

## Property Addition/Modification Fact Sheet

This guidance sheet is for general planning purposes only for residential properties and does not constitute approval of any individual sewage treatment system, components, devices or any particular property addition, remodeling, or modification.

Follow each step and stop at any step that is not met. Each situation is unique and requires individual review. An application and complete review required in Step #9 by HCPH is required for final determination and approval. Contact HCPH at 946-7966 or visit HCPH.org.

### Step 1- Determine What Type of System You Have And The Category Below It Fits Into.

1. Drywell/Cesspool -Any system type that sewage or effluent drains into a vault/pit and seeps out into the surrounding soils, which are typically sand and gravel.
2. Discharging System permitted for installation on or after January 1, 2007. These systems are authorized to discharge to the environment and are covered under a National Pollutant Discharge Elimination System Permit (NPDES) issued by the Ohio EPA.
3. Discharging System permitted before January 1, 2007. These are systems that are not covered under an NPDES Permit. Their continued use is subject to numerous requirements. Examples include, but are not limited to: sand filters, Coate Aer Aerobic Treatment Units (ATU), Jet ATU, Cavitette ATU, Norweco ATU, Oldham ATU, etc.
4. Soil Absorption System. These are systems that use the soil to treat and absorb 100% of the wastewater generated from within the home. These systems do not discharge. Examples include, but are not limited to: Leach Lines, Mounds, Leach Beds, Drip Distribution, etc.

### Step 2- Determine Your Proposed Property Improvement/Modification Type (your project may fall into one or more types).

1. Remodeling- Includes, but is not limited to, change walls, doorways, room layouts, room designations, raising roofs, etc.
2. Replace or Relocate Existing House - Includes, but is not limited to, changing/swapping mobile homes, moving a home's location, building, or rebuilding a house, etc.
3. Internal Living Space Additions - Includes, but is not limited to, finishing unfinished/unconditioned space within the foundation of a home (attics, basements, garages, etc.)
4. External Additions - Includes, but is not limited to, adding onto an existing



home/structure with one or more shared walls and internal passages to the original home.

5. Adding Bedrooms - Includes, but is not limited to, increasing the number of bedroom or "bedroom-like-rooms" to a home/structure.
6. Increasing Waste Strength - Includes, but is not limited to, adding dog washes, reducing flows to a system or otherwise concentrating waste strength.
7. Outbuilding/Auxiliary Structures with Plumbing - Includes, but is not limited to, barns, garages, pool houses, etc.
8. Outbuilding/Auxiliary Structure without Plumbing - Includes, but is not limited to, barns, garages, pool houses, etc.
9. Pools/Hot Tubs - Includes, but is not limited to, above-ground or in-ground pools or Hot Tubs.
10. Hardscapes/Decks - Includes, but is not limited to, decks, patios, pavers, walkways, stone fences/walls, retaining wall, driveways, parking area, etc.
11. Geo-Thermal - Includes, but is not limited to, vertical/horizontal open or closed loop systems
12. Private Water or Auxiliary Water System - Includes, but is not limited to, wells, hauled water tanks, cisterns, rain water harvesting, or any primary or secondary water source.
13. Earthworks - Includes, but is not limited to, disturbing the ground by trenching, grading, filling, cutting, shaping, contouring, tree removal, etc.
14. Surface Water Impoundments - Includes, but is not limited to, ponds, wetlands, retentions/detention basins, etc.
15. Stormwater Drywells - Includes, but is not limited to, area open or buried area intended for infiltration of stormwater.
16. Other-Any other improvement/change to the property. Other changes to the property/dwelling/ outbuildings not discussed above.

### Step 3- 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).
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.



