



# Columbia County Department of Health

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Victoria McGahan, MS  
Public Health Director

To: All Prof. Engineers, Reg. Architects & Exempt Surveyors

From: Col. County Dept. Of Health (Environmental Health)

Date: 04/25/2025

Re: On-Site Sewage Disposal System Plan Requirements

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In an effort to provide a systematic approach to the plan review process and provide some continuity on design plan submissions depicting on-site sewage disposal and treatment facilities for new residential and commercial construction, enclosed please find documentation to be incorporated on the plans that includes required plan notes, sewage disposal system certification requirements, "as-built" plan documentation and an engineering plan checklist. In addition, a County Code has been developed for on-site sewage disposal system development that goes into effect on May 1, 2025.

## REQUIRED GENERAL NOTES; ALL PLANS

1. There shall be no deviation from these plans during construction without prior approval of a licensed design professional (preferably the design engineer of record) and the Columbia County Department of Health (CCDOH).
2. The materials and specifications noted on the plans must be utilized unless alternates are accepted and approved in writing by a licensed design professional and CCDOH representative.
3. Follow all manufacturer instructions for component installation unless otherwise directed by a licensed design professional and CCDOH representative.
4. Prior to excavating, consult the Underground Facilities Protective Organization.
5. The electrical equipment to be installed in accordance with this plan must be certified by the NYS Board of Underwriters.

## REQUIRED NOTES; ALL ON-SITE SEWAGE DISPOSAL PLANS

1. Sanitary facilities may be constructed only after approval has been granted by the CCDOH. These facilities shall not be placed in operation until a CCDOH Certificate has been issued. Contact the appropriate CCDOH representative regarding the procedures involved.
2. A licensed design professional shall supervise system installation; certify construction in accordance with the approved plan and furnish an "as-built" plan prior to CCDOH certification.
3. Inspections of sanitary facility construction shall be conducted jointly by a licensed design professional and CCDOH representative:
  - a) Prior to backfilling disposal system components.
  - b) After adjustment of the pump or siphon chamber (dosed or pressure distribution systems only).
4. Any existing or proposed water supply or sewage treatment facilities are shown within a 200-foot radius of the proposed facilities.
5. No roof, floor, footing, cooling water, softener backwash, etc. shall be connected to the sewage disposal system and all discharges shall be directed away from the treatment area.
6. No vehicular parking or traffic shall be allowed on any portion of the sewage treatment system except as noted.
7. The approved sewage disposal system area and an area 100-feet down slope (raised bed systems) shall remain undisturbed except as necessary for installation of the system.
8. The owner or developer shall furnish the purchaser of a lot depicted on this plan with a copy of the approved plan, or if constructed, an accurate as-built plan depicting installed facilities.

## REQUIRED NOTES; SYSTEMS IN FILL

### 1. Site Preparation:

- a) Where the soil absorption area requires the removal of trees prior to the placement of fill, stumps are to be cut flush or within 6 inches of the ground surface and shall not be removed.
- b) Where the soil absorption area contains sod or dense topsoil, the area is to be plowed parallel to the site contours with at least a double bottomed blade and the furrows turned upslope.

### 2. Fill Specifications and Placement:

- a) Material used for fill shall consist of a homogeneous dirty run-of-bank material with no stones larger than 4 inches in diameter.
- b) Traffic within the soil absorption area shall be minimized by placing fill on the upslope edge and moved down slope with a small tractor bulldozer.
- c) Fill material with permeability characteristics that may change significantly upon stabilization (i.e. soil containing clay or silt) must be allowed to settle naturally for six months and include a freeze-thaw weather cycle. Fill with permeability characteristics that will not change significantly upon stabilization (i.e. sand and sandy loam) may be mechanically compacted in six-inch lifts (initial 12-inch lift so as to not over compact the topsoil layer) or allowed to settle naturally as above.
- d) A licensed professional shall perform a minimum of two percolation tests in the stabilized fill. Fill material used in shallow trench raised bed systems, must not be more permeable than soil native to the absorption area. The percolation rate of the fill material shall be between 5 and 30 minutes per inch (preferably between 10 to 15 minutes per inch).

SEWAGE DISPOSAL SYSTEM CERTIFICATION  
(CONVENTIONAL "IN-GROUND" SYSTEMS)

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I, the undersigned, hereby certify that all sewage disposal system components and appurtenances were constructed in accordance with Appendix 75-A, NYSDOH Handbook and the plans approved by the CCDOH. All drainage upstream of the system (curtain drain and/or swale if required), final grading, topsoiling and seeding has been completed to my satisfaction and in accordance with the approved plans. In addition, I have monitored construction of this system to completion.

\_\_\_\_\_  
PE/RA/Exempt Surveyor Signature

\_\_\_\_\_  
Date

Please affix seal here:

Comments: \_\_\_\_\_  
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SEWAGE DISPOSAL SYSTEM CERTIFICATION  
(FILL SYSTEMS)

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I, the undersigned, hereby certify that all sewage disposal system components and appurtenances were constructed in accordance with Appendix 75-A, NYSDOH Handbook and the plans approved by the CCDOH. Attached to this letter, please find the results of the stabilized percolation results of the fill material (at the minimum of two locations) and basal area dimensions of the completed system. All drainage upstream of the system (curtain drain and/or swale if required), construction of the surrounding berm (tapered at 3:1), final grading, topsoiling and seeding has been completed to my satisfaction and in accordance with the approved plans. In addition, I have monitored construction of this system to completion.

\_\_\_\_\_  
PE/RA/Exempt Surveyor Signature

\_\_\_\_\_  
Date

Please affix seal here:

Comments: \_\_\_\_\_  
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SEWAGE DISPOSAL SYSTEM CERTIFICATION  
(SAND FILTRATION SYSTEMS)

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I, the undersigned, hereby certify that all sewage disposal system components and appurtenances were constructed in accordance with Appendix 75-A, NYSDOH Handbook and the plans approved by the CCDOH and. Attached to this letter, please find the results of the sieve analysis of the sand media utilized in the sand filter, filter dimensions including number and length of distributors and collectors. All drainage upstream of the sand filter and or downstream bed (curtain drain and/or swale if required) including final grading, top-soiling and seeding over the entire system has been completed to my satisfaction and in accordance with the approved plans. In addition, the estimated seasonal high groundwater table has been established and 2-feet of separation distance exists between the bottom of the collectors and the seasonal high groundwater table. Additionally, I have monitored construction of this system to completion.

\_\_\_\_\_  
PE/RA/Exempt Surveyor Signature

\_\_\_\_\_  
Date

Please affix seal here:

Comments: \_\_\_\_\_  
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## REQUIREMENTS FOR AS-BUILT PLANS OR RECORD DRAWINGS

The locations of the sewage disposal system components and wells must be shown on an accurate scaled drawing. Tie distances to the well, all tank age, D-box and laterals must be shown along with invert elevations from the septic tank through the start and finish elevations of the laterals. This information may be superimposed on the approved plans if site conditions allow.

All the distances should be from the dwelling foundation (if constructed) or a permanent physical feature within reasonable proximity of the subject locations.