

## NON-INDIVIDUAL SEWAGE SYSTEM PLAN REVIEW

### I. Policy:

Non-individual sewage systems serve multiple structures located on a single lot or parcel of land. This type of system does **not** meet the definition of an individual sewage system as provided in Act 402 of 1977. The Onsite Wastewater Section reviews plans for all non-individual sewage systems proposing onsite subsurface wastewater systems (less than 5000 gallons/day) or small (less than 2000 gallons/day) surface discharging systems. Plan review and approval are a cooperative effort between the Regional Environmental Program Specialist, the Onsite Wastewater Section and the other environmental plan review entities.

### II. Procedures:

#### Responsibility

#### Action

Designated Representative

Submits three complete sets of plans, Project Cost Estimate Worksheet (EHP-17), and review fee(s) to ADH at the address provided on the Guidelines for the Submission of Non-Individual Sewage Treatment and/or Disposal System Plans (EHP-77).

Environmental Program  
Support Staff

Assigns a customer number to the project, then forwards the EHP-17, along with fee(s), to the Licensing Office.

Licensing Office

Collects fee(s), posts fee(s) to assigned Customer Number and generates a receipt, then forwards the EPH-17, along with generated receipt, to the Project Manager, Onsite Wastewater Program.

Project Manager

Forwards one set of plans to the Regional Environmental Specialist for review, site evaluation and letter of recommendation.

Assigns review to Food Section, Protective Health Codes Section, and Engineering Section as required.

Responsibility

Action

Regional Environmental  
Specialist

Reviews plans, performs site evaluation, and writes letter to Project Manager recommending approval or denial. Sends recommendation letter, along with plans, to Project Manager. Note: This letter must state that a site evaluation was performed, the plans were reviewed, and the appropriate recommendation was made.

Project Manager

Assures that Food Section, Protective Health Codes Section, and Engineering Section review has been completed and that approval is pending. Writes approval letter and marks and dates all three sets of plans as "Approved." Returns one set of plans, the receipt, and the original copy of approval letter to the contact person listed on the EHP-17. Sends one set of approved plans and approval letter to the local Environmental Specialist and a copy of the approval letter to the Regional Environmental Specialist. Files the remaining set of approved plans and closes plan assignment. Retains the approved plans permanently.

If approval is denied, returns one set of plans to the Designated Representative along with a letter of explanation. Retains one set of plans and accompanying documentation on file for one year.