

ON-LOT SEPTIC PROCEDURES AND INSTRUCTIONS FOR PLANNING AND PERMITTING

Prepared by:

The EADS Group, Inc.
11045 Parker Drive
North Huntingdon, PA 15642
Phone (412) 754-0801
Fax (412) 754-0860

PROCESS OVERVIEW

**ON-LOT SEPTIC
PROCEDURES AND INSTRUCTIONS
FOR PLANNING AND PERMITTING**

If public sewage service is not available to your site, you will need to install an on-lot sewage system (Septic) to address your individual sewage disposal needs.

Preliminary questions to determine if planning is needed.

Is a new lot being created?

Was planning done previously for a subdivision?

Was the lot created prior to May 15th 1972?

If planning is needed you may be required to have a backup absorption area if site conditions are considered marginal.

Marginal conditions would be

- Steep slopes > 12%.
- Poor soil conditions (Failed Soil Probe)
- Small lot size <2 acres

If your development includes subdivision, the extra step of Sewage Planning approval will be required before the Permitting process can be finalized or permit issued. Sewage Planning is the process of identifying a suitable location(s) for future on-lot systems during the conceptual stages of land development. **Sewage Planning Approval should be obtained before submitting the Subdivision Plan to the Planning Commission.** The following is a generalized step-by-step process for obtaining Sewage Planning approval. **Planning approval letter from DEP (approval number is to be recorded on application by SEO) must be obtained before a sewage permit can be issued. A building permit requires a sewage permit prior to issuance.** Planning review takes time, the review of the planning module must be approved by the SEO (14 days), the Township supervisors (60 days) and by DEP. DEP by code Title 25 Chapter 71 has 120 days to review for completeness and 60 for approval or denial from the date of submittal.

Also attached is the 2023 Fee Schedule and information regarding Isolation Distances, Soil Probes and Percolation Tests.

Fees – An initial deposit for Sewage Planning Subdivision Submission Fee is required. All testing and additional coordination/review activities performed will be billed to you through a deposit system at an hourly rate, (see attached fee schedule for Hourly). Deposits are collected in increments, payable to the *Municipality*. A sufficient deposit balance must be maintained to cover each step of requested testing.

Sewage Enforcement Officer:
Jonathan D. Barron
The EADS Group, Inc.
724-601-8539
jbarron@eadsgroup.com

Number of Lots - The next step in the Sewage Planning process is to verify the number of lots created from the parent tract since May 15, 1972. The Developer will provide a copy of the Deed and any available property mapping. For residential lots = Component 1 < 11 lots after May 15th 1972, Component 2 > 11 lots after May 15th 1972.

Site Investigation – The SEO will conduct a Site Investigation with the Developer or representative prior to conducting Site Testing to review site conditions and to generally discuss the proposed home location, lot lines, potential locations for the on-lot system and relevant Isolation Distances (see attached information). **** **PA One Call (811) must be completed prior to site excavation.** **** The Site Investigation may be scheduled in conjunction with the Site Suitable Testing. Site disturbance is prohibited, i.e. no logging or activities that incur compaction will be accepted. Please have site work / testing done so that sites can be identified prior to logging, thus avoiding disturbing or compacting area and reducing the ability to site a absorption area.

Site Suitability Testing – There are two (2) types of site testing that will be completed to determine where on a site, if any, is suitable for an on-lot sewage system. Site Testing is typically completed between April and November or as weather conditions allow. The following further describes these tests.

- **Soil Probe Evaluation** – The SEO will evaluate Soil Probes dug by the Developer to identify the Limiting Zone. Suitable soil is ‘limited’ by conditions including A Seasonal High-Water Table (mottling or redox features), Rock with Open Joints, Bed Rock, Spring Seeps. A minimum of 20-inches of suitable soil to the Limiting Zone is required for a conventional above ground system (sand mound). A minimum of 60in (0% slope) up to 72in (12% slope) of suitable soil to the Limiting Zone is required for an in-ground system. The Developer or representative should be present for the Soil Probe evaluation. Test pits with suitable soil >20in must bracket (on contour) proposed absorption area. Approx. 80-100 ft apart.
- **Percolation (Perc) Test** – Once the SEO determines that the soil is suitable in a given location, a Percolation Test is completed between the approval Soil Probes to determine the rate in which water infiltrates the soil. The Soil Probe evaluation and Perc Test cannot be done on the same day because perc holes must be dug and presoaked 8-24 hours in advance of percolation testing. Instructions for preparing the Perc Test are attached. The Developer or representative does not have to be present for the Perc Test.

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jbarron@eadsgroup.com

Test Results – The SEO will prepare a Site Testing Report following successful completion of the Soil Probe Evaluation and Perc Test. The Developer will use the Site Test results in preparation of the Sewage Planning Module or if planning is not needed this data can be given directly to a designer to be used in developing a design.

Sewage Planning Module - A Planning Module is set of forms that request data and information required to document if an on-lot sewage system(s) is adequate for the area to be developed. Sections of the Modules are to be completed by the Applicant, Township and the SEO. A **Plot Plan** depicting the anticipated lot(s) to be created, the location of all site testing and other site information must be submitted with the Planning Module. It may be necessary to retain a professional consultant (Engineer or Surveyor) to assist you in completing the required Planning Module and Plot Plan. The Sewage Planning Module is reviewed and approved by the SEO, Township and the Pennsylvania Department of Environmental Protection. Once the Sewage Planning Module is approved by all three, you may proceed with submission of the Subdivision Plan and submission of an application for a Sewage Permit.

