

**SEWAGE FACILITIES PLANNING MODULE  
APPLICATION MAILER**

**COMMONWEALTH OF PENNSYLVANIA  
Department of Environmental Protection**

*Mark Schweiker, Governor • David E. Hess, Secretary*

For more information, visit us through the [PA PowerPort](#)  
at [www.state.pa.us](http://www.state.pa.us) or visit DEP directly at [www.dep.state.pa.us](http://www.dep.state.pa.us)

## INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (DEP or delegated local agency))

Read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Unless your project qualifies for one of the planning exemptions in Section 7, a package of **sewage facilities planning module** forms appropriate for the project will be sent to the return address indicated on the mailer or instructions for obtaining the appropriate forms from the DEP website ([www.dep.state.pa.us](http://www.dep.state.pa.us)) will be issued. Each form includes a detailed instructions which explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module". Once the planning module is complete, it must be given to the municipality in which the project is located for review. While most planning modules are also reviewed by DEP following the municipal review, some municipalities (or groups of municipalities working together) have requested and received DEP approval to complete review of planning modules themselves. These are known as **delegated local agencies**. To find out if your project is located in an area served by a delegated local agency, contact the municipality or the DEP regional office serving your area.

Please note that both DEP and delegated local agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated local agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module guidance documents or contact the approving agency (DEP or delegated local agency) serving the area of your project.

NOTE: If your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may complete this application mailer if you are seeking an exemption from sewage facilities planning. If you are not seeking an exemption for a minor subdivision, ask the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

**INSTRUCTIONS** (Numbered items on the mailer correspond to the instruction numbers below)

1. Print the name of the proposed development and name, address, and telephone number of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
  - a. Enter the county in which the project is located.
  - b. Enter the municipality in which the project is located.
  - c. Enter the road or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
  - d. Enter the name of the USGS 7.5 minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map). Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.
4.
  - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multifamily dwelling or nonresidential project with flows equal to 400 gallons per day (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
  - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
  - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).

5. Enter the proposed sewage flow from the project in gallons per day (gpd). See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, ([www.pacode.com](http://www.pacode.com)), or DEP's *Domestic Wastewater Facilities Manual* ([www.dep.state.pa.us](http://www.dep.state.pa.us) directLINK "wastewater").

6. Choose the category (a, b, c, or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.

a. Sewerage System

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, write in the name of the existing collection system that will be used. Indicate whether it is public or private. Also, write in the name of the interceptor sewer which will be used for conveyance, and the name of the treatment facility where the sewage flows will be treated. If pump stations or force mains will be required to serve the project, check the box labeled "Pump Station(s)/Force Main."

b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving water body. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair".

c. Onlot Sewage Disposal Systems (individual, community, or large-volume)

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes individual residence spray irrigation systems (IRSIS). A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency should be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(a)(2)), so that its staff have the option of observing the tests.

d. Retaining Tanks (holding tanks or privies)

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.

7. Requests for Planning Exemption under the Sewage Facilities Act

Amendments to Act 537 signed into law on December 14, 1994, and effective December 15, 1995, created certain classes of subdivisions that are no longer subject to the planning requirements of the Sewage Facilities Act. To help you and the approving agency determine if your project fits into one of these categories, a series of sign-off areas have been added to the Application for Sewage Facilities Planning Module Mailer. They are separated based upon the type of sewage disposal proposed.

a. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below. In the absence of a municipal signature, the applicant should submit evidence that the approved mailer was submitted to the municipality for signature. Upon receipt of this evidence, the approving agency will make an independent determination based on the most recent Official Sewage Facilities Plan.

(2) Information Required from the municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) if the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) if elevated levels of nitrate-nitrogen are known to exist within one quarter mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) if the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

b. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) that these added flows will not cause an overload or 5 year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

*Note:* Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

In the absence of a municipal signature, the applicant should submit evidence to the approving agency that the written certification described in b(1) was submitted to the appropriate municipal official. Upon receipt of the evidence and the written certification, the approving agency will make an independent determination of the available capacity to serve the proposed new land development.

