

SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
OFFICE OF WASTEWATER MANAGEMENT
360 YAPHANK AVENUE, SUITE 2C
YAPHANK, NEW YORK 11980
(631) 852-5700 OR HealthWWM@suffolkcountyny.gov

**APPLICATION REQUIREMENTS FOR FILING
REALTY SUBDIVISION OR DEVELOPMENT MAPS**

Before filing subdivision applications with the Department, you, your design professional, and your agent (if applicable) should be familiar with the following standards, codes, regulations, and documents:

1. Article 6 of the Suffolk County Sanitary Code which describes conditions under which subdivision or development maps are required by this Department and the general qualifications for approval.
2. Suffolk County Department of Health Services "Standards for Approval of Plans and Construction for Sewage Disposal Systems for Single-Family Residences" and "Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other Than Single-Family Residences".
3. Suffolk County Department of Health Services Private Water System Standards
4. General Guidance Memorandum # 7 – Recommended Procedure for Resolving Construction Problems Involving Existing Neighboring Wells
5. General Guidance Memorandum #14 – Guidelines For Technical Reports When Requesting Variances
6. General Guidance Memorandum # 21 – Requirements for Certifying and/or upgrading Existing Sewage Disposal and Water Supply Systems For Existing Buildings on Proposed Realty Subdivisions or Developments.
7. Office of Wastewater Management Fee Schedule

Copies of the above documents and all forms/documents referenced in the instructions are available at the Office of Wastewater Management (address listed above) or on the internet at the following web address:

<http://www.suffolkcountyny.gov/health> under "Documents and Forms"

A. The following must be submitted for approval of Realty Subdivisions or Developments Maps by the Department:

1. Application Form for Approval of Realty Subdivisions and Development (Form WWM-023). This form must be completely filled out and signed by ALL property owners, ALL applicants, and design professional. Agent signature is not acceptable in lieu of applicant and owner signatures. Original signatures are required.
2. A completed Application Checklist for Realty Subdivision and Development (Form WWM-203).
3. Four (4) prints of the realty subdivision or development map. **See Section C** for information required on maps. A minimum of 4 paper prints of maps are required for approval and stamping. The Department will retain 3 paper prints of the approved subdivision/development map(s). Extra prints and all mylar copies will be stamped and returned to the agent or design professional unless other arrangements have been made. Mylar copies cannot be mailed and must be picked up.
4. A public water availability letter from local water district, including the distance to existing main if water main extensions are required.
5. A Short Environmental Assessment Form.
6. For proposals within or accessible to a public sewer district, a sewer availability letter is required from the sewer district having jurisdiction. Proposals for sewer main extensions require plan approval from the district. (See Section D)
7. For proposals located within 100 feet of surface waters or wetlands, a Wetlands Permit or "Letter of Non-Jurisdiction" from NYSDEC and/or Town/Village is required.
8. For clustered subdivisions or developments, a 20,000 or 40,000 square foot yield map, as appropriate, is required. Yield maps must show all lot dimensions, square footage and drainage calculations meeting town or village zoning requirements and must be stamped by both a licensed surveyor and the design professional.

B. FEES – When the staff determines the submission to be acceptable it will be assigned a reference number and a letter will be prepared and sent to the applicant, owner, and design professional requesting the application fee. Fees may be paid by a check or money order, payable to 'Suffolk County Environmental Health' or credit card (VISA or MasterCard). Please see current fee schedule for applicable fees. RETURNED CHECKS ARE SUBJECT TO A PROCESSING FEE. CREDIT CARD PAYMENTS ARE SUBJECT TO PROCESSING FEES.

C. The following additional items may be required after the initial review of the application is completed and required for approval:

1. Witnessed Test Holes by the Department. **See Section D**
2. Test well(s) sampled by the Department if proposing private wells. **See Section D**
3. A SEQRA environmental determination from the lead agency (usually town or village).
4. Town or Village Zoning or Planning Board approval
5. Department Covenants: As part of the approval process the Department routinely requires covenants and restrictions to address various situations such as private wells, water main extensions, re-grading, open space and sewage discharge limitations. Instructions and model covenants will be provided by the Department as part of the review process, if required. After review and approval by the Department, a copy of the recorded covenants will be required by the Department before approval of the map.
6. A certification of existing sanitary system and water supply by a licensed design professional or application to upgrade an existing sewage disposal system or water supply as determined by the Department. **See Section E**
7. An engineering report for the design of water supply system, on-site sewage disposal systems, sewer collection systems, pump stations, etc.
8. Applicants will be notified in writing of proposals which do not conform with the Suffolk County Sanitary Code. Such proposals may require a variance or waiver from the Department's Board of Review. Variance applications (form WWM-061) will be sent with a Notice of Non-Conformance and are available upon request. A technical report by a design professional may be required to justify any variances or waivers.
9. Any other information not stated above that may be required for the Department to facilitate a review and approval of the map.

