

**SUBMISSION REQUIREMENTS FOR APPROVAL OF SEWAGE DISPOSAL
AND WATER SUPPLY FACILITIES FOR SINGLE FAMILY DWELLINGS**

The following procedure is to be used in order to obtain the approval to construct a sewage disposal and water supply system for a single-family residence on individual residentially zoned lots. See also "Standards for Approval of Plans and Construction for Sewage Disposal Systems for Single Family Residences" and "Private Water Systems Standards."

CONSTRUCTION OF A NEW SINGLE FAMILY DWELLING

1. Submit one Application for sewage disposal and water supply facilities for a New Single Family Dwelling form WWM-059.
2. Submit 3 original prints of a plan/survey (up to and including 11"x17") certified by a licensed design professional or surveyor containing the following information:
 - A. Lot location, distance to nearest cross street, metes & bounds, dimensions and, if applicable, subdivision name, number and lot number.
 - B. Location of all surface waters or wetlands within 300' of the applicant's plot.
 - C. Elevations of all property corners, center-line street elevations and first floor elevation of dwelling and garage.
 - D. Show any and all proposed structures to be installed on the property including but not limited to: Dwelling/building structure, proposed sewage disposal system and water supply, driveway, sidewalk, swimming pool, patio/deck, drywells, storm drains & all drainage structures, etc.
 - E. Show any and all existing structures on the property including but not limited to: Dwelling/building structure, sewage disposal system and water supply, driveway, sidewalk, swimming pool, patio/deck, drywells, storm drains & all drainage structures, etc. Be sure to indicate if any structures are to be abandoned or removed.
 - F. Show any unusual site conditions that may affect the design or operation of the sewage disposal system or water supply (swales, bluffs, hollows, slopes in excess of 15%, etc.)
 - G. Indicate the specific location(s) [with measurements] of all water supply wells within 150' of all property lines or state if dwellings are connected to public water. When a well is proposed, also show the location of any sewage disposal systems [with measurements] and other potential sources of well contamination. State if vacant.
 - H. Distance to, and location of, nearest public water main.
 - I. Suffolk County Tax Map Number (District, Section, Block and Lot Number).
 - J. Have a clear area at least 3"x5" for the Department's approval stamp.
 - K. Provide test hole data showing soil conditions to a depth of 17' and 6' into coarse sand and gravel, or to 6' below groundwater, and lot elevation at test hole site. Indicate the date of the test and supplier of test hole data.
3. Submit floor plans no larger than 11"x17" for all structures on property. Clearly label each room as to whether it is existing or proposed.
4. In areas where there is less than 7 feet from existing grade to groundwater, or a slope greater than 5%, a grading plan showing the sewage disposal system location and proposed grading is required. A grading plan may also be required during review under other conditions.
5. If the lot is to be served by public water and sewers, submit 3 prints of a plan by a licensed design professional containing Items A through J, Paragraph 1. The plan should also include the location of the sewer stub in the street and show the house connection. In addition, written approval from the sewer district to connect is required. If a temporary sewage disposal system is necessary, a test hole is required as described in Paragraph 1, Item K.
6. If the lot is within 300 feet of any body of water or wetlands, approval from the appropriate agency having jurisdiction must accompany the application. Wetlands, Zoning Variance, or other permits that may affect placement of disposal systems must be submitted before approval can be granted. Include any survey/plan approved by other agencies.
7. FEES - Each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. Additional fees may be required, depending on the extent of required construction and inspections by the Department. **RETURNED CHECKS ARE SUBJECT TO A FEE.**

ADDITIONS, REMODELING, CONVERSION, OR SANITARY UPGRADE FOR SINGLE FAMILY DWELLING

The following procedure is to be used if you are required to obtain an approval from the Department of Health Services for remodeling, conversions, sanitary upgrade, accessory structures or additions to a single family residence (excluding accessory apartments) on residentially zoned property.

