



ALBANY COUNTY DEPARTMENT OF HEALTH

DIVISION OF ENVIRONMENTAL HEALTH

175 Green Street

Albany, NY 12202

518-447-4649

Application for Approval: Residential Individual Onsite Wastewater Treatment System (OWTS)

Complete and submit this application for an onsite wastewater treatment system to serve a single-family dwelling. **It is highly recommended that a site evaluation is performed and a drinking water well is approved before purchasing property to ensure adequate water and wastewater treatment is available to support the proposed dwelling.**

Applicant Name(s):		
Phone:	Applicant Address:	Project Address (if different): (C), (T), (V):
Email:		
A NYS Registered Professional Engineer (PE) must be hired to perform applicable site evaluation and submit the wastewater treatment system design for review and approval by ACDOH.		
NYS Design Professional (PE/RA):		
NYS PE/RA License Number:		
Phone:	Address/Company:	
Email:		

Requirements

Design Plans must include at a minimum; site location, property lines (plot plan), site features (slope, water, wetland), separation distances (including neighboring wells and OWTSs, system layout, and component details and specifications.

- I. **Water Supply:** If an Individual Water Supply (i.e. drilled well) will be used, also submit application **ACDOH EH-101: Residential Individual Water Supply Application** and the NYSDEC Well Completion Report. If Public Water is available, provide letter from the municipality confirming water will be supplied to the property.

- II. **Fee:** A \$420 fee is required for each OWTS. Make the check out to Albany County Health Department. Please mail a check and the application (when email is not available) to:

**Albany County Health Department
Division of Environmental Health
175 Green Street
Albany, NY 12202**

The application and any questions can be emailed to ACWA@albanycountyny.gov

- III. **Site Evaluation:** The PE shall coordinate with ACDOH to evaluate the property to determine if the site will support an OWTS. This evaluation includes identifying limiting site conditions such as useable soil, property lines, water bodies, and neighboring wells. ***The PE shall contact ACDOH.***
- IV. **Inspections:** New system installations must be inspected by ACDOH during construction and upon completion. Upon an acceptable final inspection, ACDOH will notify the applicable building department that the facilities are acceptable for consideration of a Certificate of Occupancy (C/O).
- V. **Design Standards:** The New York State Department of Health (DOH) has established the minimum standards for the treatment of residential wastewater discharges in Appendix 75-A and the "Residential Onsite Wastewater Treatment Systems Design Handbook," [NYSDOH Individual OWTS Design Handbook](#)
- VI. **PE Certification:** Once system components are installed and work is complete, the engineer must provide ACDOH with certification that the system was installed in accordance with the approved plans.
- VII. For detailed instructions, please reference the document ***Procedures for Individual Water Supply Systems (IWS and Individual Onsite Wastewater Treatment Systems (OWTS).***

Applicant Signature:	Date:
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For ACHD Only: Project #