D. INFORMATION REQUIRED ON MAPS - The following information is required as a minimum for review and approval of maps by the Department:

1. Subdivision name (as shown on the application form) and the district-section-block-parcel number(s) as shown on the Suffolk County Tax Maps. Identify name, lot number(s) and recording date of any previously filed map, if applicable. The map must include all lots created from the parcel since January 1, 1981 as shown on the Suffolk County Tax Maps.
2. Parcel location, metes and bounds, and square footage of all lots.
3. Elevations of all corners of the property and the center-line of the street or a topographic map. If the property has an elevation difference greater than 10 feet, topographic contours must be shown on the map at 5 foot intervals.
4. Location of all surface waters or wetlands within 300 feet of the property.
5. Distance and location of the nearest existing or proposed public water main.
6. Distance and location of the nearest public sewer and stubs, if applicable. For Suffolk County Sewer Districts, sewer and stub locations must be approved by the Suffolk County Department of Public Works.
7. All existing buildings on the property and their use (e.g., identify dwellings as single family, two-family, etc.) Show the source of domestic water and locate the sewage disposal system for all buildings or indicate if none exist. If existing sewage disposal and water supply facilities are required to be upgraded then the new locations must be depicted on the maps after they have been installed as **per Section E**.
8. If proposing subsurface sewage disposal systems, show all wells within 150 feet of the property (Indicate if no wells are within 150 feet). If proposing private wells, show all sewage disposal systems within 150 feet of the property (Indicate if no sewage disposal systems are within 150 feet).
9. Proposed test hole(s) and test well(s) locations for Department approval. (If not proposed by design professional, Department may select locations). **See Section D**
10. Design details for sewage disposal system and water supply in conformance with Construction Standards.
11. Test hole location(s), elevations, and soil conditions (using ASTM Unified Soil Classification System) to a minimum depth of 17 feet and 6 feet into sand and gravel or 6 feet below groundwater. **See Section D**
12. Location of test well(s), if applicable. **See Section D**
13. Show water supply and sewage disposal system on a typical lot layout, including room for 50% expansion of the system and any proposed water mains or sewers and reference to any design reports or special conditions.
14. Certification of sewage disposal and water supply plan by design professional as follows:

“I hereby certify that the water supply(s) and/or sewage disposal system(s) for this project were designed by me or under my direction. Based upon a careful and thorough study of the soil, site and groundwater conditions, all lots, as proposed, conform to the Suffolk County Department of Health Services construction standards in effect as of this date.”

(Signature of Design Professional) _____ (Date)

Printed name of design professional and license #

15. The Department's approval stamp (Wording and format available upon request).

16. Size of maps - minimum 18 inches by 20 inches or 20 inches by 36 inches (Check with County Clerk and Local Municipality for other requirements).
17. Original seals and signatures of design professional and licensed surveyor.
18. The Department requires a minimum of four (4) subdivision maps for approval

E. INFORMATION REQUIRED FOR DESIGN OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS -

A map is required by the department that contains the necessary information to ascertain whether an acceptable water supply and sewage design system will be available for each parcel being created. Any plans or technical reports submitted for the design of water supply and sewage disposal systems must be prepared by a New York State licensed design professional in accordance with the following design criteria:

1. Water Supply

a. Private Wells

If private wells are proposed, test wells are required to be installed on the property by the applicant to demonstrate the adequacy of the water supply. Water analysis will be performed by the Department once a subdivision application has been filed and after sampling fees have been paid. For further information see Department Bulletin, "Test Well Procedures (WWM-070)". If public water is proposed, then test wells will not be required.

Test wells that will be used to supply drinking water for proposed building(s) should be constructed in accordance with Department standards and should be located so as to be representative of the available groundwater supply for all the proposed lots. For residential developments of less than 5 building lots, a minimum of one test well is required on the property, as located by the design professional. For subdivisions of 5 lots or more, a minimum two test wells, plus one additional well per 10 acres or 10 lots will be required. The location(s) should be shown by the design professional on two copies of the preliminary map for review by the Department. Upon approval of the location(s), one copy of the map will be returned.

b. Public Water

If public water is proposed, the size and location of the proposed and existing water mains and service lines must be shown to all lots and existing buildings on the preliminary map. Water mains and service lines should be designed so as to provide the best possible water supply to all proposed lots, and in accordance with the Recommended Standards For Water Works, American Water Works Association specifications, and good planning and engineering practice.

2. Sewage Disposal System

a. Subsurface Sewage Disposal

If subsurface sewage disposal systems are proposed (septic tank and leaching pools), test hole(s) are required, in order to ascertain the acceptability of the soils and design the systems. Test holes must be dug to a minimum depth of 17 feet and 6 feet into sand and gravel and should be presented as a profile on the map, using the ASTM Unified Soil Classification System. If groundwater is encountered, the highest expected groundwater elevation must also be shown and the disposal system designed accordingly. For more information, refer to The Standards For Sewage Disposal Systems For Single Family Residences, Section 5-106, Subsoil and Groundwater Criteria for Subsurface Systems.

For developments of less than 5 lots, a minimum of one test hole is required on the property located by the design professional so as to be representative of the soil condition for all the proposed lots. In most cases, for these minor maps, the Department may accept boring profiles, located and certified by the design professional. Under certain circumstances, the Department may require a specific location and/or witnessing of an open excavation by a representative of the Department.