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FEE SCHEDULE

THE EADS GROUP
2023 SEWAGE ENFORCEMENT FEE SCHEDULE

SEWAGE ENFORCEMENT ACTIVITY/PROCESS

MUNICIPAL SEO FEE

<u>Step 1 – Property/Application Review</u>	
<p>Project Deposit / Permit Application Processing Fee Includes:</p> <p><u>For New Systems or Replacement of Absorption Field (Proceed to Next Steps):</u></p> <ul style="list-style-type: none"> • Assigned Project/Permit Number • Initial Project Discussion with Property Owner • First Visit to Property • Coordination with Soil Scientist if SEO is unable to cite system (This is not typical and on a case-by-case basis) <p><u>For Replacement of Tanks, Distribution Boxes, etc. (Skip to Step 5)</u></p> <ul style="list-style-type: none"> • Assigned Project/Permit Number • Coordinate with Property Owner, Municipality & Contractors • Plan & Agreement Review • Issue Permit/Completed Permit Application <p>*Due at time of application. This fee is typically non-refundable unless determined by the SEO*</p>	<p>\$500.00</p>
<u>Step 2 -Soils Evaluation</u>	
<p>Soil Probes (Per Visit) – Property Lines must be marked/known. Actual Costs Incurred will be Billed by Hourly Rate <u>(Skip to Step 4 if lot is planned)</u></p> <p>*\$720.00 Deposit Required Prior to Scheduled Test Date for Soil Probes and/or Percolation Test. Additional Deposits may be necessary Depending on Complexity of the Project. Balance Refunded Upon Completion*</p>	<p>\$90.00/Hr. \$720.00 Deposit</p>
<p>Percolation Test (Per Visit) – Site must be prepped and ready for test. Actual Costs Incurred will be Billed by Hourly Rate. Percolation Test may not be required for certain alternate systems cited by Soil Scientist. Completed Test Reports submitted to Applicant & Municipality upon full payment of balance. <u>(Skip to Step 4 if lot is planned)</u></p> <p>*\$720.00 Deposit Required Prior to Scheduled Test Date for Soil Probes and/or Percolation Test. Additional Deposits may be necessary Depending on Complexity of the Project. Balance Refunded Upon Completion*</p> <p>Steps 1 & 2 are typically covered by the initial deposit of \$1,220.00 unless sewage facilities planning is required.</p> <p>The other steps will require additional deposits as necessary to cover the remainder of the project.</p>	<p>\$90.00/Hr. Remaining Deposit +Balance</p>

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2023 SEWAGE ENFORCEMENT FEE SCHEDULE

<u>Step 3 – Sewage Facilities Planning</u>	
Planning Module Review *Required for new subdivisions and unplanned lots after May 15, 1972* (Lots with previous Planning Approval, lots developed prior to May 15, 1972 or Minor System Modifications and Repairs, Skip to Step 4) Sewage Planning Module (New Subdivisions and Lots Created on or after June 10, 1989) <ul style="list-style-type: none"> • Existing System Inspections • Planning Module Review • Meeting with Municipal Officials for Authorization • Submitting to PA DEP for Final Approval upon full payment 	\$90.00/Hr.
Reconstructive Planning (Lot Developed between May 15, 1972 & June 10, 1989) <ul style="list-style-type: none"> • Research Subdivision at Courthouse • Existing System Inspection Report Findings to Municipality in Form Letter upon payment of balance	
<u>Step 4 - Permitting</u>	
<u>New Systems or Replacement Systems:</u> <ul style="list-style-type: none"> • Coordinate with Property Owner, Consultants & Contractors • Design Review & Approval • Issue Permit 	\$270.00
<u>Step 5 - Inspections</u>	
<u>Inspections</u> [Minimum 2] (Assume 2 Hours Port to Port) <ul style="list-style-type: none"> • Inspection to Cover (Collect any Material Certification, Run Pump Test) • Final Inspection (Verify Electrical, Alarm and Final Regrading) 	\$90.00/Hr.
<u>Step 6 – Final Certification</u>	
File Completed Permit Application Package with Property Owner, Municipality & PA DEP	\$90.00
<u>Miscellaneous Enforcement Activities</u>	
Verification of Previous Testing and Planning Review	\$90.00/Hr.
Non-Building Waiver Review	\$90.00/Hr.
10 Acre Exemptions (Not always applicable)	\$90.00/Hr.
The Applicant is permitted to pay only \$25.00, since that is the maximum fee allowed by the Sewage Code. The remaining cost will be incurred by the municipality.	
Reissue Expired Permit (Using Prior Testing and Design)	\$500.00
Violation Investigations (Billed directly to Municipality)	\$90.00/Hr.
Initial Applicant Inquiries (Exceeding basic information)	\$90.00/Hr.
Activity Record (Billed directly to Municipality)	\$90.00/Hr.

All payments should be made directly to the local municipality prior to completing each step listed in this fee schedule.

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2023 SEWAGE ENFORCEMENT FEE SCHEDULE

Approximate SEO Cost to Applicant for a New System [No Planning Required] (For Reference Only)

Step 1 = \$500.00
Step 2 = \$900.00
Step 4 = \$270.00
Step 5 = \$360.00
Step 6 = \$90.00
Total Cost (Approximate) = \$2,120.00

Approximate SEO Cost to Applicant for a New System [Planning Required] (For Reference Only)

Step 1 = \$500.00
Step 2 = \$1,260.00
Step 3 = \$360.00
Step 4 = \$270.00
Step 5 = \$360.00
Step 6 = \$90.00
Total Cost (Approximate) = \$2,840.00

Approximate SEO Cost to Applicant for Tank Replacement, Distribution Boxes, etc. (For Reference Only)

Step 1 = \$500.00
Step 5 = \$180.00
Step 6 = \$90.00
Total Cost (Approximate) = \$770.00

Contact Information

Jonathan D. Barron, S.E.O. # 04056
Engineering Designer/Quality Assurance Manager
The EADS Group, Inc.
732 Third Avenue, Suite 101
New Brighton, PA 15066
Phone: 724-242-5261
Cell: 724-601-8539

**PA DEP CHAPTER 73 TESTING
REQUIREMENTS AND
PERCOLATION TEST INFORMATION**

§ 73.12. Site location.

(a) A proposed absorption area or spray field having the following characteristics shall be considered unsuitable for the installation of an onlot system or an individual residential spray irrigation system and a permit shall be denied where:

(1) The slope of the proposed absorption area or spray field is greater than 25%.

(2) The area is identified by completed Federal Flood Insurance mapping as a floodway. Where there is no flood mapping, a flood way extends 50 feet from the top of the stream bank as determined by the local agency. This paragraph is not applicable to spray fields.

(3) One or more rock outcrops exist within the proposed absorption area.

(4) In areas underlain by limestone, depressions left by earlier sinkholes exist either in whole or in part within the proposed absorption area or spray field.

(b) Absorption areas or spray fields may not be placed in or on fill unless the fill has remained in place for a minimum of 4 years to allow restoration of natural permeability. The fill shall be composed of clean mineral soil and meet the provisions of § 73.14 (relating to site investigation).

(c) Absorption areas or spray fields shall be sited only in or on undisturbed soils.

Authority

The provisions of this § 73.12 amended under section 9 of the Pennsylvania Sewage Facilities Act (35 P. S. § 750.9); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 73.12 adopted August 2, 1971, effective August 14, 1971, 1 Pa.B. 1649; amended April 26, 1974, effective May 13, 1974, 4 Pa.B. 817; amended August 30, 1974, effective September 16, 1974, 4 Pa.B. 1805; amended January 21, 1983, effective January 22, 1983, 13 Pa.B. 508; amended November 7, 1997, effective November 8, 1997, 27 Pa.B. 5877. Immediately preceding text appears at serial page (221911).

