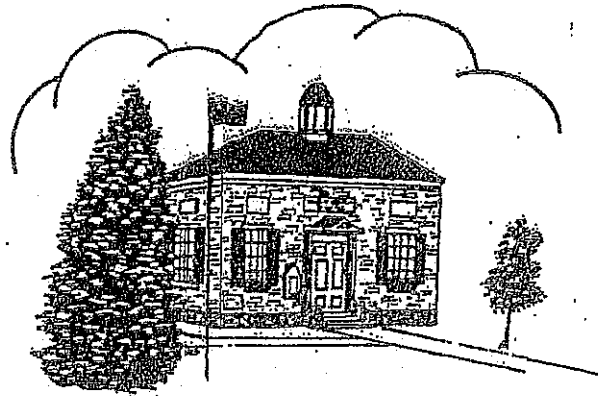


# Town of Greenfield

FOUNDED 1793



TOWN HALL  
P.O. BOX 10  
GREENFIELD CENTER, NY 12833  
PHONE (518) 893-7432  
FAX (518) 893-2460

## APPENDIX A310.3

### PLOT PLAN REQUIREMENTS SEPTIC SYSTEM PLANS TOWN OF GREENFIELD (FEBRUARY 13, 2003)

The following is a list of the minimum requirements which shall be provided by the builder/owner prior to issuance of building permits:

1. Individual Plot Plan drawing for lot on which house is to be built drawn to scale, either 1" = 20' or 1" = 30'. Plot Plan should include the following:
  - a. Proposed grading plan showing existing and proposed topography in vicinity of house, well and septic. Where site topographic conditions are such that the septic system grading is obvious, the Building Inspector may waive this requirement.
  - b. Location and boring log, for test pit in vicinity of proposed system (one test pit minimum 6' deep required for all systems), as well as percolation test results and location.
  - c. Design calculations including the following:
    - i) Number of bedrooms
    - ii) Size of septic tank
    - iii) Percolation test results
    - iv) Application rate
    - v) Length of required trenches
    - vi) Depth of fill (if required)
    - vii) Dosing requirements (if required)
    - viii) Probe settings (if required)
    - ix) Pump requirements (if required)
    - x) Pump specifications (if required).

Plot Plan Requirements

- d. Location of subject well.
- e. Location of all wells on adjoining property.
- f. Location of any streams, lakes, water courses, wetlands, property lines, appropriate property line setback requirements and proposed structures, minimum separation distances per New York State Department of Health Appendix 75-A.
- g. Detailed layout of proposed system showing septic tank, distribution box, tile lines including all sizes, specifications and dimensions, section through system.
- h. Typical details including septic tank, distribution box, absorption trench, etc.
- i. Material specifications for pipe, septic tank, distribution box, stone, perforated pipe, barrier material over trenches, etc.
- j. Plans shall be signed and stamped by a Licensed New York State Design Professional.
- k. The Licensed Design Professional shall provide a written certification (See attached form) upon completion of system, prior to the issuance of Certificate of Occupancy.
- l. The Town of Greenfield requires a 4 ft. separation from the bottom of trench to impervious surfaces or high ground water.

The above requirements pertain to conventional systems and shallow fill systems using gravity distribution. All other waste water treatment systems shall be submitted to Environmental Design Partnership, the Town of Greenfield Town Engineer, for review. A \$500.00 engineering escrow fee will be required at time of application.

Perc test performed in frost conditions will not be accepted. Perc tests will require a report from the Design Professional.

Deep hole tests performed in frost conditions will not be accepted. Deep hole tests will require a report from the Design Professional.

\*If a 4' separation from the bottom of trench to impervious surfaces or high ground water does not exist, but a 2' separation from the bottom of trench to impervious surfaces or high ground water does exist. The system shall be submitted to the town engineer for review.

If after engineering review it is determined that a variance from the required 4' separation is warranted, the applicant will be referred to the Town Board of Health for a variance request. This only applies to replacement or renovated septic systems.

