

SUBDIVISION APPROVAL PROCEDURES rev. 04/23/2020

▼ **Before Lots Are Designed**

It would be advantageous to predetermine favorable locations for septic systems prior to establishing lot lines. Once acceptable soils are discovered appropriate lot lines may be drawn for the proposed development.

▼ **Employ a Professional Engineer and Certified Soil Scientist**

Have the engineer visually locate and mark (stake, flag or tape) areas which seem to be able to support a state approved septic system (ISDH Rule 410 IAC 6-8.1). Recommendations are as follows:

- 1) Look for a site on a 6% or less (not required slopes may be a maximum of 15 %) slope which has an available subsurface drain outlet (if needed). If the soil has a depth of 20 to 33 inches before any limiting layer determined an elevated mound system may apply. If the soil has 34 inches or more before any limiting layer is determined a trench type system may apply.
- 2) If the above site is unacceptable have soil evaluations done until the soils are suitable and then redesign the lot lines to incorporate the soil test area. (If an area is found mark it for verification.)
- 3) If none of the above recommendations do not find a site acceptable, it is highly probable that site will have to be incorporated into adjacent lots.
- 4) The engineer should directly supervise the certified soil scientist on site while the soils are being evaluated. This can help when soils are not acceptable and the engineer can direct the soil scientist to other areas need to be evaluated.

▼ **Soil Evaluations**

A minimum of four (4) test sites for each soil evaluation requiring depths of sixty (60) inches or until a permanent limiting layer is determined. Limiting layers are formations such as bedrock, fragipans or any other layers having loading rates less than 0.25 gpd/ft² or greater than 1.2 gpd/ft². Recommendations are as follows:

- 1) The four (4) test sites are to be located on the outer perimeter of the absorption field area (upslope, down slope and both sides) and all (4) sites must meet the requirements set by ISDH Rule 410 IAC 6-8.2.
- 2) This can be done by either flagging the septic system out on the contour prior to the soil evaluation showing an exact septic location or
- 3) Test an area 100 feet by 100 feet square or adjust the configuration according to the limitations the soils are exhibiting but make sure proper amount of area is secured to install the absorption field.
- 4) If any of the (4) test sites are unacceptable you may try to the testing upward or inward to try to find soils with depths that are acceptable. If this does not work try flagging out the system and retest the perimeter, if unacceptable move to another area for testing.
- 5) If none of these recommendation are feasible you may have the engineer design the septic system for a specific area that may need more than (4) test sites, but if this fails we suggest abandonment of the lot from the subdivision.

▼ **After Semi-Permanent Marking of the Septic Site**

Provide this office with all information pertaining to the septic areas. This will **include all soil reports, subdivision plats specifying all septic locations and any engineer designs specifically mapped on contour (designed systems must be flagged on the lot).**

***** All information and fees must be obtained thirty (30) days prior to any plan commission meeting where the subdivision is to be on the agenda. If any information is incorrect, or changes must be made, the thirty (30) day time frame will be adjusted at the discretion of this department. *****

▼ **Subdivision Plan Review and Fees**

- 1) When all subdivision information is submitted and the subdivision is ready for final plat review a site survey for the entire project must be completed at our office. **The fees will be collected as follows: 1 – 5 lots (\$50), 6 – 10 lots (\$100), 11 – 20 lots (\$200), 21 – 30 lots (\$300), 31 – 40 lots (\$400) and 41+ lots (\$500).**
- 2) When the above has been completed our office will visit the each site to verify the marked areas are located in areas that will not adversely affect the environment (i.e.: proper locations from surface waters, sinkholes, drain ways and etc.).
- 3) If all the lots have been determined to meet ISDH Rule 410 IAC 6-8.2, our office will submit a letter to the developer and plan commission stating these findings. All lots will be evaluated as three (3) bedroom equivalent dwellings, any dwellings with more than (3) bedroom equivalent will have to be re-evaluated and may not be approved on the prior information submitted.