Cross References

This section cited in 25 Pa. Code § 71.63 (relating to retaining tanks); and 25 Pa. Code § 73.161 (relating to general).

§ 73.13. Minimum horizontal isolation distances

(a) Minimum horizontal isolation distances shown in subsections (b)—(e) shall be maintained between the sewage disposal system and the features itemized except as provided by § 72.33 (relating to well isolation distance exemption). If conditions warrant, greater isolation distances may be required.

(b) The minimum horizontal isolation distances between the features named and treatment tanks, dosing tanks, lift pump tanks, filter tanks and chlorine contact/storage tanks shall comply with the following:

- (1) Property line, easement or right-of-way—10 feet.
 - (2) Occupied buildings, swimming pools and driveways—10 feet.
 - (3) An individual water supply or water supply system suction line—50 feet.
 - (4) Water supply line under pressure—10 feet.
 - (5) Streams, lakes or other surface waters—25 feet.
 - (6) A cistern used as a water supply—25 feet.
- (c) The following minimum horizontal isolation distances shall be maintained between the features named and the perimeter of the aggregate in the absorption area:
- (1) Property line, easement or right-of-way—10 feet.
 - (2) Occupied buildings, swimming pools and driveways—10 feet.
 - (3) An individual water supply or water supply system suction line—100 feet.
 - (4) Water supply line under pressure—10 feet.
 - (5) Streams, water courses, lakes, ponds or other surface water—50 feet (for the purposes of this chapter wetlands are not surface waters).
 - (6) Other active onlot systems—5 feet.
 - (7) Surface drainageways—10 feet.
 - (8) Mine subsidence areas, mine bore holes or sink holes—100 feet.
 - (9) Rock outcrop or identified shallow pinnacle—10 feet.
 - (10) Natural or manmade slope greater than 25%—10 feet.
 - (11) A cistern used as a water supply—25 feet.
 - (12) Detention basins, retention basins and stormwater seepage beds—10 feet.
- (d) The following minimum horizontal isolation distances shall be maintained between the features named and the wetted perimeter of the spray field:
- (1) Property lines, easements or right of ways—25 feet.
 - (2) Occupied buildings and swimming pools—100 feet.
 - (3) An individual water supply or water supply suction line—100 feet.
 - (4) A cistern used as a water supply—25 feet.
 - (5) Water supply line under pressure—10 feet.
 - (6) Streams, watercourses, lakes, ponds or other surface waters—50 feet. For the purposes of this chapter wetlands are not surface waters.
 - (7) Mine subsidence, boreholes, sinkholes—100 feet.
 - (8) Roads or driveways—25 feet.
 - (9) Unoccupied buildings—25 feet.
 - (10) Rock outcrop—25 feet.
- (e) The area within the wetted perimeter of the spray field may not be sited over an unsuitable soil profile.

Authority

The provisions of this § 73.13 amended under section 9 of the Pennsylvania Sewage Facilities Act (35 P. S. § 750.9); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 73.13 adopted January 21, 1983, effective January 22, 1983, 13 Pa.B. 508.

Cross References

This section cited in 25 Pa. Code § 71.63 (relating to retaining tanks); 25 Pa. Code § 72.32 (relating to sales contracts); 25 Pa. Code § 72.33 (relating to well isolation distance exemption); and 25 Pa. Code § 73.161 (relating to general).

§ 73.14. Site investigation.

(a) *Absorption area.* Soil tests to determine the presence of a limiting zone and the capacity of the soil to permit the passage of water shall be conducted prior to permit issuance.

(1) On all locations where the installation of an absorption area is proposed, at least one excavation for examination of the soil profile shall be provided.

(2) The depth of the excavation shall be to the top of the limiting zone, or a maximum of 7 feet.

(3) All soil profile excavations shall be conducted within 10 feet of the proposed absorption area. A description of the soil profile shall be recorded on the site investigation and percolation test report form for onlot disposal of sewage issued by the Department.

(4) Where soil has been removed by grading or excavation, the surface of the undisturbed soil shall be considered to be the point from which the depth to limiting zone is measured. Excavating soil to system installation depth for the purpose of installing the system may not be considered disturbing the soil.

(5) When the examination of the soil profile reveals a limiting zone within 20 inches of the mineral soil surface, percolation tests may not be conducted and a permit will be denied except as provided in § 73.77 (relating to general requirements for bonded disposal systems).

(6) Where examination of the soil profile reveals the absence of a limiting zone within 20 inches of the mineral soil surface, percolation tests shall be performed within the proposed absorption area. The average percolation rate shall be within the range indicated in § 73.16 (relating to absorption area requirements).

(7) The location and depth to the limiting zone of all soil profile excavations and the location of all percolation tests conducted on a lot shall be indicated on the plot plan of the Application for Sewage Disposal System issued by the Department or attached diagram.

(b) *Spray field.*

(1) Soil tests to determine the presence of a limiting zone shall be conducted prior to permit issuance.

(2) A minimum of 4 soil profile evaluations shall be evenly spaced within 10 feet of the perimeter of the proposed spray field when the spray field is less than or equal to 20,000 square feet.

(3) Spray fields in excess of 20,000 square feet shall be evaluated by evenly spacing the soil profiles within 10 feet of the perimeter of the proposed spray field at intervals of 100 feet or less.

(4) The soil profile information collected within the proposed spray field area shall be considered in the design and permitting of the system. Additional soils profiles, both on the perimeter or within the proposed spray field, may be required when the sewage enforcement officer identifies trends in the soils profiles or surface features which document variable soils conditions in the area of the proposed spray field. These trends include, but are not limited to, unsuitable soil areas mixed with suitable soils within the proposed site and surface features such as rock outcrops, mine subsidence, boreholes and sinkholes.

(5) Soil profiles shall be evaluated to the depth of bedrock, or rock formation or 40 inches whichever is shallower.

(6) When the examination of the soil profile reveals a limiting zone of a seasonal high water table within 10 inches of the mineral soil surface or a limiting zone as indicated by bedrock or coarse fragments with insufficient fine soil to fill voids that are located within 16 inches of the mineral soil surface, a permit for an individual residential spray irrigation system will be denied.

Authority

The provisions of this § 73.14 amended under sections 7.2 and 9 of the Pennsylvania Sewage Facilities Act (35 P. S. §§ 750.7b and 750.9); The Clean Streams Act (35 P. S. §§ 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 73.14 adopted January 21, 1983, effective January 22, 1983, 13 Pa.B. 508; amended November 1, 1996, effective November 2, 1996, 26 Pa.B. 5347; amended November 7, 1997, effective November 8, 1997, 27 Pa.B. 5877. Immediately preceding text appears at serial pages (221912) to (221913).

