Instructions for CEP-3 Applications

A Site Development Plan (SDP) is required for Large-Flow developments (development or system flow greater than 1,800 gpd). The primary purpose of a SDP is to initiate early involvement of the Local County Health Department (LHD) in a project, so as to determine the suitability of a site for an OSS(s) and how to protect the proposed EDF and REDF area(s) from any disturbance. A SDP shall be submitted before a Permit to Install will be issued.

The SDP process is completed in three parts and consists of the CEP-3 Section A, Part 1 Preliminary SDP, CEP-3 Section A, Part 2 SDP Review, and culminates in the Final SDP, or CEP-3 Section A, Part 3.

For Large-Flow systems, a CEP-3 Section B (Permit to Install) and CEP-3 Section C (Performance Permit) shall also be submitted.

CEP-3 Section A, Part 1 Preliminary SDP:

1. The applicant shall schedule an appointment with a public health environmentalist and other members of the design team.
2. The applicant shall provide the Preliminary SDP portion (Section A, Part 1) of the CEP-3 application, a preliminary soils map meeting the requirements of Rule 420-3-1-.49, vicinity map, and topographic map. The approximate property boundaries shall be shown as applicable on these maps or a separate map. These maps shall be the basis of a discussion of the proposed site which shall cover such subjects as development ideas, site evaluation methods to be used, potential site restrictions, availability of public sewer, water supply and lot sizes.
3. Following the Preliminary SDP meeting and discussion, the LHD shall provide to the applicant, a Part 1 Site Development Report summarizing the discussion points and establishing plans to proceed to Section A, Part 2. Information and material outlined in Section A, Part 2 that is required before an official site visit with the local health department should be discussed at this time. A tentative site visit date shall also be scheduled at this time.

CEP-3 Section A, Part 2 SDP Review:

1. The applicant shall initiate the Site Evaluation Criteria as outlined in the Site Evaluation Section of Chapter 420-3-1.
2. The applicant shall provide the SDP Review portion (Section A, Part 2) of the CEP-3 application which includes a preliminary plat. The plat shall contain, when applicable, the lot and street layout with a soils map overlay and topographic overlay, easements, lot sizes/dimensions/configurations, the proposed or probable dwelling/establishment locations, and description of all the existing, and to the extent known, proposed structures, including, but not limited to, driveways, parking areas, sidewalks, walls, locations of any existing/proposed wells and water lines, soil tests locations, and EDF/REDF locations.
3. The LHD shall conduct a site visit with all concerned parties (Section A, Part 2). At this time, these individuals and the LHD shall discuss site evaluation results (soil types and limitations, such as restrictive layers, groundwater and groundwater indicators, site slopes/topography, rock, etc.) and EDF/lot size as applicable. Additionally, existing/proposed site or lot modifications shall be considered and discussed with respect to their impact upon the soil test results and proper functioning of the proposed OSS(s). Also discussed at this time will be actions that will be taken to protect the EDF/REDF areas.
4. The LHD shall provide to the applicant a Part 2 Site Development Report with conclusions to include but not limited to, soil characteristics and their limitations, instructions on protection of the EDF/REDF, and existing/proposed site/lot modifications.

CEP-3 Section A, Part 3 Final SDP:

1. An engineer shall prepare the Final SDP (Section A, Part 3). The engineer shall not develop the Final SDP (Section A, Part 3) until Parts 1 and 2 are completed.
2. The submittal shall include the site evaluation (including all test results) on the site and a plat of the property that includes the following items drawn to scale and in compliance with Rule 420-3-1-.35 Professional Signatures and Seals:
   A. Lot dimensions, sizes, and layouts (including the net & gross total square footage or acreage of each lot).
   B. Locations of structures or topographic features that require a setback per Table 4 or Table 5.
   C. The locations of any existing or proposed dwellings, structures, or establishments on the property.
   D. A soils map overlay and the locations and results of all soil tests performed, and the area included in the site evaluation.
   E. Property elevations and slopes (two-foot maximum contours) specifically designating areas of slope greater than 25 percent.
3. A Final Site Development Plan (SDP) shall be submitted with or on the plat, and the following shall be included:
   A. A description of the measures that shall be taken to protect the EDF and REDF areas prior to and during construction and development activities for the Large-Flow Development. If there is going to be considerable time between final development approval and lot development and/or dwelling/establishment construction, the LHD may accept a plan to protect the area

instead of actual physical protection.

