



Public Health
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Frederick County Health Department

October 24, 2014

Dear Surveyor:

The Frederick County Health Department (FCHD) is pleased to share the updated checklist and information for all site plan and subdivision plat projects, including restricted soil. Enclosed you will find the updated information, restricted soil schedule and the site plan submission form that should be used for all future submissions.

For any restricted soil projects that may have unusual issues or challenges, please schedule a meeting with the Development Review Office and the Well and Septic Office to discuss. This will help ensure that the project can be processed in a timely manner.

As a reminder, any plans submitted that have an existing house(s) on site must meet current COMAR standards for wells and septic areas. Submittals with existing houses need to include the following on the plan: existing well(s), springs, septic area(s), cisterns and house location(s). Sites with existing houses will need to refer to the "Notes/Guidance for Plans" in the updated enclosed information for the different options available.

If projects are submitted after the deadline, prior approval from the FCHD, Environmental Health Director is required before submittals will be processed. Requests for late submittals must be in writing, state the reason for missing the deadline, must provide dates specifying when the site(s) will be ready for review (e.g.: Lot of Record Determination, staking, etc.). If the Well and Septic Office has available dates for site evaluation and percolation testing and the Development Review Office can complete the review and field check, the FCHD will consider and respond to each request in the order received.

If you have any questions, please contact me at 301-600-3168 or aevangelista@frederickcountymd.gov.

Sincerely,

Alicia Evangelista, L.E.H.S.

Alicia Evangelista, L.E.H.S., Program Manager
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Environmental Health
Development Review

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FREDERICK COUNTY HEALTH DEPARTMENT

2015 Site plan/Subdivision Submittal Checklist and Notes

OK?	Requirement	Break Down Requirements	Criteria / Distances	Specific Details
	Restricted			Submitted by Deadline
	Documentation			Supporting Lot of Record / Tenant House Determination?
				Site plan submittal form
				Planning commission approval letter or date to be presented to planning commission
				Copy of record plat showing an approved lot with no well or septic
	Vicinity Map			Shows site location and include Tax Map, Parcel Number
				Shows all parcels / lots impacted
	Title Block			All lots must have a lot number including remainder lots
	Owners			Need name and owners mailing address
				Need phone number and email address of owner or owner's agent
	Scale			Any scale used that is not below may be rejected
				1"=100'
				1"=50'
				1"=200'
	Acreage			Need to show acreage for all parcels/lots being addressed
	Soils			Need to show all soils
				If 1/3 - 2/3 soils then a slope plan must be submitted relevant to the septic area(s)
	Topography			Need to show Topo around all septic areas (2' increments)
	Septics:			
				Need to be shown on Contour
				If not 100'x100', show the square footage
		100'		Streams, rivers, ponds and spring heads / seeps not serving as a community water supply
		25'		Away from Swales
		25'		Away from slopes <25% slope or more
		25'		Away from drainage ways and gullies
		25'		Away from rock outcrops
		100'		From sinkholes in karst topography
		10'		From building foundations
				Dedicated buffer area downslope of a sandmound or at grades that does not have an intrusions by structures (see note section)
		25'		Distance for neighboring septic to be shown from the property line
		100'		Keep a minimum distance away from wells that are uphill (allows for 10' off house tank placement)
		110'		

OK?	Requirement	Break Down Requirements	Criteria / Distances	Specific Details
		Reservoirs / Water Supplies / Well Head Protection		
			1000'	Distance to any community supply wells including schools, communities, etc...
			300'	Elevation of spillway crest water level in a water supply reservoir
			300'	Distance to any springs used for a potable water supply
			200'	Stream bank 3000' or less upstream from a water intake on a water supply reservoir or intake on a stream used as a potable water supply
			100'	Stream bank >3000' upstream from a water intake on a water supply reservoir or intake on a stream used as a potable water supply
			200'	Away from wells that are downslope*
		FRO		
			30'	Buffer between sandmound and FRO border
			30'	Buffer between gravelmound and FRO border
			10'	Buffer between conventional septic and FRO border
			10'	Allowance from septic site to house site for piping
		Improvement / Storm Water Plans		
			100'	Unlined stormwater management ponds to septic area
			50'	Lined stormwater management ponds to septic area
			25'	From septic area to rain gardens and drywells
			0'	No stockpiles in the septic area
	Wells			
			110'	From a downhill septic (10' for tank off house + 100' from tank)
			200'	From an uphill septic area (proposed or existing)
			10'	FRO allowance for water lines to go from well to house
			10'	Side property line
			15'	Front property line
			30'	Away from foundations
			100'	Distance for any wells from the property line
		Improvement / Storm Water Plans		
			100'	From unlined ponds
			50'	From lined ponds
			100'	from rain gardens and drywells