Cross References

This section cited in 25 Pa. Code § 71.63 (relating to retaining tanks); 25 Pa. Code § 73.12 (relating to site location); and 25 Pa. Code § 73.161 (relating to general).

§ 73.15. Percolation tests.

Percolation tests shall be conducted in accordance with the following procedure:

(1) *Number and location.* Six or more tests shall be made in separate test holes spaced uniformly over the proposed absorption area site.

(2) *Results.* Percolation holes located within the proposed absorption area shall be used in the calculation of the arithmetic average percolation rate.

(3) *Type of hole.* Holes having a uniform diameter of 6 to 10 inches shall be bored or dug as follows:

(i) To the depth of the proposed absorption area, where the limiting zone is 60 inches or more from the mineral soil surface.

(ii) To a depth of 20 inches if the limiting zone is identified as seasonal high water table, whether perched or regional; rock formation; other stratum; or other soil condition which is so slowly permeable that it effectively limits downward passage of effluent, occurring at less than 60 inches from the mineral soil surface.

(iii) To a depth 8 inches above the limiting zone or 20 inches, whichever is less, if the limiting zone is identified as rock with open joints or with fractures or solution channels, or as masses of loose rock fragments including gravel with insufficient fine soil to fill the voids between the fragments, occurring at less than 60 inches from the mineral soil surface.

(4) *Preparation.* The bottom and sides of the hole shall be scarified with a knife blade or sharp-pointed instrument to completely remove any smeared soil surfaces and to provide a natural soil interface into which water may percolate. Loose material shall be removed from the hole. Two inches of coarse sand or fine gravel shall be placed in the bottom of the hole to protect the soil from scouring and clogging of the pores.

(5) *Procedure for presoaking.* Holes shall be presoaked, according to the following procedure, to approximate normal wet weather or in-use conditions in the soil:

(i) *Initial presoak.* Holes shall be filled with water to a minimum depth of 12 inches over the gravel and allowed to stand undisturbed for 8 to 24 hours prior to the percolation test.

(ii) *Final presoak.* Immediately before the percolation test, water shall be placed in the hole to a minimum depth of 6 inches over the gravel and readjusted every 30 minutes for 1 hour.

(6) *Determination of measurement interval.* The drop in the water level during the last 30 minutes of the final presoaking period shall be applied to the following standard to determine the time interval between readings for each percolation hole:

(i) If water remains in the hole, the interval for readings during the percolation test shall be 30 minutes.

(ii) If no water remains in the hole, the interval for readings during the percolation test may be reduced to 10 minutes.

(7) *Measurement.* After the final presoaking period, water in the hole shall again be adjusted to approximately 6 inches over the gravel and readjusted when necessary after each reading.

(i) Measurement to the water level in the individual percolation holes shall be made from a fixed reference point and shall continue at the interval determined from paragraph (6) for each individual percolation hole until a minimum of eight readings are completed or until a stabilized rate of drop is obtained whichever occurs first. A stabilized rate of drop means a difference of 1/4 inch or less of drop between the highest and lowest readings of four consecutive readings.

(ii) The drop that occurs in the final period in percolation test holes, expressed as minutes per inch, shall be used to calculate the arithmetic average percolation rate.

(iii) When the rate of drop in a percolation test is too slow to obtain a measurable rate, the rate of 240 minutes per inch shall be assigned to that hole for use in calculating the arithmetic average percolation rate. The absorption area may be placed over holes with no measurable rate when the average percolation rate for the proposed absorption area is within the limits established in § 73.16 (relating to absorption and spray field area requirements), Table A.

(iv) When a percolation test hole is dry at the end of a 10 minute testing interval, that hole may not be used in the calculation of the arithmetic average percolation rate. If 1/3 or more of the percolation test holes are dry at the end of a 10 minute testing interval, the proposed absorption area may not be designed or installed over these holes unless the local agency determines that an anomaly caused the fast percolation rate and a retest of the area is within the acceptable percolation rate limits. If no anomaly is discovered, the local agency may accept the percolation test results from the remaining holes if the results are supplemented with the results of additional percolation testing conducted outside of the area in which the dry percolation holes were found.

Authority

The provisions of this § 73.15 amended under sections 7.2 and 9 of the Pennsylvania Sewage Facilities Act (35 P. S. §§ 750.7b and 750.9); The Clean Streams Act (35 P. S. §§ 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 73.15 adopted January 21, 1983, effective January 22, 1983, 13 Pa.B. 508; amended November 1, 1996, effective November 2, 1996, 26 Pa.B. 5347; amended November 7, 1997, effective November 8, 1997, 27 Pa.B. 5877. Immediately preceding text appears at serial pages (221913) to (221915).

Cross References

This section cited in 25 Pa. Code § 71.63 (relating to retaining tanks); and 25 Pa. Code § 73.54 (relating to subsurface sand filters).

