



Summit County Public Health

SSE

1867 West Market Street ♦ Akron, Ohio 44313-6901
Phone: (330) 926-5600 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-6436
www.scph.org

SITE &/OR SOIL EVALUATION (SSE) APPLICATION FOR A SEWAGE TREATMENT SYSTEM (STS)

Property Information:

Property Address: _____

City: _____ Zip: _____ Parcel ID: _____

Applicant's Information:

Name: _____ Phone #: _____

Email: _____

Address (if different): _____
City State ZipCode

Proposed Project Details:

The design of the STS for a proposed project is based, in part, on the potential occupancy of the dwelling. A bedroom is defined as any room that can practically be used as a bedroom including a home office, den, etc.

Total number of bedrooms: _____

- Size and type of dwelling has not yet been determined
- One, two or three family home
- Small Flow Onsite STS (SFOSTS)

Water Source:

- Municipal water
- Private Water System (well, cistern, etc)

Services Requested:

Both a site and a soil evaluation option must be selected.

Site Evaluation	Fee
<input type="checkbox"/> Gray water recycling system (GWRS): Type 1, 2, 3, or 4	\$ 150.00
<input type="checkbox"/> STS or SFOSTS: Replacement	\$ 150.00
<input type="checkbox"/> STS: Replacement evaluation for a remaining home from lot split	\$ 150.00
<input type="checkbox"/> STS: New home construction	\$ 450.00
<input type="checkbox"/> Minor lot split - Division of an existing parcel into 5 or less lots with approvable STS area	\$450.00 per lot
<input type="checkbox"/> Major subdivision review - Review of a proposal to develop more than 5 lots with STS	See staff

Soil Evaluation	Fee
<input type="checkbox"/> Replacement HSTS or SFOSTS	\$ 150.00
<input type="checkbox"/> GWRS Type 1, 2, 3, or 4	\$ 150.00
<input checked="" type="checkbox"/> Vacant lot	\$ 300.00
<input type="checkbox"/> Performed by a certified soil scientist or soil classifier	- 0 -

Site Evaluation Fee	\$
Soil Evaluation Fee	\$
Total Fee	\$

I understand the following:

- Any approval or disapproval issued by SCPH is based on the information I have provided.
- Any change to this plan, including the disturbance of the approved STS area, may result in the voiding of SCPH's approval and is subject to a fee.
- The application fee is non-refundable, regardless of the findings of this review.

Signature of Applicant: _____ Date: _____

SCPH use only:

Received by: _____
Date: _____
Amount: _____
<input type="checkbox"/> Cash
<input type="checkbox"/> Credit Card
<input type="checkbox"/> Check # _____
Invoice No.: _____

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A Guide to the Sewage Treatment System (STS) Permitting Process

1. The Site and Soil Evaluation (SSE) is the first step to installing a STS. This includes replacement systems or when a vacant lot or proposed vacant lot must be evaluated to determine if it could support a STS. The SSE application must be submitted to SCPH with the accompanying fee.
2. SCPH will review the application and contact the applicant within 5 business days of receipt of the application to discuss the next steps. The following may be required:
 - a. Arranging for an excavator to dig test holes for the soil evaluation.
 - b. Marking of easements, utilities and property lines on site.
 - c. Clearing areas of thick vegetation, if the area needs to be and cannot be accessed.
3. Both a site evaluation and a soil evaluation must be completed to determine suitability for a STS.
 - a. The soil evaluation can be performed by SCPH or by a certified soil scientist. If a soil scientist is used, the report must be submitted to SCPH for review.
 - b. The site evaluation is performed by SCPH to verify the site conditions.
4. After the site and soil evaluations are completed, the applicant will receive a report from SCPH.
5. The STS designer or installer will use the report to prepare a design plan that must be submitted to SCPH for approval.
6. Once the design plan is approved, an application for a STS installation permit must be submitted to SCPH.
7. After the permit has been issued, the installation of the new septic system may begin.
8. Once the work is complete, a final inspection must be performed by SCPH. Once a final inspection has been completed and a detailed drawing of the system as it was installed is submitted to SCPH, the new STS will be approved.

Site Specific Instructions:

- All specific building projects must be submitted on a topographic site improvement for review and consideration of final lot approval.
- For parcels without an assigned address:
 - Submit a request for a temporary address assignment.
 - If the parcel is in Akron, Barberton, Cuyahoga Falls, Hudson, Mogadore, Munroe Falls, Silver Lake, Stow or Tallmadge, contact the municipality directly for an address assignment.
 - Parcels in areas not listed above, contact Summit County Planning & GIS division at 330.643.2723 for an address assignment.

- For vacant lot evaluations and new home construction projects:
 - If the lot is determined to be capable of supporting a STS, only a general lot approval will be granted if a topographic site improvement plan is not submitted.
 - General lot approvals are not suitable for zoning and building permit applications.

- For lot splits of vacant land:
 - If the project can be approved, as determined by the SSE, the applicant must submit a survey completed by a registered surveyor before SCPH will grant final approval.

- For lot splits of parcels with an existing dwelling:
 - A vacant lot evaluation for any proposed new lot(s) will need to be performed.
 - A separate site and soil evaluation is also required to determine how the proposed project will affect the existing STS, the replacement area for the STS, and the water supply for the existing dwelling.
 - The SSE applications, as well as the associated fees, must be submitted to SCPH prior to the evaluations.
 - If the project can be approved, as determined by the SSEs, the applicant must submit a survey completed by a registered surveyor before SCPH will grant final approval.



Please Retain this Page for Reference



Submitting Your Completed Application

Please select one of the following methods to submit your application and payment:

In person: Bring the application to 1867 W. Market St. (You will need to come into Building A to have your temperature checked and you will be escorted back to the Environmental Health Division office).

Drop box: Bring the application to 1867 W. Market St, drive around to Building C, there is a drop box outside to the right when facing the building marked door #7 in red (please do not leave cash in the drop box).

By mail: Mail the application along with a check or money order to: Summit County Public Health, Attn: EH, 1867 W. Market St., Akron, OH 44313. Checks or money orders can be made payable to SCPH.

By email: Email the application to ehpayments@schd.org wait 10 to 15 minutes and call 330-926-5600 to give your credit card information (there is a 2.5% fee to pay with a credit or debit card by phone or in person).

If you have additional questions, please contact our office at 330-926-5600.