	Groundwater Appropriation Permit (GAP)	
		Commercial applications will all need a review for the GAP or GAP exception
		Needed for any large residential subdivisions with over 19 wells
Notes / Guides for Plans		
1		Wells downhill of proposed septic systems will obtain variances after the perk test has been completed.
2		All sites will need wells, septic systems and property corners to be staked and a written stakeout letter / email sent to the Health Department.
3		Should a Health Department sanitarian from either the Community Services / Development Review Office or Well & Septic Office complete field inspections and the staking is not in place as notified the re-inspection fee may be implemented and must be paid prior to further action being taken on the project.
4		Submittal forms need to accompany all site plan submittals and dictate if this is a new submittal or a resubmittal.
5		Any sites with existing houses present will require a tenant house determination letter.
6		All remainders, regardless of size will need a lot number.
7		For all lots that are to be recorded without an approved well and septic or public water and sewer the following note MUST be on the plat. "This parcel is not a legally established lot under COMAR 26.04.03 and may not be considered for development until such a time as either the parcel can be served by a community sewage disposal system or evaluation of the parcel demonstrates that the parcel meets the provisions set forth in the Code of Maryland Regulations for subdivision of land, in place at the time the proposal is submitted. Furthermore, development must be consistent with applicable State and County codes, regulations and laws, and the parcel may not be served by non-conventional means of on-site sewage disposal."
		** This note is only valid for Outlots, Agriculture lots 3 acres or greater and Remainders with no existing houses**
8		For all lots that have at grade mounds or sandmounds, a 25' buffer area on the downslope side must be shown and labeled.
9		For all lots that have at grade mounds or sandmounds the following note will be needed "This 25' buffer is not to be impacted by any structures."
10		All lots being submitted for approval by the Health Department need to have an approved well and septic or meet one of the criteria in number 13, options A-C.

20	For all plans that remain in inactive status and have not been approved for period of more than 3 years will require a new review and fees paid, with the understanding that new criteria will now need to be met.
21	If it is known that the client wants more than a 3 bedroom home it is suggested that the septic area be enlarged and perk tested during the initial submittal. Please let the perking sanitarian know what the clients goal is.
22	No percolation applications will be accepted unless a perk fee letter is presented by the applicant via paper or electronically.



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2015

**FREDERICK COUNTY HEALTH DEPARTMENT (FCHD)
RESTRICTED SOIL SEASON SCHEDULE**

Payment of Perk Fees will not be accepted without the Perk Fee Letter being presented at time of application.

- | | |
|-------------------|---|
| January 2, 2015 | - FCHD begins scheduling appointments for soil evaluation and percolation tests. |
| January 23, 2015 | - Application deadline for Lot of Records/Tenant house and Remainder Determinations due at 30 North Market St. |
| February 2, 2015 | - First day of Restricted Soil Season evaluations. |
| February 10, 2015 | - Deadline for site plans to be submitted to the FCHD |
| | - Deadline for subdivision plans (not requiring Planning Commission Approval) to be submitted at 30 North Market St. |
| | - Deadline for each of the above submittals to be staked |
| February 11, 2015 | - Planning Commission meeting – Final meeting for approval of restricted soil subdivision plats for perking in 2015 |
| February 19, 2015 | - Deadline to notify the Health Department in writing that staking is completed for <u>Planning Commission approved submissions</u> . |
| February 23, 2015 | - No revisions will be accepted after this date for site plans or subdivision plats. |
| February 27, 2015 | - <u>9:30 a.m.</u> - Last day for scheduling appointments for the 2015 Restricted Soil Season. |
| April 15, 2015 | - Last day of Restricted Soil Season |

*** Dates Subject to rainfall and groundwater levels***

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FREDERICK COUNTY HEALTH DEPARTMENT

Site Plan Submittals

Surveyor submitting project _____

Surveyor phone number _____ Email _____

Owners email address _____

Name of Project: _____

Health Department Review Fee (\$125+\$25 per septic area) _____

New _____ Revision _____

Assigned file number _____ (none if new submittal)

Included: Lot of Record _____ Tenant House Determination _____

Are the well, septic and property corners staked? _____

Is the septic located in 1/3-2/3 soil? _____

If it is 1/3-2/3 soil, have you included a slope plan? _____

If this is a remainder project have you included any existing wells, septic and houses? _____

Has this project been submitted previously and if so, under what project name/property owner? _____

******No Perk Release Letters are sent until Lot of Record/Tenant House Determination Letter, Stake out Letter and Slope Plan have been received and the property site inspected. ******

(10/24/14)