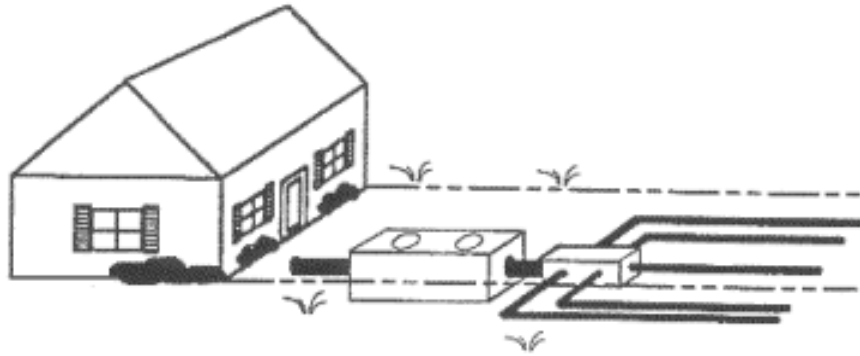


# HOUSEHOLD SEWAGE TREATMENT SYSTEMS PROCEDURE BOOKLET



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*Homeowner Site Plan Worksheet*



*List of Registered Installers*



*List of Soil Evaluators*



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## **HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS) PROCESS FOR THE HOMEOWNER**

Select a location for your proposed home and flag off the 4-corners of the property.

Complete the **Application for Site Review for a Household Sewage Treatment System** (enclosed). This form will be returned to the Health Department.

Complete the **Homeowner Site Plan Worksheet** (enclosed). The information on this worksheet will be used by your soil evaluator and the Health Department.

Contract the services of a qualified soil scientist/soil evaluator to conduct a soil evaluation for your proposed residential site. Provide your soils professional with a completed **Homeowner Site Plan Worksheet** located in your packet. As part of this process:

You or the soils evaluator should stake off the evaluated areas on the property suitable for your proposed septic system installation. **Note: identified installation areas must remain staked and undisturbed until your septic system is installed.**

Have the soil evaluator provide you with two completed **Site/Soil Evaluation for Sewage Treatment Forms** for each proposed septic installation area. A minimum of two evaluations will be required for each site. (Therefore, you will be turning in at least four soil evaluations - a minimum of two for the proposed septic system area and a minimum of two for the proposed replacement septic system area.)

Once all of the required information from your soil evaluator has been received, you should then contract the services of a qualified septic system designer. A qualified septic system designer will work with you, based upon the results of your soil evaluation, to design a septic system for your proposed home. Your septic system designer should then provide you with a detailed design/layout plan for your proposed dwelling.

Once you have obtained a proposed septic system layout from your system designer, you are ready to apply for a Health Department Site Review. Submit the:

**Application for Site Review Form along with the fee**

**Completed Site/Soil Evaluation for Sewage Treatment Forms and the Site Plan Worksheet**

**Completed design/layout plans**

Once your application materials have been submitted, Health Department personnel will review the application, soils evaluations, proposed system designs, conduct site visits, and provide you with written confirmation of the results of our evaluation and any possible permit conditions applied to the systems installation and operation. **All written site review approvals expire one year from their issuance.**

After your site has been approved, you are ready to apply for a **Permit to Install a Household Sewage Treatment System**. These permits are obtained from the Health Department and are valid for one year. Prior to issuing the Installation Permit, the property will need to have an assigned mailing address (obtained from the Crawford County Engineer's Office).

After a Permit to Install has been issued, a registered septic system installation contractor may install your system.

As soon as your system has been installed, your contractor must contact the Health Department to schedule an installation inspection. Within 18 months after the system has been installed, a follow-up inspection by the Health Department will also be conducted.

After installing an approved Household Sewage Treatment System, you may need to apply for an **Operation Permit**. Some systems may be mandated to renew the Operation Permit yearly as well as meet minimum sewage treatment maintenance requirements.

Homeowners are encouraged to contact our office at **(419) 562-5871** with any questions related to the Home Sewage Treatment System Program.

**HOMEOWNER SITE PLAN WORKSHEET**  
**To be given to soil evaluator for reference**

**Place a check (v) in the block of each item that has been indicated on your site plan**

Dimensions and acreage of the property.

Proposed location of the house. (Show approximate distance from the road and property lines to the house.)

Area preferred for sewage system installation. (N/A if you have no preference)

Preferred driveway location. (N/A if you have no preference)

Location of future structures or improvements to the property such as garages, workshops, barns, pastures, pools, etc. (N/A if there are none)

Location of any existing sewage systems and water systems on the property and neighboring properties within 50' of the property lines.

Location of easements or rights of way on the property (N/A if none)

Location of designated wetlands on the property. (N/A if none)

Location of 100 year floodplain on the property. (N/A if none)

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**Use this space to draw your site plan or attach a separate sheet if more space is needed**