4. A plan submitted in writing for proposed or existing lot modifications which includes a description of, and reasons for, the modification (for each lot to have an individual OSS), embankments, or areas which have received, or will receive, extensive grading or modification, and an evaluation (if applicable) by the appropriate soil professional(s) as outlined in Rule 420-3-1-.51 Lot Modification – Planned and Unplanned of how these modifications may impact the placement/operation of an OSS. It shall be the responsibility of the applicant to see that the plan to protect the EDF and REDF is carried out and the lot is not modified or disturbed in a manner that affects its ability to properly accept, treat, or dispose of effluent.
5. If a Performance Permit for a Large-Flow System is required, the CEP-3 Section C application may be submitted with the SDP, but it should be noted that conditions set forth in the Performance Permit are at the discretion of the ADPH and that the permit will not be issued until an Approval for Use is issued from the LHD.
6. The LHD shall provide to the applicant a Part 3 Final Development Report indicating approval or disapproval of the development.

CEP-3 Section B

An Application (CEP-3 Section B) for a Permit to Install/Repair a Large-Flow OSS shall be submitted for each Large-Flow OSS and shall contain the following information.

PART A- General Information

1. This part contains basic ownership, geographical, and system design information and shall include the following items:
   A. The system name (if applicable) and address/location (911 address if available) of the site or the proposed dwelling/establishment/development.
   B. Type of ownership (individual, LLC, HOA, etc.).

PART B- System Planning

1. This part contains information on the design of the OSS and shall include the following:
   A. Description and design elements of the collection, treatment, and disposal plan.
   B. Design flow or BOD and source of information/characteristics.
   C. Type and description of treatment prior to disposal.
   D. Management Entity information (if applicable).

CEP-3 Section C

An Application (CEP-3 Section C) for a Performance Permit shall be submitted for each Large-Flow OSS and shall contain the following information.

PART A- General Information

1. This part contains basic ownership, geographical, and system design information and shall include the following items:
   A. The applicant name, address, system name (if applicable), management entity (if applicable), and name of development or establishment served.

PART B- System Planning

1. This part contains information on the design of the OSS and shall include the following:
   A. Installation date.
   B. System description.
   C. If applicable, any changes (repair or additions) to the OSS since the last permit was issued.

CEP-3
SECTION A
APPLICATION FOR A LARGE-FLOW DEVELOPMENT REVIEW

(A DEVELOPMENT WITH A SYSTEM OR SYSTEMS WITH A COMBINED FLOW > 1,800 GPD)

For Department Use Only

ALABAMA DEPARTMENT OF PUBLIC HEALTH

_____County Health Department _____Date Fee Paid
_____LHD Permit No. _____Fee Amount
_____ Date Received _____Receipt No.

PRELIMINARY SITE DEVELOPMENT PLAN- PART 1

NOTE: This is an application ONLY. Completion does not constitute an approval or Permit to Install or Approval for Use

To Be Completed and Signed by the Owner/Responsible Person

Name of Development/Establishment_____ Property Size/Acres_____

Owner/Responsible Person_____ Title _____

Address_____ City _____ State_____ Zip_____

Daytime Phone_____ Email_____

Directions to Site_____

Type of Development ☐ Dwellings ☐ Establishment(s) ☐ Multi-family dwelling(s)

☐ Large-flow development with small-flow systems Proposed number of lots/spaces_____

Proposed minimum lot size_____

☐ Large-flow development with a large-flow system (Section B required)

Proposed number of bedrooms/dwelling (if applicable)_____ Projected flow (gpd)_____

Proposed treatment_____

Distance to nearest public sewer_____ Name of system_____

Water Supply ☐ Public ☐ Private ☐ Both

Attachments

☐ Preliminary soils map with soils overlays on plot plan
☐ Plot plan showing property boundaries
☐ Topographic map overlay of property (USGS 1:24,0000 map or equivalent is acceptable)
☐ Legal description or certified copy of deed
☐ Vicinity Map

PLEASE READ BEFORE SIGNING: I acknowledge that the above items have been submitted to the county health department and that this application constitutes a request for a preliminary Site Development Plan discussion/meeting as outlined above.

