



"For The Health of Us All"

KENNETH G. PEARCE, M.P.H.
HEALTH COMMISSIONER

LORAIN COUNTY GENERAL HEALTH DISTRICT
9880 SOUTH MURRAY RIDGE, ROAD
ELYRIA, OHIO 44035

TELEPHONE
Area Code 440
Elyria 322-6367
Lorain 244-3418
244-2209

Columbia Station 236-8722

SUBDIVISION REVIEW PROCEDURE

Development of property for a subdivision of five lots or more requires the notification of several parties prior to proceeding. In addition to our agency, the following need to be contacted:

Lorain County Office of Community Development (440-328-2328)

Lorain County Engineers (440-329-5586)

Ohio Environmental Protection Agency (OEPA)(330-425-9171)

Political Subdivision (township, village or City).

Sanitary sewers (i.e. municipal wastewater treatment plants) are the preferred method of treatment of domestic waste, and, whenever possible, subdivisions should be located in areas served by sanitary sewers.

When sewers are not available, and the proposed subdivision consists of five (5) lots or more, the OEPA must first be contacted for review. A package treatment plant or sanitary sewers will be considered based on OEPA regulations. EPA reviews can usually be accomplished within a 30 day period following receipt of a completed application.

If the OEPA can not approve a treatment system for the entire subdivision, individual systems may be considered by the health department.

The review procedure consists of a Preliminary, Intermediate, and Final Phase. The **PRELIMINARY PHASE** allows for the exchange of information and ideas between the owner/developer and Health Department personnel. The Registered Sanitarian can provide guidance and information, explain subdivision and sewage system requirements and explain the Subdivision Feasibility Application with the owner at no cost. Depending upon the information provided at this step, the owner/developer may or may not choose to proceed to the Intermediate phase for the property.

The **INTERMEDIATE PHASE** involves the submitting of a "**SUBDIVISION FEASIBILITY APPLICATION**" to this office along with the appropriate plans and fee. Information that should be included with the initial plans are items 1, 2 and 3 listed below. Upon receipt of the application, the review process will begin. It will include site reviews, evaluations by Registered Sanitarians and correspondence with the owner/developer. During this step, it can be anticipated that site limitations and Health Regulations may require modifications to the initial plan. Re-inspections may be made and a "Letter of Findings" will be sent to the Planning Commission (if requested) and to the owner.

The **FINAL PHASE** begins when the detailed, revised plan is submitted to the Health Department. These plans shall include items 4 through 6 from the list below. The lots, roads, and easements must be clearly staked (if not done previously) and site review applications shall be submitted for each lot. There shall be two locations of sufficient size for the HSTS (primary and replacement areas) for each lot. Soils evaluations may be required. Additional site reviews may be conducted to review drainage improvements or related changes or modifications. Upon satisfactory completion of the final phase, an "Approval Letter" will be sent to the owner. (At this point, if desired, the final Subdivision Review Hearing can be scheduled before the Planning Commission.)

When applicable, easements shall be recorded, storm and sanitary drainage pipes shall be installed, and verification of deed restrictions must be provided to this agency. The approval letter will state that "Installation Permits" can be obtained provided the individual soils evaluations and design plans have been approved by the health department based upon the requirements of Chapter 3701-29 of the Ohio Administrative Code and Lorain County Regulations.

The two areas on each lot, if approved for an HSTS, shall be physically identified in some manner so that they are not disturbed during house and road construction. If there are any site disturbances of the areas approved for the HSTS, the Installation Permits can be denied or revoked.

Feasibility studies for subdivisions are processed by the Health Department as soon as possible following receipt of the application, provided all required information is also submitted at that time. Requests for additional information or revisions of the original proposal may prolong this period of time as well as vegetation cover and snow cover.

