

# COUNTY OF SUFFOLK



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SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

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Commissioner

June 11, 2014

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES  
GENERAL GUIDANCE MEMORANDUM #30  
PROCEDURES OF OFFICE OF WASTEWATER MANAGEMENT  
FOR CATEGORIZING MINOR AND MAJOR PLAN DEFICIENCIES**

## **AUTHORITY**

The Suffolk County Sanitary Code sets forth requirements for approval of water supply, sewage disposal systems for single-family residences, commercial projects, and subdivisions of property. The statutory authority for these guidelines can be found in Article 4, Article 5, Article 6, and Article 7 of the code.

Detailed specifications can be found in Standards for Approval of Plans and Construction - Sewage Disposal Systems for Single-Family Residences, Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other Than Single Family Residences, also known as Commercial Standards, and Private Water Systems Standards. In addition, the Department is bound to comply with the standards set forth in the New York State Department of Health, New York State Department of Environmental Conservation and New York State Real Property.

## **PURPOSE**

The Office of Wastewater Management has developed a new workflow within the application review process that establishes a 2 tiered review process with a goal of improving submittal quality and minimizing the total review cycle time. During the preliminary process, applications will be reviewed to determine if they are of a high quality that is sufficient for entry into the formal review process. Each submission must be accompanied by the appropriate Application Checklist which has been completely filled out and signed by the applicant and design professional in order for the Department to conduct the preliminary review. Applications that do not contain the fully completed and signed checklist will be returned to the applicant without comment.

Applications will be accepted into the process with minor deficiencies. Once accepted, the application will be entered into our tracking system and the appropriate application fee will be invoiced. No payment is required to be made at the time of original application and any payment received by the Department prior to invoicing will be returned. Applications that contain major deficiencies will be returned and must restart the application process after consultation with office staff. The purpose of this memorandum is to clarify what constitutes a minor or major deficiency.

## **GUIDANCE**

Applications that are submitted to the office will be preliminarily reviewed to determine if they contain minor or major deficiencies. Those that contain minor deficiencies will be submitted into the review process and applications with major deficiencies will be returned to the applicant.

### **Minor Deficiencies**

Minor deficiencies will be categorized as follows:

- Application contains technical deficiencies that must be addressed before approval can be granted.
- Application requires a coordinated review with outside agencies that must be completed before approval can be granted.

### **Major Deficiencies**

Major deficiencies will be categorized as follows:

- Application submission does not include items listed as “Required Material” or “Map/Survey/Site Plan Information” as outlined on the Application Checklist.
- Proposal exceeds density without proposed mitigation.
- Proposal exceeds twice density or previously approved grandfathered flow.
- Proposal severely contradicts construction standards set forth by the Department.

## **EFFECTIVE**

This document is for guidance purposes only and becomes effective for all applications received after the date of this memorandum. This document should apply in most cases, but it is not a standard and is not meant to substitute for the discretion and common sense of the review staff.

Issued by: *Signature on file*  
Walter J. Hilbert, PE, Chief  
Office of Wastewater Management