

Montgomery County Subdivision Onsite Review Guidelines

MONTGOMERY COUNTY HEALTH DEPARTMENT

COUNTY SUBDIVISION AGENT

All proposals for subdivisions of land located in Montgomery County requiring health department review of onsite septic systems and well areas must be submitted to the Montgomery County Subdivision Agent for preliminary approval and classification.

The Montgomery County Subdivision Agent must make written request for health department review of proposed onsite septic system and wells within the subdivision

SUBDIVIDER/DEVELOPER

It is the responsibility of the Subdivider/Developer to provide all the required information to complete the subdivision review.

Subdivider/Developer must employ the services of an Authorized Onsite Soil Evaluator (AOSE) to conduct soil evaluations of undeveloped lots within the proposed subdivision as required by the ordinance. (A list of certified AOSEs is available at the Montgomery Health Department)

Subdivider/Developer is responsible for providing the health department with a complete subdivision application packet including:

- A copy of the county request for review
- Completed subdivision application
- Survey plat with accompanying AOSE soil analysis

The Health Department has a maximum of **60 days** from receipt of a subdivision packet to complete a review of the proposed subdivision.

The Montgomery County Health Department will not issue construction permits for any lot in an approved subdivision until a copy of the final, recorded plat has been received.

AOSES

All applicable, required documentation from the AOSE, as specified in guidance policy 126 (or successor policy) and the AOSE Regulations.

The health department requests AOSEs review survey plats submitted to the health department to verify that the information is correct with respect to proposed and existing septic system locations and designs as well as house and well locations. A statement to this fact should be submitted by the AOSE.

SURVEYORS

Survey should be to suggested scale and contour intervals (see attached). Each drainfield and reserve site must be located by surveying the perimeter of the drainfield area and showing that area on a survey plat. Contour lines must be shown on all proposed septic system and reserve areas. A separate, working plat can be provided to the health department when it is inconvenient to show contours on the final plat.

Existing dwellings within the subdivision shall show the existing septic system and water supplies, referencing the septic and well permit numbers if available. If a health department permit cannot be found for an existing septic system shown on the plat, the surveyor should note that the location of the septic

(SURVEYORS CON'D)

system and/or well shown is according to owner. In some instances, the health department or AOSE will ask the owner to uncover a portion of the drainfield to verify the existence and actual location of the system.

Survey should indicate all easements, right-of-ways, driveways, roads, utilities, bodies of water, sinkholes, and drainage ways. If a septic system or well serving an individual lot is located on a different lot by easement, the easement must be shown on the plat and a paper copy of the recorded easement provided to the health department.

Differentiate and label the main drainfield and the reserve area.

Under NOTES:

- Indicate the class of well proposed
- Note lots with proposed well sites that do not meet the minimum setback distance from an agricultural operation on adjacent parcels as specified in VDH guidance policy #141 (or successor)
- Specify the number of bedrooms the septic systems are designed to accommodate
- Indicate the treatment level of the proposed septic systems and/or repair areas if the septic system will require treatment beyond septic tank effluent (Ex. Lot 3 requires secondary treatment with drip dispersal)

Signature line: "Virginia Department of Health Official"

AOSE statement must be included on all plats as follows:

This subdivision is approved for individual onsite sewage systems in accordance with the provisions of the *Code of Virginia*, and the *Sewage Handling and Disposal Regulations* (12 VAC 5-610-10 et seq., the "*Regulations*"), (and local ordinances if the locality has authorized the local health department to accept private evaluations for compliance with local ordinances).

This subdivision was submitted to the Health Department for review pursuant to § 32.1-163.5 of the *Code of Virginia* which requires the Health Department to accept private soil evaluations and designs from an Authorized Onsite Soil Evaluator (AOSE) or a Professional Engineer working in consultation with an AOSE for residential development. The Department is not required to perform a field check of such evaluations. This subdivision was certified as being in compliance with the Board of Health's regulations by: (AOSE/PE name, certification or license #, phone #). This subdivision approval is issued in reliance upon that certification.

Pursuant to § 360 of the *Regulations*, this approval is not an assurance that Sewage Disposal System Construction Permits will be issued for any lot in the subdivision *unless* that lot is specifically identified as having an approved site for an onsite sewage disposal system, and unless all conditions and circumstances are present at the time of application for a permit as are present at the time of this approval. This subdivision may contain lots that do not have approved sites for onsite sewage systems.

This subdivision approval is issued in reliance upon the certification that approved lots are suitable for "traditional systems" however actual system designs may be different at the time construction permits are issued.

If there are questions related to health department approval of subdivisions, please contact the Montgomery County Health Department at 540-381-7100 X 117.

Suggested Scale and Contour Interval for Subdivision Plats

Lot Size (Acre)	Scale	Slope (%)	Contour Interval
0.5	1" = 20'	0-2	2
		6-10	5
		11-25	5
		26-50	10
0.5 - 3	1" = 50'	0-5	2
		6-10	5
		11-25	10
		26-50	20
3	1" = 100'	0-5	2
		6-10	5
		11-25	10
		26-50	20