Subdivision plans shall describe and depict the following:

1. The total land area to be used and any existing easements or right-of-ways.
2. Proposed location and sizes of all lots and proposed streets.
3. Location of all bodies of water, streams, ditches, sewers, drain tiles, existing and proposed potable water supply sources(wells, ponds, etc.) and lines within 50' the property.
4. Topographic and relief information including existing and finished grade of all proposed lots within the subdivision showing two suitable areas for system placement.
5. Information which may affect the design, installation or operation of household sewage disposal systems or the enforcement of rules 3701-29 of the Ohio Administrative Code or the Subdivision Rules of the Lorain County General Health District.
6. A revised plot plan(if necessary) showing lots, roads and all new easements. (Lots, roads and easements shall be staked and identified for this phase)

Additional items to include:

- a. Setback line and/or proposed location of each dwelling.
- b.. Topographic information, as mentioned above, should include existing and finished grade of all lots within the subdivision at 1' contour intervals.
- c. Location of any gas or oil wells and gas, oil or power line easements.
- d. Location of any existing buildings or foundations within the boundaries of the proposed subdivision.
- e. Location of existing sewer lines within three thousand feet of the proposed subdivision.
- f. All right-of-ways, and any and all deed or property restrictions.

2008 SUBDIVISION FEASIBILITY APPLICATION

Lorain County General Health District
9880 South Murray Ridge Road, Elyria Ohio 44035
(216) 322-6367 - 244-2209 - FAX 322-0911

Owner _____ Phone (h) _____ (w) _____ Fee: \$350 _____

Mailing Address _____ State _____ Zip _____ Date Received _____

Location of Property _____ Receipt No. _____

_____ Twp./Vill./City _____ Check # _____

NOTICE TO APPLICANT: This application is for the Intermediate Phase of the Subdivision Review procedure to help determine if household sewage treatment systems (HSTS) can be utilized to treat wastewater and to identify risk factors. Submission and receipt of this application does not guarantee the approval of systems for each proposed lot on the property. It will be processed when the fee and all appropriate information are received. Changes to the preliminary plan may be required based on this review process. The Ohio E.P.A. Northeast District Office must be contacted prior to submitting this application when the subdivision consists of five (5) or more lots. A separate site and soils review will be required for each lot. It may be necessary for you to arrange for test pits or soil borings to be excavated on each lot so a Registered Sanitarian is able to complete this evaluation.

Total acreage _____ Proposed number of lots _____ Date of EPA review _____

Water Supply: Municipal[] Rural Lorain County Water [] Private[] (permits are required if private water systems are proposed)

Signature of Owner Date

The plans for the INTERMEDIATE PHASE shall include:

- [] 1. The total land area to be used and any existing easements.
- [] 2. A plot plan showing the location and sizes of all proposed lots and streets.
- [] 3. Location of all bodies of water, streams, ditches, sewers, drain tiles, existing and proposed potable water supply sources(wells, ponds, etc.) and lines within 50' the property.

The plans for the FINAL PHASE shall include the following additional information (if not yet provided):

- [] 4. Topographic and relief information including existing and finished grade of all proposed lots within the subdivision showing two suitable areas for system placement.
- [] 5. Information which may affect the design, installation or operation of household sewage disposal systems or the enforcement of rules 3701-29 of the Ohio Administrative Code or the Subdivision Rules of the Lorain County General Health District.
- [] 6. A revised plot plan(if necessary) showing lots, roads and all new easements. (Lots, roads and easements shall be staked and identified for this phase)

These are general guidelines. Site specific conditions may require that additional information be provided. Before the final approval, individual fees and applications for Site Reviews must be submitted to the Health Department for each lot.

Registered Sanitarian Date Located within Facility Planning Area YES [] NO []
Sanitary sewer accessibility reviewed YES [] NO []

Date of complete submittal _____; Field Review Date(s)_____; Letter of Findings_____; Letter to Planning Commission_____

DO NOT WRITE BELOW - AGENCY USE ONLY (revised July/07 Subdivisions)

Soil map # _____ Map symbols: _____ Soil map unit (Series) _____

Soil Limitations: _____

Date of initial site inspection: _____ Date of soils evaluations(if applicable): _____

Land use/Vegetation _____

Landform _____ Position on Landforms _____ Shape of slopes _____

Stream/Ditch Condition: _____

Site evaluator(s) _____

On-site System potentials [] high S/Ls _____

[] medium S/Ls _____

[] low S/Ls _____

[] unsuitable S/Ls _____

Comments: _____

Potential area(s) identified? [] yes [] no [] possible

Test Pit recommended? [] yes [] no [] possible

Risk Factors identified: _____

Map or sketch of property