Percolation Test Hole Preparation

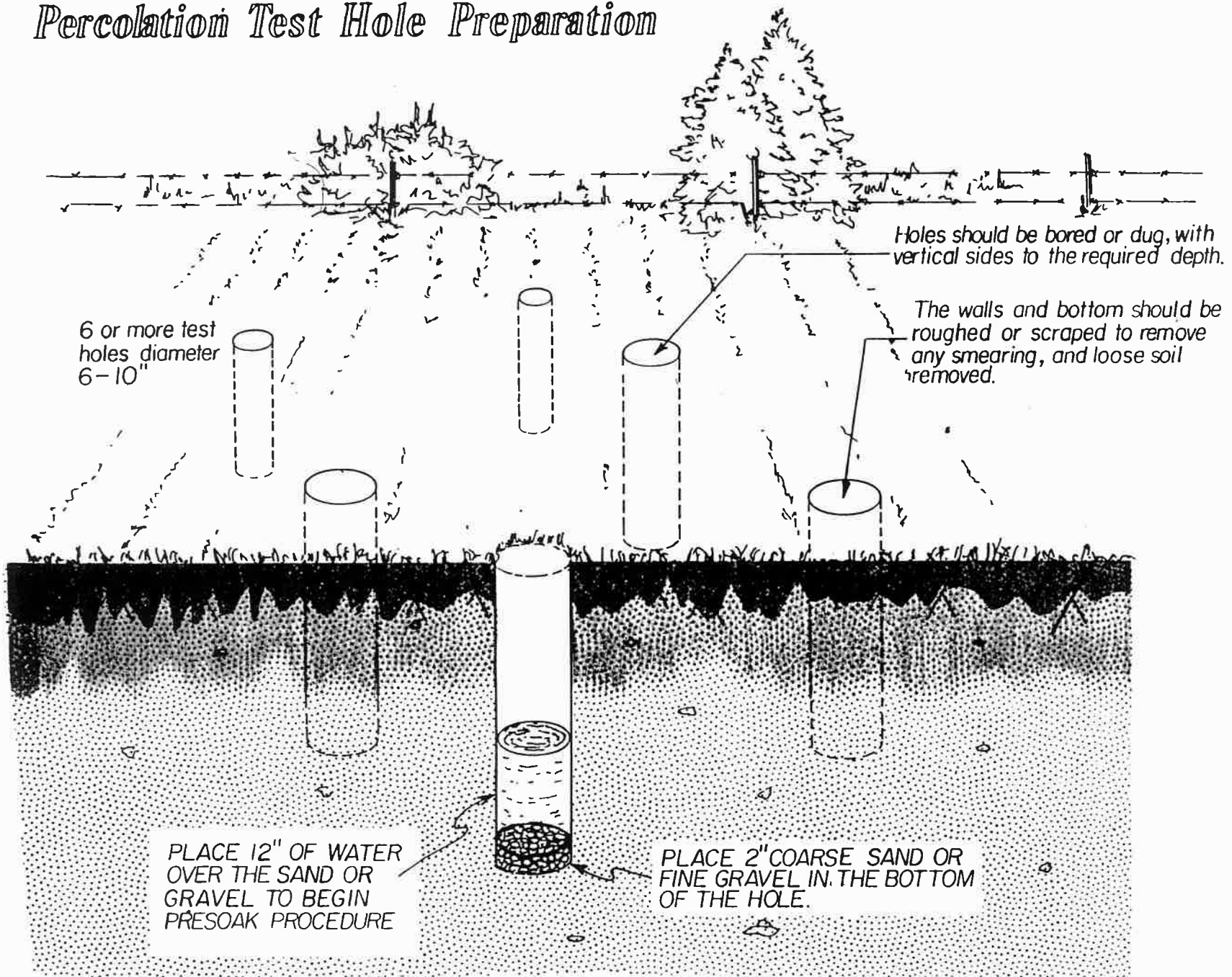


figure VII-2

**COMPONENT 1 PLANNING MODULE
INSTRUCTIONS**



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

Remove and recycle these instructions before mailing component to the approving agency

INSTRUCTIONS FOR COMPLETING COMPONENT 1 EXCEPTION TO THE REQUIREMENT TO REVISE THE OFFICIAL PLAN

SECTION A. PROJECT INFORMATION

Project Name. In the "Project Name" block, enter the name by which this proposed land development project is, or will be, known.

Brief Project Description. Provide a brief description of the project in this block.

Total Number of Lots. Calculate the total number of lots using the formula found in Component 1, Section A.3. If the total is greater than 10, your proposal is not eligible to use a Component 1 Sewage Facilities Planning Module. Contact your local DEP office to obtain the correct planning procedures.

SECTION B. CLIENT (MUNICIPALITY) INFORMATION

Municipality Name, County, Municipality Type. Enter the name of the client municipality and the name of the county in which the municipality is located. Check the appropriate block indicating the municipality type, whether **City**, **Boro**, or **Township** (Twp).

Contact Individual Last Name, First Name, MI, Suffix, Title. Enter the requested information for the municipal client contact in this block. The municipal client contact is often the municipal secretary, but may be another official, such as the chairman of the board of supervisors. Please indicate the appropriate title of the client contact in the Title block.

Additional Individual Last Name, First Name, MI, Suffix, Title (optional). This is an optional block to be used by municipalities that wish to provide an alternate client contact. Enter the requested information only if an alternate contact name is desired.

Mailing Address. This is the mailing address of the client municipality identified above. It should not include locational data that is not appropriate for a mailpiece. In addition to the street number and name, PO Box number, RR number, Box number, or Highway Contract number designations, use any appropriate designation and number to further define the mailing address.

e.g., APT (Apartment) FLR (Floor)
 BLDG (Building) RM (Room)
 DEPT (Department) STE (Suite)

City, State, ZIP+4, Phone Information. **DO NOT** use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known.

SECTION C. SITE INFORMATION

DEP needs to be able to accurately locate your site and to understand the physical nature of the surrounding area. Therefore, the application must be accompanied by a 7.5 minute topographic map published by the US Geological Survey. These maps can usually be obtained from most map distributors or hunting and fishing supply stores. On the topographic map, draw the outline of the development site.

Site (Land Development) Name. Enter the name of the site at the specific physical location. **DO NOT** use abbreviations, acronyms, etc.

Site Location. Provide the physical address of the location where the permitted activities will occur. **DO NOT** use PO Box numbers for site location information. Provide the city (or municipality), state, and the ZIP+4, if known. Enter the latitude and longitude of the approximate center of the site.

Detailed Written Directions to Site. When providing written directions, **DO NOT** use PO Box address data. Include landmarks and approximate distances from the nearest highway.

Description of Site. Provide a written description of the proposed project.

Site Contact Information. Provide the name of the developer or project sponsor. This person is often the landowner or the landowner's agent. Include the individual's name, title, firm, email address (optional), mailing address, and daytime phone numbers. This individual will ultimately be responsible for paying the DEP review fee.

SECTION D. PROJECT CONSULTANT INFORMATION

If this form is completed by someone other than the applicant, such as a consultant, engineer or contractor, that individual should complete this section of the form.

SECTION E. AVAILABILITY OF DRINKING WATER SUPPLY

Indicate the intended source of the project's drinking water by checking the appropriate box. If a public water supply will be used, provide written documentation that the water supplier is aware of the project, possesses capacity to serve the project and is willing to serve the project. A public water supply is defined as a system that provides water to the public for human consumption that could serve 15 or more connections, or serve 25 or more people daily at least 60 days out of the year.

SECTION F. PROJECT NARRATIVE

The following information is required to be provided in narrative (paragraph) form and attached to the module package. Title the attachment **Project Narrative**.

