



SUMMIT COUNTY HEALTH DISTRICT

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Site & Soil Evaluation Form Instructions

Update for an Expired Approval / Transfer of Approval / Project or Plan Changes:

The evaluation approval, which is not a permit, is valid for one year. If you have not obtained your sewage treatment system (STS) permit within the approval period, if the approval is to transfer to a new property owner, or if the project or plan has changed, it is necessary to make application for an update. It is also necessary to apply for an update if the specific project plan was not provided at the time of application and the approval was only for determination of general suitability. An update fee is charged if the changes require a repositioning of the STS area, review of a specific site plan when not originally provided, or otherwise requires a site visit by the Health District.

Lot Evaluation (for an existing vacant parcel):

1. **Before making application** for sewage treatment system approval for a vacant parcel with the intent of building a new home, duplex or triplex: check with your community zoning department to be sure that your proposed project is capable of meeting local land use, lot size and set back requirements and complete the following steps.
2. **Obtain a temporary address.** Call the Summit County Engineer's office at 330-643-8530 for the temporary address. (Cuyahoga Falls, Hudson, Mogadore, Munroe Falls, Silver Lake, Stow and Tallmadge issue their own numbers, please contact these communities directly).
3. **Prepare a site plan** containing the following information on a single piece of paper not larger than 11 x 17 inches:
 - An appropriate scale such as 1 inch equals 50 feet. Note: reducing a plan on a photocopier renders the scale inaccurate and is not acceptable.
 - Property boundaries, easements, and north arrow indicator. Topographic contour lines (2' intervals) of existing ground surface and of any proposed grading and filling with referenced elevations.
 - Landscape features: ponds, creeks, wetlands, drainage swales, rock outcrops, man-made cuts, etc.
 - Zoning setback lines for structures.
 - Outline of proposed home and any other structures (garage, shed, driveway, pool, patio, deck, barn, paved areas, abandoned wells, fuel tanks, etc.)
 - If known, proposed location of the private water system or the municipal water service line.
 - Existing and proposed underground utility locations from source to house (electric, gas, geothermal lines, phone, cable, etc)
 - Location of all structures, roads, water wells and septic systems within 50' of property boundaries, storm sewers and other buried tile, oil and gas wells and easements,.
 - Additional information may be required during the review process.
4. **Prepare the site:** Clearly mark and label house and garage outline and all property corners. The lot will have to be sufficiently cleared of brush or undergrowth to permit the movement of excavation equipment for test holes. Post a 12" x 18" house number sign along the road frontage of the lot with the assigned address.
5. **Obtain an excavator:** two or more test pits will have to be dug to a minimum depth of 6 feet. If you do not have the equipment and ability to excavate the holes, you will need to hire an excavator.
6. **Indicate the number of bedrooms** in order to determine the wastewater load. The regulations define a bedroom as "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." If this is not indicated on the application the review will be based on a four bedroom, single family home.
7. **Return the completed site plan and the "Site & Soil Evaluation Application"**, including a copy of the temporary address assignment from the Engineer along with the **non-refundable fee**.

8. **Call to schedule the appointment:** Allow a few days for the paperwork to be processed and reviewed by the inspector, then call the office between 8:00 and 9:00 a.m. at 926-5600 to schedule the test hole excavations.

Minor Lot Spit (5 or fewer lots):

See the above instructions for a lot evaluation. Obtain temporary addresses for the proposed building lots. The site plan must include contour lines and indicate the existing and proposed new parcel lines. The process is similar, but will need to include the existing and proposed parcel lines. **Caution:** it is not advised that you have a survey completed to determine the exact parcel lines at this time. After review of the proposal there may be required changes and adjustments that would necessitate a resurvey and additional expense.

Replacement Evaluation:

The scale site plan does not need to be submitted initially for the replacement evaluation. You will need to complete the "Site & Soil Evaluation" application and submit it with the evaluation fee. The inspector will work with you to identify replacement options. The first consideration is to determine if the replacement system may possibly be designed for soil absorption without a discharge of effluent to a ditch, storm sewer, creek, stream or ground surface. Test excavations may be necessary in order to make this determination and you will need to make arrangements with an excavator as described in the instructions for a lot evaluation. If it is determined that the treated wastewater will have to discharge off lot, then you will also need to apply for an NPDES (National Pollution Discharge Elimination System) permit from the Ohio EPA. See the instructions for applying for a NPDES permit.

THE EVALUATION PROCESS

Based on site conditions such as soil characteristics, topography, dimensions, riparian zones and wetlands, the inspector will make a determination of whether the proposed site and/or project may be achieved while meeting the minimum requirements of the STS regulations. Frequently, adjustments must be made to the site plan; such as relocation of the proposed house location or reducing the footprint of the proposed house in order to meet the regulations. In some cases, if adjustments cannot be made, the proposed project will be disapproved.

IF APPROVED:

If the lot(s) are approved, this form and the approved stamped site plan may be presented to the local zoning, building and planning agencies as proof of approval by the Health District for the creation of the proposed parcel. **For existing vacant parcels or newly created parcels, the evaluation is not sufficient for the issuance of zoning or building permits.** According to State of Ohio regulations, the approval is only valid for one year.

HOW IS THE STS DESIGN DETERMINED?

You will take your site approval along with the detailed soils evaluation forms to your STS installer, builder, engineer or surveyor to design the system. The designer will work with you to determine the most appropriate system type for your site conditions and priorities. The Health District will not design the system, but will review the design to determine compliance with the STS regulations prior to issuing a permit.

WHAT IF THE SITE WAS NOT APPROVED?

If the staff determines that the lot does not meet the minimum requirements of the STS regulations, the application will be disapproved. At your cost, you may have the soil reevaluated by a certified soil scientist as a second opinion.

NEXT STEPS IN BUILDING YOUR HOME

You will need to apply for your private water system and STS permits from the Health District. **See the instruction for applying for a STS permit.** Once you have obtained your private water system permit and STS permit, you may then apply for your zoning permit from your local zoning office and apply for building permits from the Summit County Department of Building Standards or local Building department (Boston Heights, Cuyahoga Falls, Fairlawn, Macedonia, Reminderville, Silver Lake, Stow, Tallmadge, and City of Twinsburg each have their own building department).

Ohio law requires that underground utilities are located prior to excavation, your excavator must contact the OHIO UTILITIES PROTECTION SERVICE 1-800-362-2764