

**CLINTON COUNTY HEALTH DEPARTMENT
SUBDIVISION REVIEW CHECKLIST**

The Design Engineer should check the following list prior to submitting the subdivision plan to the Clinton County Health Department (CCHD). Any applicable item which would require a “No” answer, should include an explanation of the deviation in the engineer’s report. This checklist is a guideline and is not intended to cover every aspect of Part 74, 75A, Rural Water Supply Handbook or any other regulation. The checklist should ensure that the basic application requirements are met but specific details of each project will have to be reviewed in full by CCHD staff.

I. AN INITIAL SUBMISSION MUST INCLUDE THE FOLLOWING ITEMS:

	YES	NO
A. A check made out to the Clinton County Treasurer in accordance with Fee Schedule (see current fee schedule on at www.clintonhealth.org):	___	___
B. Application Form HD, GEN 157, completely filled out and signed by both the engineer and the applicant or a responsible official of the company or corporation who is applying.	___	___
C. Proof of preliminary planning board approval, if applicable.	___	___
D. Proof of State Historic Preservation Office Compliance.	___	___
E. An engineer’s report.	___	___
F. PDF Copy of legible and complete subdivision plans signed and sealed by the design engineer. Plans should be 24”x36”. Contact CCHD to determine final number of hard copies required.	___	___
G. Proof of SEQRA Compliance (Type 1 Action)	___	___
H. If the subdivision or any portion is within a designated floodplain or wetland, indicate area on subdivision plan and discuss in engineering report.	___	___

II. THE ENGINEER’S REPORT MUST CONTAIN THE FOLLOWING INFORMATION:

A. Description of the project.	___	___
B. Description of the site.	___	___
C. Description of the proposed water supply quantity, quality and distribution.	___	___
D. Description of the proposed sewage collection and treatment system.	___	___
E. Does owner certify that there is no soil contamination at the site proposed for the realty subdivision.	___	___
F. Design of the water supply system including:		
1. Individual water supplies:		
a. Site selection (ground slope, rock, outcrops, distance from sewage treatment system, etc.)	___	___
b. Type of supply proposed (drilled well, other).	___	___
c. Overburden-type and depth.	___	___
d. Logs of adjacent or on site representative wells.	___	___
e. Anticipated depth of wells.	___	___
f. Water quality data from one or more adjacent or on site representative wells including results for: Total Coliform Bacteria, Nitrate (as N), Chloride,	___	___

		YES	NO
	Iron, Manganese, Sulfate, Total Hardness, Alkalinity, Color, Odor, Turbidity, pH, Sodium, Fluoride	___	___
	g. The number of representative wells required will be required as follows: 5-20 lot subdivision, 1 adjacent or on site well; 20-40 lot subdivision, 2 on site wells; 40-49 lot subdivision, 3 on site wells.	___	___
	h. Minimum yield demonstrated and anticipated.	___	___
	i. Results of water quality analysis on adjacent or on site wells.	___	___
	j. Treatment requirements and recommendations.	___	___
	k. Volume of water to be pumped.	___	___
2.	Community Water Supply		
	a. Description of system, including volume of water and pressure available within the subdivision.	___	___
	b. Required water supply approval from purveyor.	___	___
G.	Design of the sewage treatment system including:		
	1. Number of bedrooms considered in system design.	___	___
	2. Abnormal flows anticipated.	___	___
	3. Disposition of waste water from water treatment, if any, i.e., water softener.	___	___
	4. Results of percolation tests and analysis of same, if any.	___	___
	5. Results of deep pit test and analysis of same.	___	___
	6. Grading required to make sewage treatment area usable.	___	___
H.	General description of existing and proposed drainage including landscaping and grading required to minimize soil erosion and prevent conflict with proposed sanitary facilities.	___	___
I.	Tabulated soil data of deep pit tests including test number, test location, soil characteristics, color, depth of each layer, total depth of the hole and depth at which ground water and/or rock is encountered.	___	___
j.	Tabulated results of percolation tests taken including lot location, test number, test location, depth of hole, soil characteristics, watch time at start of each test, watch time at end of each test, time required for the end of each test, time required for the water to drop 1" and any remarks. Include data on all runs until stabilization occurs.	___	___
k.	There are four feet of usable soil above rock, ground water or impermeable soil.	___	___
L.	Description of storm water management methods in accordance with NYSDEC Regulations.	___	___
III.	<u>GENERAL</u>		
A.	Is the subdivision map complete and in its final form?	___	___
B.	For the use of individual wells, do <u>all</u> of the following conditions exist?	___	___
	1. The subdivision is located <u>outside</u> of an existing or proposed water service area.	___	___
	2. The subdivision is <u>not</u> reasonably accessible to an existing or proposed water service area.	___	___
	3. This section, together with future sections, will consist of <u>less than</u> 50 lots or <u>less than</u> 200 residents in the aggregate.	___	___