1. Enter the number of lots in the development project. **LOTS** refer to single family residential dwellings. The residual tract, if any, is also counted as a lot when determining eligibility for use of a Component 1 but not when calculating the DEP review fee for this project.
2. Enter the projected sewage flows in gallons per day (GPD). Information on flows for individual onlot systems can be found in DEP's regulations, Title 25 of the Pennsylvania Code, Chapter 73 §73.17 available electronically at www.pacode.com.
3. Enter the total acreage of the proposed land development project.
4. Describe the use of any acreage or parcels under the same ownership and adjacent to the property. (Such as: for future development, recreational, agriculture, open space, etc.) If the land is proposed for future development, or is part of a phased project, the applicant should determine if adequate sewage disposal facilities will be available to serve those phases.
5. Include any other information that is relevant to the project, such as any explanations required as a result of the questions in Section E, Permit Coordination.

SECTION G. GENERAL SITE SUITABILITY

The information in this section about soils and site conditions will be used by the Sewage Enforcement Officer (SEO) and approving agency to determine if the project area is suitable for the use of individual onlot systems. This section also requires that certain information listed in the component be plotted on a plan which includes the project and adjacent areas. Some of the information required can be found in the municipality's Official Sewage Facilities Plan. Other information can be found in tax maps, zoning maps, USDA Natural Resources Conservation Service maps, Federal Emergency Management Agency (FEMA) flood plain maps and National Wetland Inventory maps.

NOTE: If one or more lots in this subdivision are planned to be served by Individual Residential Spray Irrigation Systems (IRSIS), please see the specific instructions for IRSIS in Part 3 of this section.

1. Plot Plan

The plot plan should be of a sufficiently large scale to show the development area and adjacent areas so that the plotted items can be easily identified. Preliminary lot lines can be used when soils testing is completed prior to lots being established, but the plot plan must be prepared by a registered surveyor before submission to the approving agency. The plan is required to show the following:

- a. Locations of **ALL** soil profile examinations and percolation tests (both suitable and unsuitable).

The location of all soil profile excavations and percolation test sites, including those which documented unsuitable conditions for the use of onlot sewage disposal, must be shown on the plot plan. Excavations are to be shown by the symbol σ (triangle) and percolation tests by the symbol \bullet (large dot). When the scale of the plot plan makes it impossible to show each percolation test hole, the area of the test may be shown using a rectangular box labeled with the percolation test symbol. Each test must be referenced by number to the appropriate "Site Investigation and Percolation Test Report".

- b. The slope at each test area.

Slopes must be taken from in-field measurements recorded on "Site Investigation and Percolation Test Report" forms (3800-FM-BPNPSM0290A (formerly known as "Appendix A" or that are available from the Municipal SEO)) or from a registered surveyor's in-field slope measurements. The slopes should be shown on the plan with a slope arrow identifying measured percentage of grade and the source of the measurement ("Test Report" or surveyor). When slopes are measured, they must be taken across the soil profile/percolation test area from the down-grade extent to the up-grade extent of the proposed absorption area or spray field. This includes the berm area when elevated sand mound use is proposed in the subdivision. The Sewage Enforcement Officer should estimate the size of the absorption area from the percolation test data and Table A in Chapter 73, Section 73.16(e)), or the size of the spray field (from Table B in Chapter 73, Section 73.16(e)). Before a surveyor measures the slope, the sewage enforcement officer must place a labeled marker at each end of the area to be measured to assure that the tested area is being assessed. Any landscape feature, such as a bench, which may impact the general suitability of the site must be identified on the plan.

- c. Soil types (as shown in USDA Natural Resources Conservation Service mapping) and their boundaries.
- d. Locations of existing and proposed adjacent streets, roadways and access roads.
- e. Lot lines and the sizes of individual lots in the proposed development.

Show the relationship of the development boundaries to those of the currently existing lot. Where the boundaries of the existing lot have not been formally surveyed, but are plotted from deed records, this must be written on the plan.

- f. Existing and proposed rights-of-way. Proof of legal recording of rights-of-way may be required when the right-of-way is necessary for implementation of the sewage facility alternative.

- g. Existing and proposed water supplies (wells, reservoirs, etc.) and surface water (ponds, lakes, streams) on the adjacent and proposed developments.

The SEO must identify existing water supplies and surface waters on adjacent properties which may impact site suitability related to isolation distances. If the sewage enforcement officer determines that the identified water supplies and surface waters are far enough away from the proposed development that they will have no impact on site suitability, the locations do not have to be plotted. If the identified water supplies or surface waters may have an affect on isolation distances, they must be shown on the plan. The SEO will provide access to the property for any required surveying activities.

- h. Location of existing buildings.
- i. Surface waters, including ponds, streams, lakes and impoundments.
- j. Wetland areas, as identified by hydric soils in USDA Natural Resources Conservation Service maps and by National Wetland Inventory mapping.

Please note that if wetlands are present, the applicant may be required to obtain permits for any construction activities such as encroachments (fill, roads, utility lines) or obstructions (bridges, walls, piers) in, along, or across the wetlands. If this is proposed, the applicant should contact the DEP Regional Office, Water Management Program, Soils & Waterways Section for further information. Full delineation may be required as a condition of permit issuance, including issuance of onlot system permits, Clean Streams Law permits, or encroachment or obstruction permits for construction activities in, along, or across wetlands.

- k. Flood plains and flood ways. As with wetlands, these areas should be plotted on the plan as they are shown on Federal Emergency Management Agency flood plain mapping.
- l. Open space areas designated within the proposed development and any parks, state forests or other state land adjoining the development.
- m. Any property that is not included in the plan but is under the same ownership and adjacent (whether or not it has been developed in the past or will be developed in the future). Lots located across roads, streets and rights-of-way are considered adjacent.
- n. Any existing onlot or sewerage systems, pipelines, transmission lines, etc. which may impact the use of an onlot system.
- o. Prime agricultural land listed by the USDA Natural Resources Conservation Service as "Pennsylvania Prime Farmland Soils," or soils listed in the USDA Natural Resources Conservation Service Soil Survey as having a capability classification of I, II or III.
- p. Orientation to north, usually shown by a directional arrow.

2. Residual Tract Waiver Request

The DEP believes that developers, municipal officials and future lot owners are best protected by complying with sewage planning requirements to assure that adequate sewage facilities will be available to serve all lots in newly created subdivisions. However, DEP is aware that some subdivision proposals include residual tracts of land on which there is already an inhabited structure or which are large parcels for which there is no proposed construction which would require the use of sewage disposal facilities. Developers having such residual tracts are not required to complete sewage facilities planning for that portion of the subdivision if this claim is valid. The developer may request the residual tract waiver by checking the request block in Section G of the component.

Acceptance of the request for a waiver by the municipal planning agency and the municipality is required. When the proposal involves the subdivision of property on which there is an existing building currently served by an onlot septic

system on the residual tract, the municipality's sewage enforcement officer must inspect the system and sign and date the waiver statement in Section H. of the planning module component.

