



CUYAHOGA COUNTY BOARD OF HEALTH

Your Trusted Source For Public Health Information

Application for a Sewage Treatment System (STS) Site Review

Property Information		
Property Address:	Municipality:	Zip Code:
Permanent Parcel Number:	Sub-lot Number:	Water Supply (city, well, cistern):
Date Parcel was Created :	Lot Dimensions :	Square Footage :
Owner Name :	Email Address:	Phone Number :
Owner Address:	Municipality:	Zip Code:
Developer Name:		Phone Number :
Project Description *see Page 3 for description of project*		FEE:
<input type="checkbox"/> <u>Site Review for Sewage Treatment System</u> (Replacement System or Alteration)		\$ 0.00
<input type="checkbox"/> <u>Site Review for Sewage Treatment System</u> (Per Undeveloped Lot)		\$ 750.00
<input type="checkbox"/> <u>Site Review for Sewage Treatment System Conditional Approval</u> (Per Undeveloped Lot)		\$ 500.00
<input type="checkbox"/> <u>System Design Plan Re-Submittal Fee</u>		\$ 150.00
<input type="checkbox"/> <u>Site Review Consultation Fee</u>		\$ 100.00
Total Number of Proposed lots: _____		Total Amount Paid : _____
Total Number of Bedrooms: (Please reference OAC 3701-29 for the definition of a bedroom) _____		
Proposed Daily Flow Rate: _____		
Variance Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No		
NPDES Coverage <input type="checkbox"/> Yes <input type="checkbox"/> No	Date NPDES Coverage Obtained _____	Discharge Location:
Designer Name:		Phone Number:
Designer Address:	Municipality:	Zip Code:
By signing below, I acknowledge that I have read and agree to all terms and conditions on the back of this application and that to the best of my knowledge all the information provided with this application is factual.		
Owner Signature:		Date
For Office Use Only		

- ☐ **APPROVED**
 - ☐ See approved stamped site plan.
 - ☐ Site and Soil evaluation attached
- ☐ **The parcel is approved for the proposed project submitted with this application and meets the minimum requirements of OAC 3701-29.**
- ☐ **CONDITIONAL APPROVAL (System Design(s) not submitted for review. See additional notes for details)**
- ☐ **SITE REVIEW CONSULTATION (System Design(s) not submitted for review. See Site Review Consultation form for details)**
- ☐ **DISAPPROVED:**
 - ☐ Application is incomplete or inaccurate. See notes on the back of this form.
 - ☐ Proposed project does not meet the requirements of OAC 3701-29. See notes on the back of this form and attached letter.
- ☐ **This parcel does not have adequate area for sizing a HSTS utilizing soil absorption but may meet requirements for NPDES permit coverage.**
- ☐ **See additional notes on the back of this form for specific requirements and or limitations.**

Date Received:	Fee Paid:	Log-in #:
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- Any approval issued for an STS site review is valid for five (5) years from the date of approval.
- A completed Site and Soil Evaluation must be submitted as required in OAC 3701-29.
- (2) copies of a Site Plan in accordance with OAC 3701-29-10(C) must be included for actual project approval, as well as house plans. **Conditional approval may be granted for undeveloped properties and subdivisions without the submittal of a system design or house plans, but an additional Site Review must be completed incorporating the actual STS design and house plans prior to the issuance of an installation permit.**
 - It is recommended that Site Plans be prepared by a professional engineer or surveyor with experience in soil absorption sewage treatment system design.
- Property lines, primary and replacement soil absorption areas and general house location must be staked and clearly identified on the lot prior to requesting a site review.
- Site review submittals must indicate if a variance is being requested. A separate variance request must be submitted prior to site review approval.
- Areas designated for the primary installation and replacement of the STS must be protected from vehicular traffic and other disturbances. It is the responsibility of the property owner to ensure the protection of these areas. Failure to protect these areas may result in forfeiture of approval granted by this department deeming the property unsuitable to support the installation of an STS.
- After receiving this application, a sanitarian will contact you to arrange a convenient time to conduct the Site Review.
 - Please allow at least thirty (30) days for a site review to be completed once CCBH receives all documents associated and required with the application. Revisions to the design and missing items will prolong the approval process and may result in additional resubmittal fees.

▪ 5550 Venture Drive ▪ Parma, Ohio 44130 ▪ Phone: 216-201-2020 ▪ Fax: 216-676-1317 ▪ www.ccbh.net

FAQ: Which Site Review Project Description

- Site Review for Sewage Treatment System (Replacement System or Alteration)
 - Check this box if: You are replacing a failing Sewage Treatment System (STS), replacing a component (altering), or are building on a lot that currently has or used to have a home and STS.
- Site Review for Sewage Treatment System (Per Undeveloped Lot)
 - Check this box if: You are building on an undeveloped lot. You will need a full set of house plans, soil evaluation, and site plan for the proposed STS.
- Site Review for Sewage Treatment System Conditional Approval (Per Undeveloped Lot)
 - Check this box if: You are buying, selling, or building on an undeveloped lot. You may not have a complete STS design or house plans yet, but you must know how many bedrooms you are proposing, as well as a soil evaluation and site plans for the STS.
- System Design Plan Re-Submittal Fee
 - Check this box if: You already submitted plans to our office for a site review, but have changed the location of the home, number of bedrooms, or have altered the initial design.
- Site Review Consultation Fee
 - Check this box if: You are considering buying, selling, or building on a lot, but are unsure how to proceed further with planning your future home and STS. You do not need to have soil work completed or a site plan, but the more information you can provide will yield more detailed recommendations. You should know how many bedrooms you are proposing. It is recommended that you speak to a Registered Sanitarian in our office prior to choosing this option.