		YES	NO
	4. The ground water is potable.	___	___
	5. The individual well can produce an average yield of 5 gpm or has appropriate storage capacity.	___	___
C.	For the use of individual sewage disposal systems, do <u>all</u> of the following conditions exist?		
	1. The subdivision is <u>not</u> located in an existing or proposed sewer or service area.	___	___
	2. The subdivision is not reasonably accessible to an existing or proposed sewer or service area.	___	___
	3. This section, together with existing and future sections, will consist of <u>less than</u> 50 lots or <u>less than</u> 200 residents in the aggregate.	___	___
	4. The soil percolation rate is between 1 minute and 60 minutes per Inch.	___	___
	5. A minimum separation of 2 feet for absorption beds or 3 feet for sewage pits below the lowest part of the sewage treatment system and the highest zone of water saturation, rock, hardpan, or other impermeable material at all times of the year.	___	___
D.	Does the proposal for the subdivision conform with all applicable comprehensive studies, including air, water, sewerage, and solid waste?	___	___
E.	Do all lots exceed 20,000 square feet if on site individual water supply and sewage treatment are proposed.	___	___
F.	Were at least 2 percolation tests taken spaced within each sewage treatment area for each sewage treatment system in the subdivision.	___	___
G.	Were deep pit tests taken for each sewage treatment system proposed.	___	___
H.	Were the results of the percolation tests and deep pit test at each sewage treatment system site uniform.	___	___
I.	For seepage pits, were 2 percolation tests taken for each pit, one at halfway depth and another at the floor of the pit.	___	___
J.	Are systems located in areas not subject to flooding and/or interference from storm water discharges?	___	___
K.	1. Is this subdivision entirely outside of a public water supply watershed with adopted watershed rules and regulations?	___	___
	2. Has the plan been reviewed and accepted by appropriate water supply officials?	___	___
L.	Has consideration been given to locating systems on lots in such a manner as to allow for connections to future sewers?	___	___
M.	Were soil tests run in stable or undisturbed soils?	___	___
N.	Are minimum separation distances between well(s) and waste water system(s) provided?	___	___
O.	Is a minimum of 50 feet between wells and subdivision boundaries provided?	___	___
P.	Is a minimum of 15 feet between wells and lot lines provided?	___	___
Q.	Are minimum separation distances between waste water treatment systems and lakes, streams, etc., provided?	___	___

		YES	NO
R.	Are minimum separation distances between waste water treatment systems and dwellings provided?	___	___
S.	Are minimum separation distances of 10 feet between waste water treatment systems and property lines provided?	___	___
T.	Are these minimum separations appropriately and clearly noted on the plans?	___	___
U.	Does the subdivision plan provide sufficient information for the future lot owner to determine the construction requirements for providing water supply and sewage treatment for that lot?	___	___