(2) Determinations Made by The Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) that the existing collection, conveyance and treatment facilities are in compliance;
- (b) that the existing facilities have no existing or 5-year projected overload;
- (c) that the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) that the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact the following DEP Regional Offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

## **DEP REGIONAL OFFICES**

### **Southeast Region**

Suite 6010, Lee Park  
555 North Lane  
Conshohocken, PA 19428  
Water Supply: 610-832-6060  
Wastewater: 610-832-6131

**Counties:** Bucks, Chester, Delaware, Montgomery and Philadelphia

### **Northwest Region**

230 Chestnut St.  
Meadville, PA 16335-3481  
Water Supply: 814-332-6899  
Wastewater: 814-332-6942

**Counties:** Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

### **Southwest Region**

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Water Supply: 412-442-4217  
Wastewater: 412-442-4035

**Counties:** Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland

### **Northeast Region**

2 Public Square  
Wilkes-Barre, PA 18711-0790  
Water Supply: 570-826-2511  
Wastewater: 570-826-2553

**Counties:** Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

### **Southcentral Region**

909 Elmerton Ave.  
Harrisburg, PA 17110  
Water Supply: 717-705-4708  
Wastewater: 717-705-4707

**Counties:** Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

### **Northcentral Region**

208 W. Third St., Suite 101  
Williamsport, PA 17701  
Water Supply: 570-327-3636  
Wastewater: 570-327-3670

**Counties:** Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

1. **Development Information:**

Name of Development \_\_\_\_\_  
Developer Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_

- b.  Construction of Treatment Facility
- With Stream Discharge
- With Land Application (not including IRSIS)
- Other
- Repair?

Name of waterbody where point of discharge is proposed (if stream discharge)

\_\_\_\_\_

- c.  Onlot Sewage Disposal Systems  
(check appropriate box)  
 Individual Onlot system(s) (including IRSIS)
- Community Onlot system
- Large Volume Onlot system
- d.  Retaining Tanks  
Number of Holding Tanks \_\_\_\_\_  
Number of Privies \_\_\_\_\_

2. **Location of Development:**

a. County \_\_\_\_\_  
b. Municipality \_\_\_\_\_  
c. Road or Street Coordinates \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
d. USGS Quad Name \_\_\_\_\_  
inches up \_\_\_\_\_ over \_\_\_\_\_  
from bottom right corner of map.

3. **Type of Development Proposed:**

(check appropriate box)

- Residential
- Multi-Residential

Describe \_\_\_\_\_  
\_\_\_\_\_

- Commercial

Describe \_\_\_\_\_  
\_\_\_\_\_

- Institutional

Describe \_\_\_\_\_

- Other (specify) \_\_\_\_\_

4. **Size**

a. # of lots \_\_\_\_\_ # of EDUs \_\_\_\_\_  
b. # of lots since 5/15/72 \_\_\_\_\_  
c. Development Acreage \_\_\_\_\_  
d. Remaining Acreage \_\_\_\_\_

5. **Sewage Flows** \_\_\_\_\_ gpd.

6. **Proposed Sewage Disposal Method**

(check appropriate boxes):

- a.  Sewerage System

Name of existing system being extended

- Public  Private

Interceptor Name \_\_\_\_\_

Treatment Facility Name \_\_\_\_\_  
\_\_\_\_\_

- Pump Station(s)/Force Main

7. **Request for Planning Exemption**

- a. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

\_\_\_\_\_/\_\_\_\_\_  
(Signature of municipal official) Date

Telephone # \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Name (Print) Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

\_\_\_\_\_/\_\_\_\_\_  
(Signature of SEO) Date

\_\_\_\_\_/\_\_\_\_\_  
Name (Print) Certification #

(3) I certify that each lot in this subdivision is at least 1 acre in size

\_\_\_\_\_/\_\_\_\_\_  
(Signature of Project Applicant/Agent) Date

- b. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach Documents.)

\_\_\_\_\_/\_\_\_\_\_  
(Signature of Municipal Official) Date

\_\_\_\_\_/\_\_\_\_\_  
Name (Print) Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

Return Correspondence/Forms to:

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Place  
First-Class  
Postage  
Here

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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DEP USE	
<b>Components Sent</b>	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

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