Responsible Person Signature_____ Date_____

This application shall be signed by the individual meeting the requirements of Rule 420-3-1 Certifications and Requirements.

CEP-3
SECTION A
APPLICATION FOR A LARGE-FLOW DEVELOPMENT REVIEW

(A DEVELOPMENT WITH A SYSTEM OR SYSTEMS WITH A COMBINED FLOW > 1,800 GPD)

For Department Use Only

ALABAMA DEPARTMENT OF PUBLIC HEALTH

_____County Health Department
_____LHD Permit No.
_____ Date Received
_____Date Fee Paid
_____Fee Amount
_____Receipt No.

SITE DEVELOPMENT PLAN REVIEW- PART 2

NOTE: This is an application ONLY. Completion does not constitute an approval or Permit to Install or Approval for Use

To Be Completed and Signed by the Owner/Responsible Person

Name of Development/Establishment_____ Property Size/Acres_____

Owner/Responsible Person_____ Title _____

Address_____ City _____ State_____ Zip_____

Daytime Phone _____ Email_____

Directions to Site_____

Attachments

☐ Preliminary plat with lot and street layout/soil map overlay/topographic overlay
☐ Site evaluation results with soil types and limitations
☐ Proposed site protection plan with proposed protection of EDF/REDF and existing/proposed lot modifications

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PLEASE READ BEFORE SIGNING: I acknowledge that the above items have been submitted to the county health department and that this application constitutes a request for completion of Part 2 of the Site Development Plan.

Responsible Person Signature_____ Date_____

This application shall be signed by the individual meeting the requirements of Rule 420-3-1 Certifications and Requirements.

CEP-3
SECTION A
APPLICATION FOR A LARGE-FLOW DEVELOPMENT REVIEW

(A DEVELOPMENT WITH A SYSTEM OR SYSTEMS WITH A COMBINED FLOW > 1,800 GPD)

For Department Use Only

ALABAMA DEPARTMENT OF PUBLIC HEALTH

_____County Health Department _____Date Fee Paid
_____LHD Permit No. _____Fee Amount
_____ Date Received _____Receipt No.

FINAL SITE DEVELOPMENT PLAN- PART 3

NOTE: This is an application ONLY. Completion does not constitute an approval or Permit to Install or Approval for Use

To Be Completed and Signed by the Owner/Responsible Person

Name of Development/Establishment_____ Property Size/Acres_____

Owner/Responsible Person_____ Title _____

Address_____ City _____ State_____Zip_____

Daytime Phone_____Email_____

Directions to Site_____

Type of Development If the development has changed from Part 1, see below or ☐ No change in Type of Development

☐ Dwellings ☐ Establishment(s) ☐ Multi-family dwelling(s)

☐ Large-flow development with small-flow systems Proposed number of lots/spaces_____

Proposed minimum lot size_____

☐ Large-flow development with a large-flow system (Section B required)

Proposed number of bedrooms/dwelling (if applicable)_____ Projected flow (gpd)_____

Attachments

☐ Final plat with professional signatures and seals
☐ Final site evaluation results
☐ Site Development Plan (see instructions)

PLEASE READ BEFORE SIGNING: I acknowledge that the above items have been submitted to the county health department and that this application constitutes a request for completion of Part 3 of the Site Development Plan.

I will develop this project according to the Rules of the Board, Chapter 420-3-1. When it is applicable, I will notify subsequent lot owners that any modification of or building development on the lots not in accordance with the approved Site Development Plan shall receive prior approval from the County Health Department.

Responsible Person Signature_____ Date_____

This application shall be signed by the individual meeting the requirements of Rule 420-3-1 Certifications and Requirements.

ENGINEER'S CERTIFICATION

I hereby certify that the engineering contained in the attached plan is complete, true, and correct and I have reviewed all related attachments hereto and believe that they are complete, true, and correct to the best of my professional ability.

_____	_____	_____
Last Name	*First Name*	*Firm Name (if applicable)*

_____	_____	_____	_____	_____
Street or PO Box	*City*	*State*	*Zip Code*	*Telephone Number*

Signature_____ Date _____

Registration No. _____