IV. THE SUBDIVISION PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

A.	Site location map (preferably, a highway map section and reference so that the site can be located by field inspection personnel).	___	___
B.	Topography (including: 1' interval contours, proposed and existing buildings, walls, driveways, walks, water courses, swales, drainage facilities, wells and sewage treatment areas on adjacent properties, etc.)	___	___
C.	Metes and bounds.	___	___
D.	Names of adjoining property owners.	___	___
E.	Required building setbacks.	___	___
F.	Space for approval stamp (3" x 6" approx.).	___	___
G.	Symbols and keys (legend).	___	___
H.	Appropriate notes relative to the subdivision plans and details.	___	___
I.	Maximum size home (number of bedrooms) that can be accommodated by sewage treatment system design for each lot.	___	___
J.	Drainage easements shown.	___	___
K.	Cellar, roof and footing drainage disposal method and restrictions.	___	___
L.	Water supply and sewage facilities located on each lot.	___	___
M.	The number of lines, the size, spacing and length of laterals for each lot.	___	___
N.	Sufficient area for a 50% expansion of the sewage treatment system.	___	___
O.	Location, size and material of water services line.	___	___
P.	Location, size, material of construction and slope of house sewer, distributors and absorption trench laterals.	___	___
Q.	Surface water diversion from sewage treatment area.	___	___

V. SEWAGE TREATMENT SYSTEM DETAILS:

The following details are for standard absorption fields and seepage pits. If alternative sewage treatment systems are proposed, all specifications must be in accordance with 10 NYCRR Part 75-A.

A. Detail of the septic tank shown including:		YES	NO
1.	For all tanks:		
a.	12” maximum earth cover over the manhole opening.	___	___
b.	3” minimum bed of sand or pea gravel beneath the tank.	___	___
2.	For prefab tanks:		
a.	Manufacturer and model number (include cut with report).	___	___
b.	Working capacity, material and thickness of construction.	___	___
c.	Same details required as for field fabricated tanks.	___	___
3.	For field fabricated tanks:		
a.	Working capacity, material and thickness of construction.	___	___
b.	Specifications for reinforcing.	___	___
c.	Number, location and size of opening in top of tank (2 minimum).	___	___
d.	Dimensions of tank.	___	___
e.	Liquid depth (30” minimum).	___	___
f.	Difference in elevation between inverts of the inlet and outlet pipes (2” minimum).	___	___
g.	1” minimum clearance between the top of the baffles or sanitary tees and the underside of the top of the tank.	___	___
h.	Asphaltic seal between contact surfaces of concrete tank sections.	___	___
i.	Inlet and outlet pipes to have caulked joints.	___	___
j.	Baffles or sanitary tees to extend 16” on the inlet side and 18” on the outlet side below liquid level of tank.	___	___
B. Detail of distribution box or drop manholes including:			
1.	Manufacturer and model number.	___	___
2.	Materials of construction.	___	___
3.	Dimensions.	___	___
4.	Number, location and size of openings.	___	___
5.	Differences in invert elevation between inlet pipe and outlet pipe conform to guidelines.	___	___
6.	12” maximum earth backfill over removable cover.	___	___
7.	12” minimum bed of sand or pea gravel under distribution box or drop manhole.	___	___
8.	Pipe joints to distribution box or drop manholes sealed with asphaltic material or equivalent.	___	___
9.	Baffles used to prevent short circuiting.	___	___
C. The detail of the absorption field should include the following:			
1.	The required trench designed in accordance with Part 75-A 10 NYCRR, “Wasterwater Treatment Standards”, table 4A.	___	___

	YES	NO
2. All lateral lines for a lot are the same length.	___	___
3. The maximum length of any lateral – 60 feet.	___	___
4. The minimum trench width – 24”.	___	___
5. The minimum undisturbed distance between any 2 tile trenches 4’ or more.	___	___
6. Size and material of construction of all pipes.	___	___
7. Maximum ground slope of tile field area does not exceed 15%.	___	___

VI. WATER SUPPLY DETAILS

The following details are for on site drilled wells only. If other types of water supply systems are proposed, details must be provided in accordance with New York State Department of Health publication, “Rural Water Supply”, 1977.

A. Detail of well indicating diameter and depth casing, pump, water lines, electrical lines, pitless adapters, well seal, thickness, depth and material of grouting, etc.	___	___
B. Material of the well casing in compliance with AWWA Standard A100 – latest revision.	___	___
C. Depth of well casing in accordance with overburden and aquifer design requirements.	___	___
D. Diameters and depth of drill holes shown to meet grouting requirements.	___	___
D. Height of casing above ground shown not less than 12” and 2’ above highest flood level.	___	___
E. Make and model number of well seal and pitless adapter, adapter specified.	___	___

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