Ohio Administrative Code 3701-29 under the following circumstances:**

- i When adding flow or increasing waste strength to any system (including drywell-like systems) in accordance with section 3701-29-11 of the Ohio Administrative Code (OAC). If the current system is not covered under a National Pollutant Discharge Elimination System Permit (NPDES) and uses a technology that has a higher rated capacity than is currently utilized (as prescribed by the OAC) and the proposal is to increase flow to the system (as prescribed by OAC), but not above the rated capacity, the existing system is required to be updated, upgraded, altered or replaced in compliance with this OAC 3701-29.
- i When substantial changes occur to the dwelling/structure served by any STS (including drywell-like systems including, but not limited to:
  - i Relocation of the dwelling/structure being served by the STS and/or GWRS;
  - i Switching the dwelling/structure being served by the STS and/or GWRS;
  - i Rebuilding the dwelling/structure being served by the STS and/or GWRS; which includes but is not limited to:

### **Please Note:**

- i STS or GWRS containing drywell-like components are prohibited from continued use under ORC 3718.023(B) and OAC 3701-29-06(E)(5). Properties containing such components are subject to all operation, monitoring and maintenance provisions adopted by the board of health, including property improvement/modifications inspections and approvals. No operation, alteration or installation permit will be issued for drywell-like components by HCPH. Inspections of systems containing drywell-like components will occur by HCPH on the schedule adopted by the board of health and as authorized under OAC 3701-29-23(B)(2). Fees for any inspections performed by HCPH shall be as adopted by the board of health under Regulation 8-2014 or future adopted updates. No operation permit will be issued or will be valid for a system containing a drywell-like component. Properties containing drywell-like components must eliminate those components under the provisions specified above using applications and permits issued by HCPH. Additionally, drywell-like components within any STS or GWRS must be eliminated by December 31, 2045 under applications and permits issued by HCPH.

## Requirements for Application

- 1) All plans **must** be to **scale** and should **not** exceed 11 x 17 when printed. Digital plans are preferred.
- 2) Except as outlined below, STS components **must** be permanently brought to grade level with properly sized sealed risers and adequate lids including but not limited to: septic tank, distribution boxes, drywells, cesspools, drop/distribution boxes, discharge locations, inspection ports, etc. prior to inspection and approval by HCPH. *Should you have prior knowledge, suspect, or question that the existing system may need to be replaced (i.e. - the home/structure is being reconfigured/rebuilt, the STS is not compliant with the current code, flows are proposed to be added to the STS, the STS is causing a public health nuisance, etc) then the current system may not have to be brought to grade level. **\*Please discuss the possibility that the system may need replacement with the Health District prior to bringing components to grade and prior to making application. In all cases you should discuss the situation with a registered environmental health specialist before proceeding to spend money on the existing system.***
- 3) All corners of the addition/property improvement must be staked off at the time the application is submitted and they must remain until the application is approved by HCPH.
- 4) FEE: Personal cash (Do not send cash in the mail), check, credit card (nominal credit card company fee applies), or money order payable to H.C.P.H. for each inspection in the following amount:
  - i \$165.00 –Sewage Treatment System (one, two or three family dwelling) or Grey Water Recycling System
  - i \$365.00 –Small Flow Onsite Sewage Treatment System (Onsite system, STS receiving higher flow, up to 1,000GPD)
  - i \$80.00 –Additional Site Visit **\*Only applicable when previous application denied for site visit reasons. Any plan modifications require full application fee for plan review and site visit. Plans must be submitted with all applications.**
- 5) Site Plan, this can be drawn by hand but must be to scale, containing all of the following:
  - i Owner's name, address, date and telephone number.
  - i Scale.
  - i North arrow.
  - i Building Department application number, if known.
  - i Location of private water systems (e.g., cistern, well etc.).
  - i Location of all existing structures and hardscapes (e.g. house, driveway, garage, barn, etc.).
  - i Existing STS or GWRS location and future replacement area, if known.
  - i Proposed addition(s) to the property including dimensions of each.
  - i Distance between STS or GWRS and proposed addition(s).
  - i Thorough explanation of what is being proposed.
- 6) Proposed additions/property improvements must not eliminate suitable area for a future onsite replacement system. **If HCPH cannot determine from the initially provided information that the project will not impact future replacement area, additional documentation from an STS designer may be required.** A soil evaluation and/or preliminary replacement layout may be requested, at the homeowner's expense, to identify sufficient soil area exists outside the footprint of the proposed project. For smaller lots, it is recommended to proactively contact an STS designer prior to submittal of this application to limit delays in approval time.
- 7) Please submit digital copies (preferred method) or paper copies of Construction plans for any structure requiring a building permit (not required only when applying for deck(s), porch (es), retaining wall(s), hardscape(s), in-ground or above ground swimming pool(s)). Floor plan of the **ENTIRE** structure (existing and proposed).
- 8) A completed application form (first page of this document).

**The above items may be submitted electronically by email to [hcpchstserv@hamilton-co.org](mailto:hcpchstserv@hamilton-co.org), in person or by mail.**

The inspection will usually be performed within 5-7 business days after submission of all items. The inspector will verify compliance with all the requirements for application and general requirements sections herein. **Failure to meet any of the requirements will result in denial of the application and the applicant needing to take corrective actions. Once all corrections have been made, the applicant will need to reapply and submit another application fee.** The building department or other applicable agency will be notified of the inspection results via computer and a letter will be issued to the applicant and owner.