



State of Ohio Environmental Protection Agency

SITE EVALUATION REQUEST FORM

FOR SEWAGE AND OTHER WASTEWATER DISPOSAL SYSTEMS IN AREAS NOT SERVED BY PUBLIC SANITARY SEWERS

The enclosed form should be completed by individuals considering development of buildings and activities other than those serving a one, two or three family residence. The enclosed procedures assist individuals planning new commercial development in evaluating their wastewater treatment options. Not all sites are suitable for a proposed use. In order avoid financial hardship, it is important to secure a preliminary site acceptance prior to completing the purchase of any parcel for development, expending money to erect new structures, or expanding any existing structures.

Examples of new commercial development include:

Office	Motels	Food Service Carry Out	Subdivisions
Warehouses	Taverns	Camps	Mobile Home Parks
Factories	Restaurants	Retail Stores	Apartments (4 or units)
more			

Individuals planning to utilize existing structures which would involve a change in the prior use or an expansion should also complete the enclosed form.

Some frequently asked questions are addressed on the last page. For additional questions and/or assistance regarding the site review process, please contact the nearest Ohio EPA District Office.

District Offices

Northeast District - 2110 East Aurora Road, Twinsburg, Ohio, 44087
Phone 330-963-1200, Fax 330-487-0769

Northwest District - 347 North Dunbridge Road, Bowling Green, Ohio, 43402
Phone 419-352-8461, Fax 419-352-8468

Central District - 3232 Alum Creek Drive, Columbus, Ohio, 43207
Phone 614-728-3778, Fax 614-728-3898

Southeast District - 2195 Front Street, Logan, Ohio, 43138
Phone 740-385-8501, Fax 740-385-6490

Southwest District - 401 East 5th Street, Dayton, Ohio, 45402
Phone 937-285-6357, Fax 937-285-6249



Ohio Environmental Protection Agency

Ohio EPA Use Only
Site Number NE

DSW SITE EVALUATION REQUEST FORM

Please complete this form and return to the Ohio EPA district office or the Local County Health Department. This form must be completed and returned prior to a site inspection.

PLEASE PRINT OR TYPE

I. CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ E-mail address: _____

Present Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____

II. PROPERTY INFORMATION

Name of Proposed Business: _____

Street Address or Location Description: _____

Permanent Parcel Number (if known): _____

County: _____ Township: _____

Number of acres: _____

- Is the site developed Y / N (properties must be clearly marked with stakes or other appropriate signage)
If developed, name of existing business: _____
- Is/Will potable water provided to the site by your own water well? Y / N

III. SUPPLEMENTAL PROPERTY INFORMATION

To expedite the site review process, **the site evaluation package needs to contain the following information:**

- Vicinity map showing the property in conjunction with major cross roads identified
- Drawing to scale of the property denoting north arrow, any existing or proposed buildings and parking areas, sewage system components, water or other wells, property line dimensions, streams/wetlands, and any other site features
- Soils report developed by a certified soil scientist for undeveloped sites or sites proposed for conversion from residential use to commercial use.
- Perc testing with soils report is necessary for any soil rated as severe or very severe.
- Detailed description of any existing sewage treatment system components* on the property.

*It may be necessary to hire a sewage system installer or Professional Engineer, familiar with septic systems, to determine the following: location of the system, the exact components of the septic system, whether the system discharges, and the performance of the system.

IV. PROPOSED BUSINESS/PROPERTY CHANGE OF USE

Provide a complete description of the proposed project and wastewater to be generated, including wastewater sources (floor drains, water softener backwash, etc) and any unique operating conditions (special events, hours of operation, other). In the case of a strip plaza or building with multiple users of a sewage system, identify wastestreams from all users:

V. TYPES OF WASTEWATER SOURCES: (circle all that apply)

Food preparation
Water softener
Laundry facility
Showers

Floor drains
Vehicle washing/ Vehicle maintenance
Swimming pool backwash
Industrial process water

Other wastewater specify: _____

FILL OUT ALL APPLICABLE SECTIONS

Subdivision/Mobile Home Park

Number of homes _____
 Number of trailers _____

Apartments

Number of one-bedroom units _____
 Number of two-bedroom units _____
 Number of three-bedroom units _____

Campground

Number of sites & cabins ____/____
 Number of cabins/lodge rooms _____
 Number of showers _____
 Number of flush toilets _____
 Will there be a dump station? Y / N

Grocery, Carry-Out Convenience

Food Stores, Restaurants

Number of employees _____
 Selling prepackaged items only? Y / N
 Number of restaurant seats _____
 Number of banquet seats _____
 Is it carry-out only? Y / N
 Food license risk level _____
 Hours of operation _____

Factories, Offices, Service Facilities,
 Warehouses, Retail Outlets

Number of employees _____
 Number of beauty salon bowls _____
 Will there be vehicle maintenance Y / N
 Will industrial wastes be produced? Y / N

Church

Number of sanctuary seats _____
 Services held per day & week ____/____
 Will there be a kitchen in the church? Y / N
 Is there a rental hall? Y / N
 Is there a school or day care? Y / N

Day Care/School/Summer Camps/Group

Home, other institutions

Number of students/occupants _____
 Number of staff _____
 Hours of Operation _____

Doctor Office/Vet Clinic/Animal Boarding

Number of doctors _____
 Number of employees _____
 Number of patients/day _____
 Number of runs/cages ____/____

VI. SIGNATURE

This document and all attachments were prepared under my direction or supervision and all information submitted is, to the best of my knowledge true, accurate and complete.

Applicant Signature: _____ Date: _____

NOTICE

To those persons considering development in areas not served by public sewage systems.

In accordance with Section 6111.44 and 6111.45 of the Ohio Revised Code, plan approval from the Ohio EPA must be obtained for sewage treatment systems serving all buildings and activities other than those serving a one, two or three family residence. This requirement applies to both sanitary and industrial wastes and includes all liquid, semiliquid and sludge wastes that would be produced and treated or discharged on the site.

Wastes that are controlled by State and Federal Hazardous Waste Regulations would not be included under Chapter 6111 unless the sewage or industrial waste systems were included in the treatment system for these wastes or their residuals. Normally, hazardous wastes are and should be totally segregated from the sanitary and liquid industrial waste stream.

The following procedures are outlined to assist individuals planning new development. Sufficient time must be allowed for State on-site evaluation and sewage treatment system detail plan approval.

Procedures

The approval process includes the initial site review followed by a letter summarizing Ohio EPA recommendations with regard to that review, the submittal of approvable detail plans and Permit to Install application, and the final permit approval from the Director of the Ohio EPA.

Site Inspection Request

To initiate the approval process, a written request for a site inspection must be submitted to the Ohio EPA outlining the specific details relating to the type of business proposed (retail store, bakery, machine shop, etc.), the anticipated water usage, the description of all types of liquid, semiliquid, and sludge wastes that will be generated, and of any existing sewage treatment facilities. The attached "Site Evaluation Request Form" may be used.

Site reviews can usually be accomplished within a 45 day period following Ohio EPA receipt of a written site review request.

Site Inspection Recommendation Letter

Within two weeks following the site inspection and the submittal of requested supplemental information, you should expect to receive a letter indicating Ohio EPA opinion of the project and the recommendations as to the type and size of the sewage treatment system.

Preparation of Detail Plans

Prior to construction, detail plan approval of the sewage treatment system must be obtained.

The Ohio EPA recommends that you obtain the services of a local Professional Engineer experienced in the preparation of detail plans for the size of sewage system being considered. If the project is relatively large or complex, we would encourage the designer to prepare a general plan or outline first, discuss this design with us, and then proceed with the detail plans accordingly. Involvement of the installer or equipment manufacturer in the planning process is recommended.

Plan Approval

If the plans are properly prepared and in general conformance with accepted sanitary engineering practice, then review in the District office should be accomplished within four to six weeks and the submittal sent to the Director for final action. Assuming that there are no local objections to the project, final approval can be expected about six to eight weeks following the date plans were received by the District office. Construction of the wastewater treatment system cannot start until that final approval is received from the Director.

Other Site Considerations

Since many of the sewage systems to be installed involve dissipation of the treated wastewater on-lot thru the soils, construction activity resulting in compaction, removal, or other soil disturbance may render the site unusable.

Additional permits may be necessary for your proposed construction activity including:
NPDES Storm Water Permit for Construction Activity
Plan Approval from the Division of Drinking and Ground Water for the potable water source
Army Corp of Engineers approval for any wetland or stream disturbance

Summation

As noted above, and assuming a 30 day period to prepare plans, the approval process can take up to five months to accomplish. This time period should not present any problems if the process is started early.

FREQUENTLY ASKED QUESTIONS

What is a typical Ohio EPA sewage system?

Most of the sewage systems installed are for treating domestic sewage (bathroom waste) up to 800 gallons per day from small businesses or commercial establishments. A common on-site sewage system consists of two 1000 gallon septic tanks, pumping station, mounded subsurface sand filter and 1000 lineal feet of tile field. The specific size of the components may change based on wastewater flow and soil conditions.

How much does it cost?

Permit applications for the on-site sewage system described above have shown a cost generally ranging from \$8,000 to \$20,000

Can I have a food service license?

Provided the wastewater flow is maintained within the dissipation capabilities of the soil, a business with a food establishment license or Food Service Risk Level License 1 is generally acceptable on the above referenced sewage system. Wastewater generated by a restaurant or other establishment requiring a Food Service Risk Level License 2 or higher cannot be properly treated by a septic tank system. Generally, to provide adequate wastewater treatment, these establishments are best located in an area served by central sanitary sewers.

Can I have a floor drain?

Floor drains in a garage for automotive runoff draining into the referenced typical system are prohibited under both federal and Ohio regulations(OAC 3745-34-13(A)(5)). Additionally, the above referenced system is generally not capable of treating industrial and process wastes.

Is there a minimum lot size?

The Ohio EPA does not have a lot size requirement. It is very dependent upon soil conditions and topography. However, the above referenced sewage system does require a considerable amount of property when taking into consideration setbacks from property lines and water wells. Generally, the sewage system must be 50 feet from property lines, 20 feet from buildings, and a minimum of 50 feet from any water well. The typical tile field design consists of ten lines six feet apart and 100 feet long, surrounded by a curtain drain eight feet from the trenches with an equally sized reserve field. There may be no parking or other damaging activity in the primary or reserve tile field area. The soil in these areas cannot be disturbed, graded or removed during the development of the site. Thus the sewage system with sufficient isolation distances occupies an area approximately 200 ft by 240 feet (1.1 acres)

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