	Drywell/Cesspool	Discharging System Installed on or after January 1, 2007	Discharging system Installed before January 1, 2007	Soil Absorption Systems
Remodeling	Must be under 50% Interior wall change. See Calculation Method on Page 2.	Existing system must meet current code requirement and be sized correctly for proposal	Must be under 50% interior wall change. See Calculation Method on Page 2.	Existing system must meet current code requirement and be sized correctly for proposal
Replace/Relocate/Rebuild Existing House/Structure	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal
Internal living Space Alterations	Must be under 50% interior wall change. See calculation Method on Page 2.	Existing system must meet current code requirement and be sized correctly for proposal	Must be under 50% interior wall change. See calculation Method on Page 2.	Existing system must meet current code requirement and be sized correctly for proposal
Additions	Must be under 50% interior wall change. Must meet setbacks, verify replacement soil absorption system area exists	Existing system must meet current code requirement and be sized correctly for proposal, must meet setbacks, verify replacement soil absorption system area	Must be under 50% interior wall change. Must meet setbacks, verify replacement soil absorption system area exists	Existing system must meet current code requirement and be sized correctly for proposal, must meet setbacks, verify replacement soil absorption system area
Adding Bedrooms	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal
Increasing Waste Strength	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal



	Drywell/Cesspool	Discharging System Installed on or after January 1, 2007	Discharging system Installed before January 1, 2007	Soil Absorption Systems
Outbuilding/Auxiliary Structures with Living Space	Not Allowed	Not Allowed. May be allowed to be converted to a Semi-Public facility and permitted through the Ohio EPA. Contact HCPH with more details about the proposed project.	Not Allowed	Existing system must meet current code requirement and be sized correctly for proposal, must meet setbacks, verify replacement soil absorption system area
Outbuilding/Auxiliary Structures Without Plumbing	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Pools/Hot Tubs	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Hardscapes/Decks	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Geo-Thermal	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Private Water or Auxiliary Water System	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Earthworks	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists



	Drywell/Cesspool	Discharging System Installed on or after January 1, 2007	Discharging system Installed before January 1, 2007	Soil Absorption Systems
Surface Water Impoundments	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Stormwater Drywells	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists	Must meet setbacks, verify replacement soil absorption system area exists
Other	Contact HCPH	Contact HCPH	Contact HCPH	Contact HCPH

#### Step 4- Determine if Setback Requirements Can Be Met

All components of an STS or GWRS shall meet the setback requirements found in the Ohio Administrative Code 3701-29:

**Ten feet** from any water supply line, utility service line, roadway or road surface, driveway or other hardscape, property line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and GWRS.

**Fifty feet** from any water supply source and vertical open and closed loop geothermal heating and/or cooling system. Soil absorption components shall be at least **fifty feet** from any surface water impoundment,

lake, river, wetland, perennial stream, and road cut-banks or stream cut-banks.

New or Replacement systems must not be located within a floodway or sanitary isolation distance from a public water well intake.

#### Step 5- Determine if Replacement Area for a Soil Based System is Available and It Meets Setback Requirements

The scope of the project cannot remove usable area for a replacement STS soil absorption system and must meet the required setbacks from such area. If replacement area for a soil absorption system is being removed (including setbacks), a soil report and replacement system layout will be required to document sufficient soil absorption system replacement area still exists. Typically requires a STS designer/soil evaluator to visit the property.



**Step 6- Verify System is Compliance with Operation Permit Terms and Conditions**

Existing systems must be operated, maintained, or monitored in compliance the Operation Permit Terms and Conditions established by the Board of Health in order to be "grand-fathered" for continued use. Contact a Service Provider to assess system for step 6 then have them complete step 7.

**Step 7- Bring Components to Grade**

All components of the system requiring maintenance, service or inspection must be permanently brought to grade level with proper risers and lids. Do not do this step if any of the previous steps are out of compliance.

**Step 8- Mark Proposed Improvements at the Property**

With paint and/or flags, mark the corners and corresponding areas for all property improvement/modifications proposed. Label areas marked on site appropriately.

**Step 9- Submit Application with HCPH**

Submit an Application for Property Improvement/Modification and submit all required documents with fees to HCPH. A HCPH representative will visit the site and confirm all codes are met. A written report with all findings will be mailed to the applicant.

