

Subdivision Application Instructions

1. Complete the application ES-76 (only sign the exemption in the middle of the page if lot(s) are not intended for building.
2. Have a certified septic installer complete the percolation test information page.
3. Mark off all lots prior to submitting application and plats.
4. Submit four (4) copies of the certified stamped plates with application.

Fee for Service: Subdivision with 1-8 lots \$100.00, 9+ lots add \$12.00 per lot.

Payment options:

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check.

Credit Card Payments: See options on the last page. Please note there is a **3.99% processing fee** for all credit card payments.

Cash Payments: Cash payments may be made in person.

How to Submit Application:

Walk-in: Our office is open to the public Monday - Friday 8:00am to 4:00pm.

Fax: 304-728-3314

Email: Patti.J.Richardson@wv.gov

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SUBDIVISION APPROVAL APPLICATION FORM

I. General Information

Name of Applicant: _____ E-Mail: _____

Mailing Address: _____ Phone: _____

Property Owner: _____

Address: _____ Phone: _____

Deed Recorded in Book: _____ Page: _____ County: _____

Location of Property (be specific - map may be attached): _____

Total Acreage of Tract: _____ Total Acreage to be Developed: _____

Number of Lots to be Developed: _____ Drinking Water Source: _____

Type of Structure to be Constructed: _____

Have any previous subdivision approvals or declaratory rulings been issued on this tract or adjacent tracts? Yes No

If yes, give details: _____

Signature of Applicant: _____ Date: _____

Exemption: The property referenced in this application to be divided for sale or gift is not intended for development requiring health department approval. The buyer has been informed that no soils or site evaluation has been performed on the property and that there is no proven or identified location where an onsite (septic) system can be installed. Should development of the property be proposed in the future, health department approval must be obtained prior to construction.

Signature: _____ Date: _____
(Property Owner)

II. Check List

Four (4) copies each of the following must accompany this application form.

- Plat plan of property (show lot layout, lot dimensions, lot numbers, streets, location of percolation test holes and six-foot observation trench, location of wells and public water lines, location of 10,000 square foot reserve areas).

The Local Health Department must evaluate each proposed lot as part of the subdivision approval process. Note: all proposed lots may not receive approval at the same time due to proposed layouts and actual site conditions.

