

Request To Construct a Sewage Treatment Facility

Description: Prior to construction of a new or modification of a wastewater treatment plant, approval must be secured from the Westchester County Department of Health.

Applicable Codes: Chapter 873, Article XXII Section 873.2202 of the Laws of Westchester County. Recommended Standards for Wastewater Facilities (Ten State Standards) should be used as reference.

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

Submittal: When requesting approval of a project pursuant to the above provisions, the following list serves as the minimum filing requirements:

1. A letter of authorization bearing the original signature of the owner or owners' representative authorizing the Professional Engineer to file the permit application and plans.
2. One (1) original Application for Approval of Plans for a Wastewater Treatment System (BSP-5) with all items completed. This form must be dated and bear the original signature of the applicant.
3. One (1) original Engineer's Report bearing the original signature and seal of a licensed and registered Professional Engineer in the State of New York. The Engineer's Report must provide a narrative of the scope, details, and specifications of the project and include specific criteria for sewage treatment facility design.
4. A minimum of three (3) sets of construction plans (one (1) set will be retained by the Department) that are prepared by a Professional Engineer.

Plan Contents:

Minimum requirements to be included in the plans:

1. Location map of facility including appropriate streets, etc.
2. Site plan of project denoting location of proposed installation.
3. Title block indicating name and address of proposed project submitted for approval.
4. Statement on the plans indicating that disinfection will be performed to meet specified NYS and Westchester County permitted limits.
5. A schematic flow diagram and profile view illustrating proposed systems and associated equipment.
6. 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 New or Modified Sewage Treatment Facility

Description: Prior to the activation of a new or modified sewage treatment facility, 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 873.2114 of the Laws of Westchester County.

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 been approved by the Department prior to submission for completed works.
2. The Professional Engineer supervising construction must provide a certification letter bearing the 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.