



HOUSEHOLD SEWAGE TREATMENT SYSTEM APPROVAL PROCESS

1. Mark all proposed residential property boundaries.
2. Obtain a Site Review Packet from Wyandot County Public Health. Packet contains;
 - a. **Site Review Application Form**
 - b. **Homeowner Site Plan Worksheet**
 - c. **Site/Soil Evaluation Forms**
3. Complete the **Homeowner Site Plan Worksheet**. The information on this worksheet will give your soil evaluator an idea of how you wish to develop your property.
4. Hire a qualified soil scientist/soil evaluator to conduct a soil evaluation for your proposed residential site. Provide your soils professional with a completed **Homeowner Site Plan Worksheet** and the blank **Site/Soil Evaluation Forms** located in your packet. Your soils evaluator can then conduct their required testing and provide you with the following services;
 - a. Identify a suitable area, if possible, for the installation of a household sewage treatment system. **Note: proposed installation areas must remain identifiable, preferably staked, and undisturbed until a household sewage treatment system is installed**
 - b. Provide you with a complete to-scale site plan identifying the proposed septic installation areas.
 - c. Provide you with at least two completed **Site/Soil Evaluation Forms**, one for a primary installation area, and one for a future septic system replacement area.
5. After the required soils evaluations are conducted, you are ready to work with a qualified system designer/installer to design a household sewage treatment system for your proposed home. Due to the number of system designs available, you are encouraged to ask the designed/installer questions about any potential options. Your contactor should work with you to assure the most cost effective system is designed for your new residence.
6. Once a proposed household sewage treatment system design is completed, you are ready to apply for Wyandot County Public Health Site Review Approval. Complete the **Site Review Application Form** contained in your site review packet. Submit the application with the required **\$175.00** fee along with copies of the following documents;
 - a. **Completed Site/Soil Evaluation Forms**
 - b. **Completed Household Sewage Treatment System Design**

7. Health District staff will review the proposed system design, conduct site visits, and provide written confirmation of the results of our evaluation. All written site review approvals expire five years from there date of issuance.
8. Upon receipt of written site review approval, you are ready to apply for a Household Sewage Treatment System Installation permit. Installation permits are obtained from Wyandot County Public Health and are valid for one year. After a sewage treatment system installation permit has been issued, your qualified Wyandot County registered septic system installation contractor may install your system.
9. After your system installation is completed, your contractor must call Wyandot County Public Health to schedule an installation inspection. Once your installation permit is approved, a system operational permit will be issued to you. Your operational permit will be valid for either one or five years, at which time it must be renewed. The operational permit will also outline all permit conditions and required maintenance associated with your systems approval.

Homeowners are encouraged to contact Wyandot County Public Health at (419) 294-3852 with any questions related to the Home Sewage Treatment System Program.