For subdivisions of 5 lots or more, a minimum of two (2) test holes plus one additional test hole per 10 acres or 10 lots are required, as located by the design professional. The locations should be shown on two copies of the preliminary map for review by the Department. Upon approval of the locations one copy of the map will be returned. Subdivision test holes for 5 lots or more must be open excavations witnessed by a representative of this Department and certified by the design professional. Call the office of Wastewater Management for an appointment. Inspections will not be done unless a subdivision application is on file with the Department and the locations have been approved.

b. Sewers

For proposals located within a sewer district, approval for connection must be obtained from the sewer agency having jurisdiction. Subdivisions within a Suffolk County Sewer District require stamped approval on the map by the Suffolk County Department of Public Works (SCDPW). If sewer main extensions are necessary to serve parcels within the subdivision, an approved plan is required from the sewer district.

c. Sewage Treatment Plant

If construction of an on-site sewage treatment plant is proposed, contact the Department for requirements.

- F. **CERTIFICATION of Existing Sewage Disposal and Water Supply or Upgrading of Existing Sewage Disposal System and Water Supply** – When there are existing buildings to remain with existing sewage disposal and water supply then a certification of existing sanitary system and water supply by a licensed design professional or application to upgrade an existing sewage disposal system or water supply may be required by the Department before the map is approved. See General Guidance Memorandum # 21 to determine when a certification of existing sewage disposal system and water supply by a licensed design professional or application to upgrade an existing sewage disposal system or water supply is required by the Department when requesting approval of a realty subdivision or development map.
1. **Certification of existing sewage disposal and water supply** – For certification of sewage disposal and water supply facilities for existing residential structures, submit “Certification of Existing Sewage Disposal and Water Supply Facilities for Single-Family Dwellings” (Form WWM-072). For certification of sewage disposal and water supply facilities for other than single-family dwellings, submit “Certification of Existing Sewage Disposal and Water Supply Facilities for Other Than Single-Family Dwellings” (Form WWM-084). These forms must be completed by a licensed design professional.
 2. **Application to upgrade sewage disposal and/or water supply** – When sewage disposal and/or water supply facilities are required to be upgraded based upon the requirements of Guidance Memorandum # 21 or when the facilities are determined to be inadequate based upon the Department review of the licensed design professional’s certification, then an application must be made to the Department to upgrade the sewage disposal and/or water supply facilities. Site plans for the upgrade application must depict the entire lot to be subdivided as single lot without reference to the proposed division. For residential upgrades submit “Application for Sewage Disposal and Water Supply Facilities for Additions, Remodeling, Conversions, or Sanitary Upgrade of Single-Family Dwellings” (Form WWM-057). For other than single-family dwelling upgrades submit “Application for Construction of Sewage Disposal and Water Supply Facilities for Other Than Single-Family Dwellings” (Form WWM-004). After the upgrade applications receive final approval from the Department the maps must be revised to depict the new sewage disposal and/or water supply locations.
 3. **When existing buildings are proposed to be removed** - Prior to the approval of the map, the Department will require a covenant to be filed guaranteeing the removal of the structures and proper abandonment of the existing sewage disposal and water supply. **See Section B, Item 5**
- G. **FILING of Maps With The County Clerk** - Maps approved by the Department are required to be filed with the County Clerk within one-year of the date of approval to remain valid. After the initial maps have been approved additional maps may be submitted for approval and stamping with some of the information which was required for design of the water supply and sewage disposal system eliminated from the map for clarity purposes prior to filing with the County Clerk. Consult the Department before eliminating information from the map.
- H. **RENEWAL** - Suffolk County Department of Health Services approved maps must be filed with the County Clerk within one-year of the date of approval to remain valid. Upon expiration of the one-year approval period, maps may be submitted to the Department for renewal. Maps are subject to review for conformance with standards in effect at the time of resubmission. Test wells may be subject to re-sampling. Revisions may be necessary if the Department’s requirements or conditions have changed. Maps submitted for renewal must be accompanied by the per lot update fee (see current fee schedule), check or money order, payable to Suffolk County Environmental Health. **RETURNED CHECKS ARE SUBJECT TO A FEE.**
- I. **TRANSFERRING of Existing Application** – If you are transferring an application into a name other than that of the original applicant, submit an original letter from the original applicant transferring all rights and interest of the application to the new applicant. Submit a new application form for Approval of Realty Subdivisions and Development (Form WWM-023) per **Section B, Item 1**, four (4) prints of the realty subdivision or development map per **Section C**, and transfer application fee (see current fee schedule), check or money order, payable to Suffolk County Environmental Health. **RETURNED CHECKS ARE SUBJECT TO A FEE.**

Please Note: Approval of a subdivision or development map does not constitute approval to construct for the individual lots. Refer to “Submission Requirements for Single Family Dwellings” (Form WWM-041) or “Application Requirements for Other Than Single Family Residences” (Form WWM-003).

Applications including plot plans and other required paperwork for construction approval on individual lots may be submitted with the subdivision application. Approval to construct will not be issued on individual lots until the Subdivision Map is approved.