# Registered Sewage Installers

NAME	STREET	CITY	STATE	ZIP	PHONE
ACTION DRAIN & SEPTIC	PO BOX 904	MANSFIELD	OH	44901	1-419-563-9440
ALT EXCAVATING	7126 SCOTT ROAD	TIRO	OH	44887	1-419-492-2489
B & S SERVICES	13263 TH 135 PO BOX 407	NEVADA	OH	44849	1-740-482-2281
BEHELER EXCAVATING	14923 TOM'S ROAD	BUTLER	OH	44822	1-740-694-2303
BISEL BUILDERS	RR 600 CONNOR DR.	MANSFIELD	OH	44905	1-419-589-4649
BURKY EXCAVATING	3186 BEECHGROVE RD	BUCYRUS	OH	44820	1-419-562-6930
CRAWFORD DRAINAGE CO	3364 HINESVILLE RD	SHELBY	OH	44875	1-419-347-6567
DAIBER EXCAVATING	517 N MORRISON ST	NEVADA	OH	44849	1-740-482-2732
DIRTWORKS EXCAVATING	8384 TWP RD 56	LEXINGTON	OH	44904	1-419-362-1303
ERIC SCHIEFER EXCAVATING & WELDING LLC	2100 LEMERT RD	BUCYRUS	OH	44820	1-419-562-5789
HANES EXCAVATING LTD	7051 ROSS ROAD	BLOOMVILLE	OH	44818	1-419-284-3059
HIGH TOUCH HOMES	PO BOX 67	GREENWICH	OH	44837	1-419-752-4361
HISSONG EXC. INC.	7230 TWP. RD. 60	CALEDONIA	OH	43314	1-419-845-3706
HOWELL'S SEPTIC SERVICE	365 E BRANDT RD PO BOX 605	GALION	OH	44833	1-419-468-4584
KELSTIN LTD	3891 GRIMWOOD DR	SHELBY	OH	44875	1-419-342-5520
KEVIS KIRGIS EXCAVATING	7731 E. GR 58	BLOOMVILLE	OH	44818	1-419-284-3528
LACEY PASHEILICH EXCAVATING, INC.	8855 ROSS RD	LEXINGTON	OH	44904	1-419-884-8080
MF BROWN, INC	PO BOX 22	NORTH ROBINSON	OH	44856	1-419-562-0109
NIGH BUILDERS INC	207 W BEAL AVE	BUCYRUS	OH	44820	1-419-562-3396
QUINN'S OF BUCYRUS, LLC	220 W. MARY ST.	BUCYRUS	OH	44820	1-419-562-0026
SALVATI BUILDERS	1030 W LIVINGSTON AVE	CRESTLINE	OH	44827	1-419-683-2445
SAUNDERS EXCAVATING	1134 NAZOR ROAD	GALION	OH	44833	1-419-468-1381
SCOTT FARMS & EXCAVATING	1584 NEVADA WYNFORD RD	BUCYRUS	OH	44820	1-419-562-2887
SLOBODA EXCAVATING	137 RUDY RD.	MANSFIELD	OH	44903	1-419-529-9261

## \*Soil Evaluators

**H.S.T. Services LLC**

Mr. Rick Emmons  
1566-A Baney Rd.  
Ashland, OH 44805  
419-606-2625

**Soil and Environmental Consulting Services, Inc.**

Mr. Steven Miller  
CPSSc.  
1974 N. 3 Bs and K Rd.  
Sunbury, OH 43074  
614-579-1164

**Hull & Associates, Inc.**

Mr. Shawn McGee  
P.E.  
3401 Glendale Ave. suite 300  
Toledo, OH 43614  
419-385-2018

**Norwalk Concrete**

Mr. Jim Charville  
80 Commerce Dr., P.O. Box 563  
Norwalk, OH 44857  
800-733-3624

**Terra Firma Soil Investigations, Inc.**

Mr. Jim Russell  
308 Bellevue St.  
Marietta, OH 45750  
740-383-3300

**J. Musteric & Associates**

303 South Arch Street  
P.O. Box 190  
Fremont, OH 43420

\* These companies/individuals are not registered or certified with the Crawford County General Health District. This list is compiled by the above individual(s) requesting the Crawford County General Health District place them on a list to notify homeowners of their services. The Crawford County General Health District does not endorse and can not make recommendations on behalf of any of these companies/individuals.

**Crawford County General Health District, 1520 Isaac Beal Rd., Suite B, Bucyrus, OH 44820**  
**Phone: (419)562-5871 Fax: (419)562-2048**

**Application for Site Review for Household Sewage Treatment System (HSTS)**

Proposed system to serve:

Single family dwelling     Two family dwelling     Three family dwelling     Other (specify) \_\_\_\_\_

Proposed system type:     New     Replacement     Alteration

Type of Water Supply:     Public Water Supply  
 Private Water Supply - circle type: drilled well, cistern, hauled water storage tank, pond

Owner / Applicant (circle)		Phone #	
Mailing Address			
City	State	Zip Code	
Location of Property:			
Street Address of Property, if applicable:			
City	Zip Code	Township	Parcel #

Size of existing/proposed building lot:    Acres: \_\_\_\_\_    Dimensions: \_\_\_\_\_    # of Bedrooms: \_\_\_\_\_

**The following accompanying documents are required for consideration for site review:**

- |    |  |
|----|--|
| 1. | <b>Site and soil evaluation form completed as outlined in CCGHD Chapter 29-08 (B). *</b> |
| 2. | <b>Scaled site drawing as outlined in CCGHD Chapter 29-08 (B).</b>                       |
| 3. | <b>Layout or design plan as outlined in CCGHD Chapter 29-09.1</b>                        |

*Before the site review can be scheduled, the following must be done by the applicant:*

- 1. All property lines must be clearly marked, and*
- 2. Primary and secondary sewage areas must be clearly marked and protected from disturbance.*

*I, the undersigned, hereby certify that the above information, and that included in the accompanying documents is correct and truthful. I also understand that any deviation from the above may nullify approval of this site for a permit to install. I understand that this site review is not a permit to install. A separate permit will be required for installation, upon site approval.*

Owner / Applicant Signature	Date

**\*For replacement of existing systems, site and soil evaluation may be waived by our department, if it is determined that there is no suitable area for an on-lot replacement system. Alterations of existing systems do not require the site and soil evaluation.**

**Health Department Use Only**

Fee:	\$	Receipt #		Site ID #	
Site meets requirements?			Yes	No	
Design plan / layout plan meets requirements?			Yes	No	
Date of Health Department site review inspection:					
Name of Soil Evaluator:			System Designer:		

Date of approval / denial		Reviewer
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