CAYUGA COUNTY ENVIRONMENTAL HEALTH DIVISION

Subdivision Review Checklist

The Design Engineer should check the following list prior to submitting the subdivision plan to the Environmental Health Division of the Cayuga County Health and Human Services Department. Any item which is answered by "No" should include an explanation in the engineer's report. This checklist is a guideline and is not intended to cover every aspect of Part 74, 75A, Appendix 5B or any other regulation covering subdivisions. 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 department staff.

I. **An initial submission must include the following items:**	**Yes**	**No**
A. A check made out to the Cayuga County Department of Health in the amount of $30.00 per lot in the subdivision if public water and public sewer connections are required. A $55.00 per lot fee is required if private sewage and/or private water supply systems are required. A separate $100.00 fee is charged for public water supply plan review. Please note that if the proposal involves public sewers, plans should be forwarded to NYSDEC Region 7 for their review and approval	_____	_____
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 which is applying.	_____	_____
C. Proof of preliminary planning board approval, if applicable.	_____	_____
D. Proof of SEQRA Compliance	_____	_____
E. An engineer's report.		
F. Three copies of legible and complete subdivision plans signed and sealed by the design engineer.	_____	_____
G. Is the subdivision or any portion is within a designated flood-plain or wetland? If yes, show area on subdivision plan and discuss in engineering report.	_____	_____
H. Owner certification that there is no soil contamination at the site proposed for reality subdivision.	_____	_____
I. Has the Stormwater Pollution Prevention Plan been reviewed by the New York State Department of Environmental Conservation?	_____	_____
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. Will subdivision be supplied by public water?	_____	_____
a) Water Supply application submitted?	_____	_____
b) Description of system including volume of water and pressures available within the subdivision.	_____	_____

	Yes	No
c) Does the municipality agree to accept ownership of any new water lines?	_____	_____
d) Water distribution plan submitted?	_____	_____
e) Are location, size and material of water services line included?	_____	_____
F. Will the proposed subdivision be supplied by private wells?		
a) The subdivision is located outside of an existing or proposed water service area.	_____	_____
b) The subdivision is not reasonable accessible to an existing or proposed water service area.	_____	_____
c) This section of the proposed subdivision, together with future sections, will consist of less than 50 lots or less than 200 residents in the aggregate.	_____	_____
d) The ground waters are potable and individual wells can produce an average yield of 5gpm or have appropriate storage capacity.	_____	_____
e) Is the following information regarding proposed individual water supplies addressed :		
1. Site selection (ground slope, rock, outcrops, distance from sewage treatment system, etc.)	_____	_____
2. Type of supply proposed (drilled well, other)	_____	_____
3. Overburden – type and depth.	_____	_____
4. Logs of representative wells	_____	_____
5. Anticipated depth of wells.	_____	_____
6. Water quality data from one or more adjacent (within 500 feet) or on site representative wells including results for: Total Coliform Bacteria, Nitrate, Nitrite, Iron, Manganese, Hardness, Alkalinity, Turbidity, pH, Sodium, Lead, and volatile organic chemicals. Additional tests may be required for specific concerns by the County Health Department.	_____	_____
7. The number of tests wells required will be as follows: 5 – 10 lot subdivision, 1 well; 11 – 20 lot subdivision, 2 wells; and 21 – 30 lot subdivision, 3 wells, etc.	_____	_____
8. Minimum yield demonstrated. A well for a private dwelling should have a minimum well yield of 5gpm. Well yield should be determined in accordance with Appendix 5-B of Subpart 5-1 of the NYS Sanitary Code. The yield test should be conducted at a constant flow rate during "drawdown and throughout the four hour stabilization period" with periodic water level observations made and recorded during drawdown, stabilized pumping, and recovery periods.	_____	_____
9. Treatment requirements, if necessary, including equipment specification	_____	_____
f) Construction Details for Drilled wells		
1. Detail of well indicating diameter and depth of casing, pump, water lines, electrical lines, pitless adapters, well seal, depth of grouting.	_____	_____
2. Is height of casing at least 12" above the ground.	_____	_____
3. Well detail should meet requirements of Appendix 5B of Subpart 5-1 of the NYS Sanitary Code.	_____	_____

	Yes	No
4. Is the well located on an area of seasonal flooding or surface water contamination?	_____	_____
5. Is there a minimum of 50 feet between wells and subdivision boundaries provided?	_____	_____
6. Is a minimum of 15 feet between wells and lot lines provided?	_____	_____
G. Design of the individual sewage facilities located on each lot		
a) Are the number of bedrooms considered in system designs specified?	_____	_____
b) Is the disposition of waste water from water treatment, if any, i.e., water softener specified?	_____	_____
c) Are 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 included? (One deep test pit for each proposed sewage treatment system for each lot.)	_____	_____
d) Are tabulated results of percolation tests taken including the lot location, test number, test location, depth of hole, soil characteristics, watch time at start of each test, time required for the water to drop 1" and any remarks included? Include data on all runs until stabilization occurs for each lot. (Two percolation tests within each sewage treatment area for each proposed sewage treatment area for each proposed sewage treatment system.)	_____	_____
e) Are there four feet of usable soil above rock, ground water or impermeable soils?	_____	_____
f) Are septic systems located in areas not subject to flooding and/or influence from storm water discharges?	_____	_____
g) Are minimum separations appropriately and clearly noted on the plans	_____	_____
h) Is the maximum size house that can be accommodated by sewage treatment design for each lot specified in plan.	_____	_____
i) Are the number of lines, the size, spacing and length of laterals for each lot specified?	_____	_____
j) Is sufficient area for a 50% expansion of the sewage treatment system specified?	_____	_____
k) Is grading required to make sewage treatment area usable?	_____	_____
l) Has consideration been given to locating systems on lots in such a manner as to allow for connections to future sewers?	_____	_____
m) Is surface water diversion from sewage treatment area shown?	_____	_____
H. General Description of existing and proposed drainage, including landscaping and grading required to minimize soil erosion and prevent conflict with proposed sanitary facilities.		
a) Has the developer met the requirements of NYSDEC Phase II Stormwater requirements?	_____	_____
b) Has the Cayuga County Soil & Water reviewed stormwater and erosion plans?	_____	_____
I. GENERAL		
a) Is the subdivision map complete and in its <u>final</u> form?	_____	_____

	Yes	No
b) Does the proposal for the subdivision conform with all applicable comprehensive studies, including air, water, sewerage, and solid waste?	_____	_____
c) Do all lots exceed 20,000 square feet if on site individual water supply and sewage treatment are proposed?	_____	_____
d) Does this subdivision entirely outside of a public water supply watershed with adopted watershed rules and regulations?	_____	_____
e) 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?	_____	_____

J. 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 2' 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) Drainage easements shown.	_____	_____
j) Cellar, roof, and footing drainage disposal method and restrictions.	_____	_____