"As of the date of this deed/plot plan/deed notice recording, the residual tract of this subdivision is dedicated for the express purpose of _____ use. No portion of the residual tract of this subdivision has been approved by the municipality or the approving agency for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and approving agency have approved any required sewage facilities planning for the residual tract of the subdivision described herein in accordance with the Sewage Facilities Act (35 P.S. Sections 750.1 *et seq.*) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this residual tract should contact the municipality which is charged with administering the Sewage Facilities Act to determine what type of sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals."

Language similar to the above must be recorded on the plot plan and deed or deed notice and a copy of the deed or plot plan or deed notice must be submitted with this planning module submission.

3. Soils Information

- a. To complete the soils portion of this section, soils testing information must be submitted on "Site Investigation and Percolation Test Report" form(s) (3800-FM-BPNPSM0290A, formerly known as "Appendix A"). These forms are available from the municipal SEO. The SEO must notify the approving agency at least 10 days prior to any testing, either by phone or in writing, because in some cases, the agency may wish to observe the soil testing. Soil testing can be completed by a soil consultant or by the SEO, with municipal approval, as long as all soil testing is verified by the SEO. Make sure the SEO provides a signed copy of "The Report" form(s) to include in the Component 1 package submitted to the municipality.

Enough soils tests must be conducted to determine suitability for onlot systems for both the proposed development and the residual tract, unless a residual tract waiver has been obtained. At a minimum, testing must consist of one soil profile examination, one complete percolation test and one slope measurement for each change in soil type, slope, and erosion characteristic as indicated on the USDA Natural Resources Conservation Service map for the area of the proposed system(s). Soil type boundaries must be plotted on the plan. If portions of the proposed subdivision are found to have unsuitable soils or site conditions, lots may have to be modified to eliminate these unsuitable areas, or other sewage facility alternatives may have to be considered. (When individual residential spray irrigation systems (IRSIS) are proposed, percolation tests are not required. Please see the specific instructions on IRSIS in Section G3C, below.)

- b. **Marginal Conditions and Long-Term Disposal Needs**

If any of the conditions listed in Section H.2 of the component are present on the project site, indicate this by marking the appropriate block on the form. The presence of marginal conditions on the site requires that additional documentation be provided to assure that both the short-term and long-term sewage facilities needs of the area will be met.

The options available to the property owner and municipality to assure long-term sewage facilities where marginal conditions for onlot systems have been documented include: conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewerage systems; inclusion of the subdivision in a sewage management agency; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre. Descriptions of the documentation necessary for each of these four options can be found in Section J of these instructions.

These options should be carefully evaluated and all necessary testing or justification for the option chosen must be included with the Sewage Facilities Planning Module (Module) when it is forwarded to the municipality.

Submittal of a planning module for this project without the required documentation will result in the return of the planning module as incomplete.

c. General Site Suitability Determinations for Individual Residential Spray Irrigation Systems (IRSIS)

This guidance supplements the existing planning module guidance on determination of general site suitability for proposed subdivisions where one or more lots will use individual residential spray irrigation systems (IRSIS) as the means of sewage disposal. **It does not replace the existing guidance on general site suitability determinations for any other type of onlot sewage disposal system.**

(1) General Site Suitability

Since individual residential spray irrigation systems require relatively large land areas to function, the soil testing necessary for the design of these systems must be done at the planning stage. The number and distribution of soil test pits needed to adequately characterize the soils on a given lot is discussed in Chapter 73, Section 73.14(b) and is dependent upon the size of the proposed system. The required size of the system is dependent upon the soil, slope and cover of the lot and the projected flow volume from the residence proposed, and can be determined using Chapter 73, Section 73.16(e) - Table B. The most limiting site condition on the lot will determine the minimum testing required.

(2) Plot plan

Slopes must be determined at each of the test pit locations as described in Section G. of the planning module instructions, as well as at any other appropriate locations within the interior of the proposed system area. Slope measurements made within the area of the proposed IRSIS and their approximate areas should be noted on the plot plan. The maximum slope within the area of the proposed IRSIS determines the minimum sizing of the area to be defined. The minimum size is determined using Table B from Chapter 73, Section 73.16(e).

In addition to the list of features requested in Section G. of the planning module guidance, the following additional information is required for lots proposing IRSIS or neighboring lots that could be affected by IRSIS isolation distances.

- (a) Delineation of the boundaries of any proposed IRSIS on the lot, whether the proposed system is intended for primary or replacement use.
- (b) Delineation (by shading) of a 100 foot area surrounding the IRSIS site, with a notice on the plot plan that no water supply or occupied dwelling may be placed within the shaded zone. The shaded area may include areas on neighboring lots in the proposed subdivision. A legal description of the affected area on any lot impacted by the proposed IRSIS or a sketch of its shaded isolation area must accompany the plot plan and be recorded with the deed for any affected lot.
- (c) Delineation of the boundaries of the features below within any proposed IRSIS area:
 - (1) cultivated agricultural areas
 - (2) open canopy forest or non-forested but vegetated areas
 - (3) closed canopy forest areas

(3) Soils information

While percolation testing is still required to identify a primary onlot sewage disposal system utilizing conventional technology (non-IRSIS system), no percolation testing is required to identify an IRSIS area. If IRSIS is proposed as the primary system alternative on a given lot, no percolation testing of that lot is required.

(4) Provisions for long-term sewage disposal

Where an IRSIS is proposed as the primary sewage disposal option for a lot, replacement area testing may be required depending upon the particular circumstances of the planning module proposal. The replacement area testing requirements are determined on a case-by-case basis by the approving agency. If an IRSIS is proposed only as the replacement system option for any lot in the subdivision, then both the primary and replacement area must be identified and tested.

(5) Municipal responsibilities

Prior to issuance of a permit for an IRSIS, Act 537 requires that the municipality and permittee enter into an agreement to provide management and oversight of the system. Although the absence of this permitting requirement at the planning module stage does not prevent the municipality or approving agency from granting planning module approval to subdivisions proposing IRSIS, DEP recommends that the developer and municipality explore available options to provide this management and oversight during the planning module stage. Having this agreement as part of the planning module approval could help expedite the subsequent permitting process for the individual lot owners once planning approval has been obtained.

SECTION H. MUNICIPALITY'S CERTIFIED SEWAGE ENFORCEMENT OFFICER

To Be Completed by the Municipal Sewage Enforcement Officer (SEO)

This section requires the SEO to review the submitted soils test data and indicate whether or not the subdivision qualifies as generally suitable for the use of individual onlot sewage disposal systems. The SEO's signature and certification number is evidence of SEO review. The Sewage Enforcement Officer is required to complete the review of the soils information within 20 days of receipt of the package. If marginal conditions exist, the SEO is required to complete Part 2 of Section H. If the residual tract contains an existing septic system, the SEO is required to complete Part 3 of Section H.