For replacement septic systems, P.E. must show type of well and/or depth of casing.

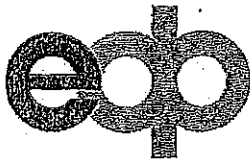
REQUIRED CERTIFICATION

TOWN OF GREENFIELD

The engineer of record is to certify to the Town of Greenfield as follows

1. He/She is in fact the designer of the system.
2. He/She is personally familiar with the actual site conditions and in consideration of those conditions the system was designed in compliance with the Town of Greenfield Standards requiring four (4) feet of separation between the bottom of the tile trench and the annual high water table and in compliance with the current Appendix 75A of the New York State Department of Health Wastewater Treatment Standards – Residential onsite systems.
3. He/She must indicate that he/she inspected the system at the time of construction and that he/she has personal knowledge that it was constructed in compliance with the design. He/She must further indicate that there were no field conditions encountered during construction which deviated from the conditions observed at the time the system was designed.
4. The certification shall include a plan depicting the septic system as it was constructed including measurements from: well to tank, well to leach field and D-box, adjoining property wells to tank and leach field, house to tank, house to leach field, tank to D-box, and leach field dimensions. The certification shall also include photographic evidence of findings during all field inspections.

The certification MUST be presented in the above format.  
The "as built" plan MUST be an original signed and sealed, received  
prior to issuance of a Certificate of Occupancy.



**ENVIRONMENTAL DESIGN  
PARTNERSHIP, LLP.**

Shaping the physical environment

900 New York 146 Clifton Park, NY 12065  
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November 28, 2017

Gerry McKenna

Town of Greenfield  
Town Hall  
PO Box 10  
Greenfield Center, NY 12833

Regarding: Septic System Review fees

Dear Mr. McKenna:

Pursuant to your request we have reviewed our fees related to review of septic systems constructed in the town. As you are aware the New York State Department of Health (NYSDOH) no longer reviews individual septic systems new, or replacements. The NYSDOH has determined that the review of such systems is the responsibility of the city or town, where they are located.

When we first notified you of the NYSDOH decision, the intent was for the town to bill the applicants for the review fees, so that the costs were not part of the towns' engineering budget. After investigation, you found that that it appears that this fee structure was not implemented and the town has been bearing the responsibility for these review fees. Moving forward into 2017-18 you would like to implement a fee associated with the applications for septic systems (new and replacements) so that the fees are paid by the individuals receiving the service.

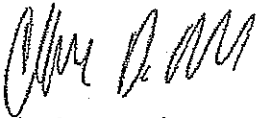
We have reviewed our billing history for a number of these systems. Typically, the reviews include approximately 1-3 hours for the initial review and letter. The initial review is often followed up by a second final review (usually 1-2 hours) and letter based on revised information submitted in response to the initial review. The average fees associated with the reviews ranges from \$285.00 - \$570.00.

We realize that these fees may seem burdensome to applicants considering that they are paying their consultant for the design, on top of our review fees. One suggestion that we offer to curtail our fees would be to develop a checklist of items required on septic system designs and verify that the items on the checklist are provided, prior to forwarding for our review. Assuming that the applicant's engineer follows the checklist and provides the items identified, our review time can be reduced and we may be able to avoid the delays associated with two and three resubmittals and additional review time.

As for your request to provide an estimate of review fees for the systems, we offer the following; assuming that the applicant's engineer follows the checklist and the initial submission is in compliance with the required items, the base fee should be approximately \$300.00, in the event that a second review is required, due to not following the checklist requirements, the fee would be approximately \$200.00 additional. Perhaps you could require the applicant to pay an initial \$500.00 fee and refund unused portion?

Should you have any questions regarding this matter please feel free to contact me and we can discuss.

Sincerely,



Charles D. Baker P.E.  
Partner

Cc: Dan Pemrick