

Request To Construct a New or Modify an Existing Sanitary Sewer

Description: Prior to construction of a new or modification of an existing gravity sanitary sewer, approval must be secured from the Westchester County Department of Health. This section applies to conventional gravity sewers, force mains and low-pressure sewer systems. Additional design considerations for low-pressure sanitary sewers may be found in Section II of the guidelines

Applicable Codes: Chapter 873, Article XXII, Section 873.2202 of the Laws of Westchester County.

Fees: Chapter 873, Article XXI, Sections 873.2114 and 873.2115 of the Laws of Westchester County.

Submittal:

1. One (1) original form “DEC Application for Approval of Plans for a Wastewater Disposal System” (BSP-5) with all items completed. This form must bear the original signature of the applicant.
2. One (1) Chapter 20 “Design of Sewers” form with all items completed.
3. One (1) original Engineer’s Report bearing the engineer’s original signature and seal. This report must provide a narrative of the scope, details and specifications of the project and must include flow calculations for sewer pipe sizing.
4. A minimum of three (3) sets of construction plans, (one (1) set will be retained by the Department)
5. Design and construction must be in accordance with latest versions of Recommended Standards for Wastewater Facilities (Ten State Standards) and NYSDEC standards as applicable.

Plan Contents:

1. Location Map.
2. Plan view – scale.
3. Profile view – scale.
4. Water main and storm sewer crossings must be shown on both profile and plan views.
5. The distances from the proposed sewer to water mains/storm sewers must be identified on both profile and plan views.
6. Horizontal and vertical separations between water mains and storm sewers must be illustrated showing conformance with Section 38.3 of the Recommended Standards for Wastewater Facilities, 2004 Edition or latest edition.
7. Manhole and pipe joint details, including details of pipe connections to existing sewers must be provided.
8. Material of construction for pipes and manholes must be stated on the plans. Trenching, pipe bedding, and backfill details must also be provided.
9. Sewers shall be laid deep enough to prevent freezing, usually three feet below finished grade.
10. Minimum pipe velocity is 2 fps when flowing full. If the flow is expected to be

less than 2 fps the municipality must acknowledge this fact and accept responsibility for frequent inspection and maintenance.

11. Exfiltration from pipes and/or manholes shall not exceed 100 gallons per mile of pipe per day per inch of nominal pipe diameter.
12. There shall be a note indicating that there are no wells within 25 feet of the sanitary sewer.
13. All plans submitted for approval must bear the professional engineer's original stamp and original signature on each sheet and be prepared pursuant to Title VIII, Article 145, Section 7209 of the New York State Education law.

Issuance of Completed Works Approval for a Sanitary Sewer

Description: Prior to the activation of a new or modified sanitary sewer, including force mains and low-pressure systems, approval must be secured from the Westchester County Department of Health.

Applicable Codes: Chapter 873, Article XXII, Section 873.2204 of the Laws of Westchester County.

Fees: Chapter 873, Article XXI, Section 873.2115 of the Laws of Westchester County.

Submittal: The submittal shall be forwarded to the staff engineer who reviewed the project for construction approval.

When requesting approval of completed works pursuant to the above provisions, the following list serves as the minimum requirements:

1. A minimum of two (2) copies of “As Built” plans (one (1) copy will be retained by the Department) bearing the original signature and seal of the Professional Engineer supervising construction. This plan must reflect all changes from the original plan by “Bubbling” these changes. Note: all deviations from the original plan approval must have received Health Department approval prior to submission for completed works.
2. Acceptable leakage test results must be submitted for review.
3. The Professional Engineer supervising construction must provide a certification letter bearing an original seal and signature including leakage test results and “As Built” plans. Such letter shall provide a statement that the undersigned has supervised construction and witnessed the leakage testing and shall also include a statement that there are no construction changes from the original Department approval. In the event that construction changes do exist, these changes must have received prior Department approval, and this certification letter must acknowledge said approval and reflect said changes.