1. Submit one completed Application for Sewage Disposal and Water Supply Facilities for Additions, Remodeling, Conversions, or Sanitary Upgrade of Single Family Dwellings or Additional Structure, Form WWM-057.
2. If you are proposing to utilize any part of the existing sewage disposal system and/or water supply, submit Certification of Existing Subsurface Sewage Disposal and Water Supply Facilities for a Single Family Residence (Form WWM-072) signed by your architect or engineer. If you are proposing to use an existing well, provide a full water analysis taken no more than 1 year ago. If you are not sure or are under time constraints to make such a determination, it is recommended that you propose to install a new sanitary system. In certain cases, this will facilitate the issuance of a permit. If it is later determined that the existing facilities are sufficient or can partially be upgraded, the permit can be so modified. Once a Health Dept. reference number has been assigned, you **must** contact the Department prior to performing any repairs/replacement for your existing sanitary system.
5. Also comply with Sections 2, 3, 4, 5 and 6 on Page 1 of these requirements, as applicable.
6. FEES - Each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. The minimum application fee is the "Update Fee" where the existing sewage disposal and water supply systems are determined to be adequate. Additional fees may be required, depending on the extent of required construction and inspections by the Department. **RETURNED CHECKS ARE SUBJECT TO A FEE.**

ACCESSORY APARTMENT

The following procedure is to be used if you are required to obtain an approval from the Department of Health Services for an accessory apartment to a single family residence on residentially zoned property.

1. Submit one completed Application for Sewage Disposal and Water Supply Facilities for an Accessory Apartment, Form WWM-105. Application is required to be signed by both the applicant and the appropriate Village/Town Building Official.
2. If you are proposing to utilize any part of the existing sewage disposal system and/or water supply, submit Certification of Existing Subsurface Sewage Disposal and Water Supply Facilities for a Single Family Residence (Form WWM-072) signed by your architect or engineer. If you are proposing to use an existing well, provide a full water analysis taken no more than 1 year ago. If you are not sure or are under time constraints to make such a determination, it is recommended that you propose to install a new sanitary system. In certain cases, this will facilitate the issuance of a permit. If it is later determined that the existing facilities are sufficient or can partially be upgraded, the permit can be so modified. Once a Health Dept. reference number has been assigned, you **must** contact the Department prior to performing any repairs/replacement for your existing sanitary system.
3. Also comply with Sections 2, 3, 4, 5 and 6 on Page 1 of these requirements, as applicable.
4. FEES - Each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. The minimum application fee is the "Update Fee" where the existing sewage disposal and water supply systems are determined to be adequate. Additional fees may be required, depending on the extent of required construction and inspections by the Department. **RETURNED CHECKS ARE SUBJECT TO A FEE.**

RENEWALS, EXTENSIONS OR TRANSFERS OF EXISTING PERMITS FOR SINGLE FAMILY DWELLING

- A. EXTENSION OF EXISTING PERMIT** - A permit to construct issued by the Department may be extended for a period of three years beyond the date of expiration, provided that the request for extension is prior to the date of expiration, as indicated on the previously approved plans, **and there are no substantial revisions to the proposed project.** This includes situations where construction of the project may or may not have started. Permits will be extended only once and a new Department permit number may be assigned. Only one extension will be granted after which applicants must submit a new application. The following items must be submitted to extend a permit:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form and one (1) copy.
 2. One additional print of the site plan. (Clearly indicate any revisions to the approved plan.)
 3. Application fee: See current fee schedule.
- B. RENEWAL OF EXPIRED PERMITS** - If your existing permit has expired, it may be renewed for a maximum of 3 years beyond the date of expiration, **provided that there are no substantial revisions to the proposed project,** or subsequent changes in Department standards. If either occurs, then the project will be treated as a new application. The following items must be submitted to renew an expired permit:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form and one (1) copy.
 2. One additional print of the site plan. (Clearly indicate any revisions to the approved plan.)
 3. Application fee: See current fee schedule.
- C. REVISIONS TO EXISTING PERMITS** - If you are making substantial revisions or modifications to a project that has already received a permit to construct from the Department, a new application will be required. Follow the Instructions in Sections 1 through 7, Page 1, of these requirements. The following are examples of changes that constitute substantial revisions or modifications:
1. An increase in total wastewater design flow (e.g., number of bedrooms).
 2. The addition or relocation of a proposed sewage disposal or water supply system(s) that was not shown on the approved site plans.
 3. A change in building gross floor area or location.
 4. A change in the proposed method of sewage disposal or water supply.
 5. Change in any proposed structures or improvements (for example, driveways, tennis courts, swimming pools, cabanas, etc.)
- At the discretion of the Department, some minor revisions or modifications may not require complete new applications or fees. For these situations, a minimum of three (3) revised site plans must be submitted for approval with a letter explaining what changes are proposed.
- D. TRANSFERRING A PERMIT INTO A DIFFERENT NAME** -If you are transferring a permit into a name other than that of the original applicant and you are **not revising the project**, then submit the following items for review:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form [with the previous applicant's signature] and one (1) copy.
 2. Three (3) new prints of the site plan in accordance with Section 2, Page 1, of these requirements.
 3. Application fee: See current fee schedule.