III. For Health Department Use Only

Approval Issued: Yes No

Approval Number: _____

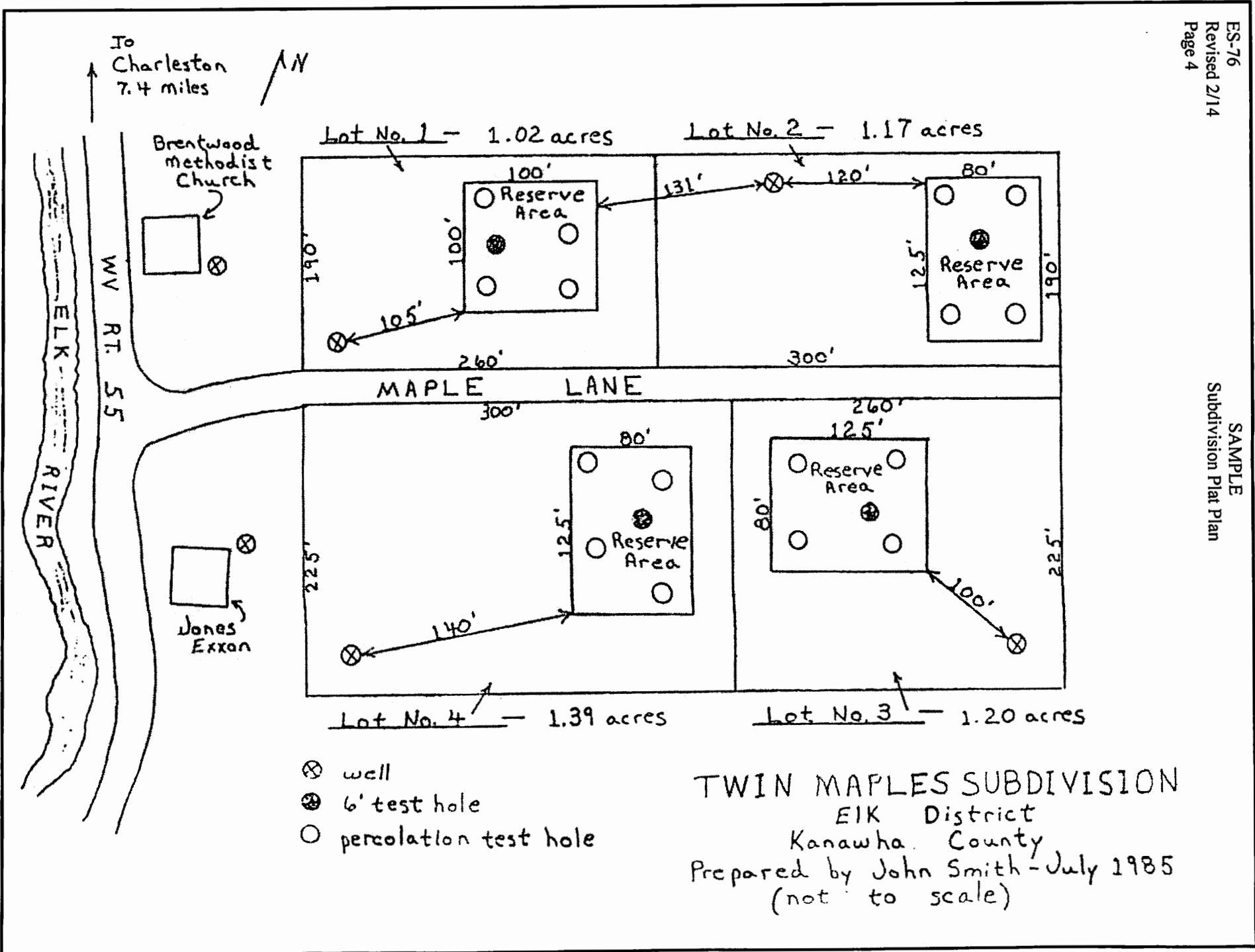
Date: _____

By: _____

SUBDIVISION APPROVAL FACT SHEET

(Retain this sheet - do not submit with application form)

1. West Virginia Legislative Rule 64CSR9 - Sewer Systems, Sewage Treatment Systems and Sewage Tank Cleaners, effective May 1, 1998, defines a subdivision as a tract of land which has been divided into two (2) or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development, and includes the division of land by deed, metes and bounds description, lease, map, plat or other instrument, or by any act of construction. This definition includes the addition of a dwelling(s) to a tract of land which may or may not already have an existing dwelling on it; regardless of whether a "new" lot is created by the act of surveying.
2. Division of land not proposed for development requiring onsite sewage disposal systems shall not require subdivision approval. Buyers of such properties should be informed that no approved onsite system installation areas have been established and that 64CSR9 Sewage Systems Rule, section 3.1. requires that a permit be obtained prior to construction of a dwelling or establishment on any site.
3. Prior to establishing a subdivision where an individual onsite sewage system(s) will be used, property owners or developers must obtain written health department approval before any improvements, construction, installation, or development is initiated on any lot, and before any water well or sewage installation permits can be issued.
4. To ensure there is adequate area for the installation and repair of individual onsite sewage systems, 64CSR9 requires that each dwelling or establishment served by an individual onsite sewage system must have a 10,000 square foot sewage system reserve area. This reserve area includes space for the original onsite sewage system plus replacement area for any future repairs. The reserve area shall not be disturbed during construction and no development or structures are permissible on this area. Form ES-76, and the required accompanying information must be submitted to begin the approval process.
5. After written approval is granted, the developer or each individual lot owner must obtain a health department permit for the construction of any water well or individual onsite sewage system. Any changes proposed after written approval has been given must be submitted, re-evaluated, and approved by the health department.
6. On lots less than two (2) acres in size, the 10,000 square foot reserve area for each lot must meet the requirements for the installation of a standard onsite sewage system. There must be a minimum of three (3) feet of suitable soil under any portion of the soil absorption system, and the average percolation rate must be between 5-90 min/inch.
7. On lots two (2) acres in size and over, standard, or alternative onsite sewage systems may be proposed for the 10,000 square foot reserve area. Soil and site requirements for alternative systems require an average percolation rate less than 120 min/inch; require a minimum of three (3) feet of soil between the soil absorption system and limestone rock strata; and require two (2) feet of soil between the soil absorption system and non-limestone bedrock and/or seasonal high-water table if additional treatment precedes the system or the proposed design is a low-pressure system.
8. Where multiple reserve areas are proposed, each reserve area shall not be less than 3,000 square feet.
9. All onsite sewage disposal reserve areas shall be staked in the field and shown on the submitted plat.
10. A minimum of four (4) percolation test holes and one (1) six-foot soil observation trench must be excavated on each lot. All testing must be done in the proposed onsite sewage system reserve area and must be conducted by a WV certified onsite sewer system installer. Six-foot-deep slit trenches may be required in limestone geology to determine soil depth over limestone rock strata.
11. A Sanitarian must visit each site prior to issuing written approval and must view all test holes prior to backfilling.
12. The effect of the location of driveways, underground utilities, and stormwater management structures must be considered in planning reserve area locations. Developers should be aware of any additional local requirements which may apply to land development.
13. Minimum distances must be maintained between sewer system components and drinking water supplies and lines. Refer to the WV Legislative Rules: 64 CSR 46 - Water Well Design Standards, and 64 CSR 47 - Sewage Treatment and Collection System Design Standards, and excerpts from 64 CSR 47 for Individual and On-site Sewage Systems.





Payment Options and Submission

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail to the address above or drop in the lock box outside our back door marked Environmental

Credit Card Payments: Fees apply

Pay Via Form Below: Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental.

Pay Online: Let us know you would like to pay online, and we will email you an invoice with the link.

- Permits (all permits other than well and septic): Patti.J.Richardson@wv.gov
- Well and Septic **Information Requests:** JeffersonENV@wv.gov
- Other Well & Septic Related Forms: Patti.J.Richardson@wv.gov

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____