SECTION I. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resource's (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, any clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self explanatory, self conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us . This interactive, online search will ask questions about the propose project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us . Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning module submission is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available on line in the eLibrary at DEP's website address www.depweb.state.pa.us.

SECTION J. PLANNING AGENCY REVIEW

This section is to be used by the local municipal planning agency and/or zoning officer to indicate that the plan is consistent with existing zoning and subdivision/land development ordinances which may affect sewage disposal. This determination is usually made upon approval of the preliminary plot plan. Municipal planning agencies should also evaluate the possible impact of onlot sewage disposal systems on natural resources described in the comprehensive plan, including prime agricultural land preservation, wetland protection, historical/archaeological preservation, and stormwater management. Zoning officers are responsible for determining if the proposed sewage facilities are consistent with any zoning ordinance or subdivision/land use ordinance for that area. If the zoning officer finds the plan to be consistent, the zoning officer may sign the form. Where there are no local planning agencies or zoning ordinances, the municipality should check the appropriate box(es). County or areawide planning/zoning agencies are not required to comment on Component 1 planning modules.

SECTION K. MUNICIPAL ACTION

Following the review by the planning and/or zoning agency, the governing body with jurisdiction is required to act on the project, check all appropriate boxes and sign the form. Acceptable signatures include the secretary or chairperson of the governing body. The municipality must review and act upon a complete Component 1 within 60 days of receipt of the package or within such additional time as the applicant and municipality may agree to in writing. Following municipal approval of the component, the municipal secretary must forward the component to the approving agency for final review.

Provisions of Marginal Conditions and Long-Term Sewage Disposal

The Sewage Facilities Act requires that adequate sewage facilities be available to serve a municipality in both the short-term and the long-term. This becomes more critical where onlot systems are proposed for lots with marginal conditions. The options available to the property owner and municipality to assure long-term sewage facilities where marginal soils conditions have been identified in Sections H and/or G of the component include: inclusion of the subdivision in a sewage management program; conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewage systems; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre.

These options should be carefully evaluated and all necessary testing or justification for all options chosen must be included with the Sewage Facilities Planning Module. Submittal of this project without the required documentation will result in return of the planning module as incomplete

Option 1 - Provision of a Sewage Management Program

When new land development projects are included in an existing sewage management program established by the municipality and approved by the department under Chapter 71, Section(s) 71.32 and 71.73, the municipality has documented provision of long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why provision of a sewage management program is the most administratively and environmentally viable option.
2. Documentation is submitted that an approved sewage management program is currently being administered in the municipality.
3. Documentation in the form of a municipal letter or resolution is submitted to show that the proposed development will be included in the sewage management program.

Option 2 - Replacement Area Testing

A soil profile examination and percolation test may be done for the primary system and a future replacement system in the event the primary system fails. New land developments which have conducted soils testing for both a primary and replacement absorption area on each lot determined to be marginal have documented long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why replacement area testing is the most administratively and environmentally viable option.
2. At least one soil evaluation probe and complete percolation test has been conducted for both the primary and replacement absorption area on each lot.
3. DEP staff is contacted, has concurred with the placement and number of soil evaluation probes required on each site and has been given the opportunity to observe the probes.
4. DEP staff is contacted and has concurred with the number and location of percolation test holes to be used for the testing.
5. The results of all tests, both suitable and unsuitable, are submitted on "Site Investigation and Percolation Test Report" form(s) for the primary and replacement areas.
6. The soils tests document that a suitable site is available for both the primary and replacement system.
7. The replacement area tests are conducted on those lots or areas of the development that are determined to have marginal site conditions.
8. All isolation distances (from Chapter 73, Section 73.13) from both the primary and replacement site can be met.
9. The plot plan shows both the primary and replacement absorption areas along with all other required information.
10. The recorded plot plan must contain a statement that the indicated areas are reserved for replacement absorption areas in the event the primary onlot system absorption area fails, and that the area must not be disturbed.

Option 3 - Scheduled Replacement with Sewerage Facilities

New land development projects which are determined to be marginal for use of onlot systems may propose the interim use of onlot sewage disposal systems pending connection to a community sewage system. These proposals may be considered to have documented provision of long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why replacement with community sewage systems is the most administratively and environmentally viable option.
2. Documentation is submitted that shows that an approved sewage facilities plan update revision identifies and describes the community sewage system proposed for use, projects adequate capacity at the planned time of connection, commits the municipality to plan implementation and includes the financing, implementation timetables, conceptual designs and administrative arrangements necessary to connect the entire development to a community sewage system within five years.
3. Documentation that the proposed development is within the proposed service area projected to be served by a community sewage system within five years.

Option 4 - Reduction of the Density of Onlot Systems

When the sole reason for the designation of a subdivision as marginal for long-term onlot system use is the proposed density of lots, the development may be subdivided into larger lots to achieve a density of 1 Residential Dwelling/acre or less.

SECTION L. REVIEW FEES

Amendments to the Sewage Facilities Act established fees to be paid by the applicant for review of planning modules for land development. These fees are described below.

1. For **EXCEPTIONS** to the requirement to revise the official plan under Chapter 71, Section 71.55 (approving agency: DEP)

Under Act 537, the fee for DEP review of a Component 1 is \$35/lot. This fee may be charged for each review of the planning module. Unless submitted with the planning module package to DEP, prior to beginning the module review, DEP will calculate the required fee and advise the applicant of the amount to be remitted. DEP does not include the residual land parcel/lot in the fee calculation.

2. For **SUPPLEMENTS** to the official plan (approving agency: delegated local agency)

Delegated local agencies must establish fees for the review of planning modules in fee schedules formally adopted by the agency and available to the public. The applicant should contact the delegated local agency to determine the amount of the review fee and the payment details. The delegated local agency may charge fees for each review of the planning module.

OTHER REQUIREMENTS

Approving Agency Review and Action

The approving agency (DEP or delegated local agency) must determine if the submission is complete within ten working days of receipt. A submission without a paid review fee is considered incomplete.

When DEP is the final reviewing agency, DEP may act upon a **COMPLETE** Component 1 within 30 days of receipt from the municipality. Delegated local agencies must act upon a **COMPLETE** Component 1 within 60 days of receipt, or within such additional time as the applicant and delegated local agency may agree to in writing.