INSTRUCTIONS FOR FINAL APPROVAL OF CONSTRUCTED SYSTEMS

It is the applicant's responsibility to call the Department to arrange inspections of the sewage disposal system and water supply facilities prior to backfilling. These include inspections of the soil excavation for the sewage disposal system, when required, and inspections of the water supply well, well lateral, public water supply line, disposal system, piping and final grading. Other inspections may be required. **HEALTH DEPARTMENT REFERENCE NUMBER MUST BE ON ALL CORRESPONDENCE OR DOCUMENTS SUBMITTED.**

1. The applicant must submit 4 original prints of an as-built plan (up to and including 11" x 17"), by a licensed design professional or surveyor, of the subject property showing the following:
 - a. the lot location and metes/bounds description;
 - b. the lot number(s) and the name of the subdivision, if applicable;
 - c. permanent structures (i.e., buildings, driveways, walkways, swimming pools, decks, retaining walls, drywells, etc.);
 - d. the exact location of the private well and water lateral, if applicable (give at least 2 dimensions measured from the corners of the building to the well);
 - e. the exact location of the public water line, if applicable;
 - f. the exact location of the septic tank and leaching pool(s), if applicable (give at least 2 dimensions measured from the corners of the building to the access covers of the septic tank and each leaching pool);
 - g. the exact location of the sewer line from the dwelling to the street, if applicable; and
 - h. **HAVE A CLEAR AREA AT LEAST 3"x 5" FOR THE DEPARTMENT'S APPROVAL STAMP.**
2. If any new subsurface sewage disposal system components have been installed, the applicant must submit a certificate (Form WWM-078 or equivalent) from the licensed sewage disposal installer, attesting that the system has been constructed according to the criteria of the Department. If a certificate from the installer cannot be obtained, form WWM-073 completed by a licensed architect or engineer may be submitted.
3. If a well has been installed as the potable water supply, then the applicant must submit a well water analysis completed within one (1) year by a certified laboratory, and a well driller's certificate completed by a licensed well driller. If the well or water quality does not conform to standards, corrective measures will be required as described in the Department's "**Private Water Systems Standards**". **Please note:** water treatment units may not be installed without prior approval of the Department.
4. If any pre-existing subsurface sewage disposal system components have been abandoned or removed, the applicant must submit a Certificate of Abandonment (Form WWM-080) from a licensed contractor, attesting that the previous system has been abandoned according to the criteria of the Department. If a certificate from the contractor cannot be obtained, form WWM-073 completed by a licensed architect or engineer may be submitted.
5. If public sewers are utilized for the dwelling, the applicant must also submit one (1) copy of the sewer line inspection approval from the sewer district. In districts operated by Suffolk County, the original and one (1) copy of Form S-9, duly executed by the Suffolk County Department of Public Works, together with one (1) copy of a Suffolk County Department of Public Works field sketch are required.
6. If public water is utilized, a tap letter from the appropriate water district indicating that water service has been completed to the dwelling will be required.
7. In certain cases, the applicant will be required to submit a certification from a licensed design professional, attesting that all components of the sewage disposal system, retaining wall or sewage collection system have been properly inspected and constructed according to the approved plans and permit conditions. Refer to "**Certification of Constructed Works**" (Form WWM-073). Other documents may be required as indicated on the permit to construct.

PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED.