

# Application for Sewage Treatment System (STS) Review for Property Improvements/Modifications

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Received by \_\_\_\_\_

APD # \_\_\_\_\_

Residential  
Commercial

Initial Inspection  
Re-inspection

Location \_\_\_\_\_

Township/Village/City \_\_\_\_\_

Job description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address Phone

\_\_\_\_\_  
City State Zip

Owner

(If different from above)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address Phone

\_\_\_\_\_  
City State Zip

By my signature below I certify that I agree to comply with the conditions of The Hamilton County General Health District Sewage Code Regulation 529.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# APPLICATION FOR SEWAGE TREATMENT SYSTEM (STS) REVIEW FOR PROPERTY IMPROVEMENTS/MODIFICATIONS - GENERAL REQUIREMENTS

**Purpose of the Sewage Treatment System (STS) Inspection:** To confirm the STS is in proper working order and not creating a health nuisance. Confirm the reconfiguration, addition(s) and or property modifications/improvements will not interfere with the STS. Determine whether or not the STS can accommodate the applicant's proposal. Assure the future replacement area for the STS is not compromised. Verify compliance with Hamilton County Sewage Treatment System Regulation 529.

The following is pertinent to single family, duplex (two-family) or triplex (three-family) dwellings that utilize a sewage treatment system (STS), as well as, non-discharging semi-public facilities that utilize a STS which treats 1,000 gallons per day or less.

- i Select Sewage Treatment System (STS) components shall maintain the minimum isolation distances specified in Table #1 of this Regulation.
- i No STS shall have its daily flow rate increased above the design flow rate by exceeding the living space square footage requirements of Table #2 when adding a room addition or accessory building with conditioned living space, by adding bedrooms, residents, special use fixtures, or structures consistent Regulation 529.02(N), or otherwise make changes to a structure, within a structure, to the occupancy of a structure and/or to the use which the structure and STS was designed which may increase waste strength or flow in accordance with Table A-1 of rule 3745-42-05 of the Administrative Code without altering or replacing the STS consistent with the requirements of Regulation 529, unless the STS was designed to handle the additional flows and treatment quality and/or soil absorption would not suffer.
- i No person shall change the use of or occupancy of a structure, or begin remodeling or construction of a dwelling, structure, room addition, accessory building, detached garage, deck, or swimming pool, surface water impoundment, well, geothermal heating/cooling systems, or add hardscapes included but not limited to driveways, patios, walls, or walkways, at any property served by, or required to be served by, an STS without first having filed application, submitting all requested relevant information and having received approval from the board of health, through its authorized representative.
- i Applicants proposing to change the use of or occupancy of a structure, remodel a dwelling or structure or who are proposing to add room additions, accessory buildings, structures, detached garages, decks, swimming pools, surface water impoundments, wells, geothermal heating/cooling systems, or any hardscapes for any property served by or required to be served by an STS shall have that system's components permanently exposed by bringing lids to grade with risers. System components include but are not limited to sewage tank(s), drop box(es), sample well(s), disinfection unit(s), distribution box(es), dry well(s), and cesspool(s).
- i No existing STS shall be used for a new or rebuilt dwelling or structure (any dwelling or structure where there is greater than 50% change, added and/or removed, in the existing interior walls within a 3 year timeframe), which does not meet the requirements of Regulation 529.
- i ***All corners of the addition/property improvement must be staked off at the time the application is submitted and they must remain until the application is approved by HCPH.***

**Reconfiguration/Rebuilt Dwelling/Structure:** Any dwelling or structure which has been or will be demolished, or partly demolished, so that the resulting dwelling or structure has greater than fifty percent change to the walls, by adding and/or removing interior walls, including but not limited to, full walls, half walls, knee walls, doorways, archways, thresholds, closets, etc. within a three year timeframe, or any dwelling or structure which the location of such dwelling or structure will be moved. The general intent of the owner, as determined by the health district, is to build, or remodel or relocate a structure or, a one, two, or three family dwelling.

**Property Addition:** Including but not limited to room addition(s), deck(s), detached and attached garage(s), porch(es), retaining wall(s), structure(s), surface water impoundment(s), geothermal heating/cooling system(s), well(s), auxiliary building(s) utilizing foundation(s) and or footer(s), hardscape(s) and in-ground or above ground swimming pool(s).

**TABLE 1  
LOCATION OF VARIOUS ELEMENTS OF SEWAGE TREATMENT SYSTEMS  
IN RELATION TO CERTAIN STRUCTURES AND BOUNDARIES  
MINIMUM DISTANCE (IN FEET) FROM ELEMENT TO:**

	LOT LINES	OCCUPIED BUILDINGS OR STRUCTURES	UNOCCUPIED BUILDINGS	WATER SUPPLY SOURCE	RIGHT-OF-WAY	SWIMMING POOL/DECKS/HARDSCAPES	DRAINAGEWAYS/WATER BODY IMPOUNDMENTS	GEOTHERMAL HEATING/COOLING SYSTEM	WATER SERVICE LINE
SEWAGE TANK	10	10	10	50	10	10	15** / 40	50	10
DISCHARGING SYSTEM COMPONENTS	10	10	10	50	10	10	15** / 40	50	10
SOIL ABSORPTION SYSTEM COMPONENTS (INCLUDES DRAINS)	10 (40)*	10 (40)*	10 (40)*	50	10 (40)*	10 (40)*	15** / 40	50	10
PRIVY/ LEACHING PIT	10	20	10	50	20	10	15** / 40	50	10

\* ANY NEW LOT CREATED ON OR AFTER DECEMBER 10, 2004 SHALL HAVE THEIR SOIL ABSORPTION SYSTEM COMPONENTS MAINTAIN A MINIMUM OF 40 FEET FROM A DOWNSLOPE PROPERTY LINE, RIGHT-OF-WAY, BUILDING, SWIMMING POOL, DECK, AND/OR DOWNSLOPE HARDSCAPE(S) IF THE SOIL HAS A RESTRICTIVE LAYER, BEDROCK, OR WATER TABLE WHICH RESTRICTS VERTICAL FLOW. \*\*DOUBLE THE DISTANCE FOR DOWNSLOPE DRAINAGEWAYS.

**TABLE 2  
REQUIRED MINIMUM SEWAGE TREATMENT SYSTEM TREATMENT CAPACITY  
BASED ON TOTAL CONDITIONED LIVING SPACE SQUARE FOOTAGE ON THE PROPERTY(IES)**

Total Conditioned Living Space Square Footage	Minimum STS Treatment Capacity***
<1,500 sq. ft.	240 gpd
>1,500 sq. ft. and } 2,500 sq. ft.	360 gpd
>2,500 sq. ft. and } 3,500 sq. ft.	480 gpd
>3,500 sq. ft. and } 4,500 sq. ft.	600 gpd
>4,500 sq. ft. and } 5,500 sq. ft.	720 gpd
>5,500 sq. ft.	720 gpd plus 120 gpd shall be added for each 1,500 sq. ft. over 5,500 sq. ft.

\*\*\* Increasing the total conditioned living space to the next threshold requires a subsequent increase in STS treatment capacity without allowing treatment quality or soil absorption to suffer. **Since many existing STS may not meet this requirement, it is important that you discuss the possibility of a STS upgrade or replacement with the Health District prior completing your plans.**

## Requirements for Application

- 1) All plans **must** be to **scale** and should **not** exceed 11 x 17 whenever possible.
- 2) STS **must** be brought to grade level with risers including septic tank, distribution boxes, drywells, cesspools, inspection ports, etc. prior to inspection and approval. Should you have prior knowledge, suspect, or question that the existing system may need to be replaced\* (i.e. - the home/structure is being reconfigured/rebuilt and the STS is not complaint with the current code, flows are proposed to be added to the STS, the total conditioned living area of the home and accessory buildings exceeds the specified square footage in Table 2, or the STS is causing a public health nuisance) then the current system will not have to be brought to grade. **\*In these cases, please discuss the possibility of a system replacement with the Health District prior to bringing components to grade and prior to making application.**
- 3) All corners of the addition/property improvement must be staked off at the time the application is submitted and they must remain until the application is approved by HCPH.

- 4) FEE: Personal cash, check, credit card (nominal fee applies), or money order for \$ 75.00 per inspection payable to H.C.P.H. Do not send cash in the mail.
- 5) Site Plan, this can be drawn by hand but must be to scale, containing the following:
  - i Owner's name, address, date and telephone number
  - i Scale
  - i North arrow
  - i Building Department application number (if known)
  - i Location of private water systems (e.g., cistern, well etc.)
  - i Location of all existing structures and hardscapes (e.g. house, driveway, garage, barn, etc.)
  - i Existing STS location and future replacement area if known.
  - i Proposed addition(s) to the property including dimensions of each
  - i Distance between STS and proposed addition(s)
- 6) Construction plans for any structure requiring a building permit (not required only when applying for deck(s), porch(es), retaining wall(s), hardscape(s), in-ground or above ground swimming pool(s)). Floor plan of the ENTIRE structure (existing and proposed) with the addition/reconfiguration well marked. The plans (existing and proposed) must contain the linear feet of all existing interior walls\*\*\*\*, linear feet of proposed interior walls to be added, and linear feet of proposed interior walls to be removed.
- 6) A calculation of the percentage of interior wall change (see calculation steps below) if applicable.
- 7) A calculation of the square footage of conditioned living space in the existing dwelling and the square footage of conditioned living space of the proposed accessory structure / room addition if applicable.
- 8) A completed application form (first page of this document).

The above items may be submitted electronically by email to [hcphcustserv@hamilton-co.org](mailto:hcphcustserv@hamilton-co.org), in person or by mail.

The inspection will usually be performed within 5 business days after submission of all items. The building department or other applicable agency will be notified of the inspection results via computer and a letter will be issued to the applicant.

### **How to calculate the percentage of interior wall change**

1. Calculate the existing linear feet of interior walls\*\*\*\* for the entire structure.
2. Calculate the interior wall linear footage that will change (feet of new and removed interior walls). Do not include proposed new interior walls contained within an addition proposed outside of the existing home's living space.
3. Divide the answer from step 2 by the answer from step 1.
4. Multiply the answer from step 3 by 100.
5. If the answer from step 4 is greater than 50%, the home has been reconfigured significantly enough to require that an outdated sewage treatment system (STS) be replaced with a new STS meeting today's standards.

\*\*\*\*Interior walls include but are not limited to, full walls, half walls, knee walls, doorways, archways, thresholds, closets, etc.