



Northern Health Assessment of Subdivision Referrals APPLICANT'S CHECKLIST

Subdivision proposals are referred to Northern Health for evaluation with respect to onsite sewage treatment and disposal systems. It is essential that each parcel being created is able to support onsite sewage disposal systems that are protective of public health and the environment quality. Site inspections will not be done in the winter months or in the spring unless all snow has melted.

Ensure that your application to the Approving Officer (Municipal or Ministry of Transportation) contains the following:

- Draw a sketch showing directions to locate the properties
- Detailed site map of the lots, which differentiates the 'original' parcel lines from the proposed parcel lines AND shows the following criteria & includes their set back distances from property lines (see attached Subdivision Lot plan example):
 - Property boundaries and proposed lot boundaries
 - Proposed areas and dimensions for each lot
 - Location of the primary and reserve sewage disposal areas for each lot
 - Location of all soil observation holes (for absorption fields, a minimum of 2 for the primary & 2 for the reserve area are required for each lot. For lagoons, a minimum of 2 is required for the proposed lagoon for each lot). Flag & label holes with identification numbers
 - Location of all percolation test holes (for absorption fields, a minimum of 2 for the primary & 2 for the reserve area are required for each lot. For lagoons, a minimum of 2 is required for the proposed lagoon for each lot). Flag & label holes with identification numbers
 - Identify location of any existing sewage disposal systems (show septic tank, distribution box, lines or type)
 - Ground contours at 5 metre intervals, and overall percent slope in the proposed discharge areas
 - Location of all wells (proposed or existing) on the proposed lot, plus setback distances to primary/reserve sewage disposal areas
 - Include wells on neighbouring properties if their wells are less than 30 metres from any subdivision property lines)
 - Location of any existing and/or proposed roads and buildings with descriptions
 - Location of swamps, creeks, ponds, lakes, seasonal streams
 - Water drainage patterns, including spring runoff
 - Roads, driveways
 - Site topography (showing gullies, ravines, slopes, breakout points)
 - Include setback distances. Include setbacks from edge of discharge area to: property lines, source of drinking water, pressurized water lines, buildings, break-out points, utility services, and surface water. For a complete list, please see Appendix A, Table 1 of Northern Health's Subdivision Guidelines
 - Location of the proposed source of drinking water
 - Any areas encumbered by Registered Easements, right-of-ways, or Section 219 Covenants
- Report of soil descriptions (see attached "Soil Descriptions - Observation Holes - Field Data Sheet") and percolation test information as assessed by an Authorized Person.
- Any other supporting documentation including professional engineer's reports, photographs and sketches.
- Provide documentation that the proposed discharge areas are located above the 200-year floodplain.

The above information is to be plotted on the proposed subdivision plan as per your application plan to the Approving Officer with the Ministry of Transportation or the Municipality. This information is given to the Approving Officer, who will then forward it to Northern Health as part of their referral.

In addition the following site work must be done before an inspection by Northern Health can be conducted.

- The lot must be identified with signs; clearly visible from the roads. The property lines must be clearly and accurately flagged.
- The observation holes and perc test holes must be dug in each of the primary and reserve field areas. The observation holes should be dug to a depth of 1.5 metres. One side of each hole should be ramped for easy access.
- If clay soil is detected to 1.5 metres, a lagoon system may be required and observation holes should be dug to 3 metres deep.
- All observation holes and percolation test holes for the primary and reserve area must be exposed and identified (e.g. flagged, labelled, and numbered). Include this identification on the map.

It is essential that the site layout is consistent with the submitted documentation. Information not submitted or improperly documented will delay review of the application. For remote areas, photographs and/or videos of the parcel and soil tests may be acceptable.

If you are considering a water system with two or more connections, approval must be given under the Drinking Water Protection Act. Please contact an Environmental Health Officer at contact information given below.

The base fee for processing all applications is \$200.00. There is an additional fee of \$100.00 for each lot that is assessed in the application. A site inspection will be conducted as soon as possible after receipt of the required documentation and fee. Inspections may not be done in inclement weather and no inspections will be conducted during the winter months.

Environmental Health Officer Contacts:

Northern Interior: 250-565-2150

Northwest: 250-631-4222

Northeast: 250-719-6500

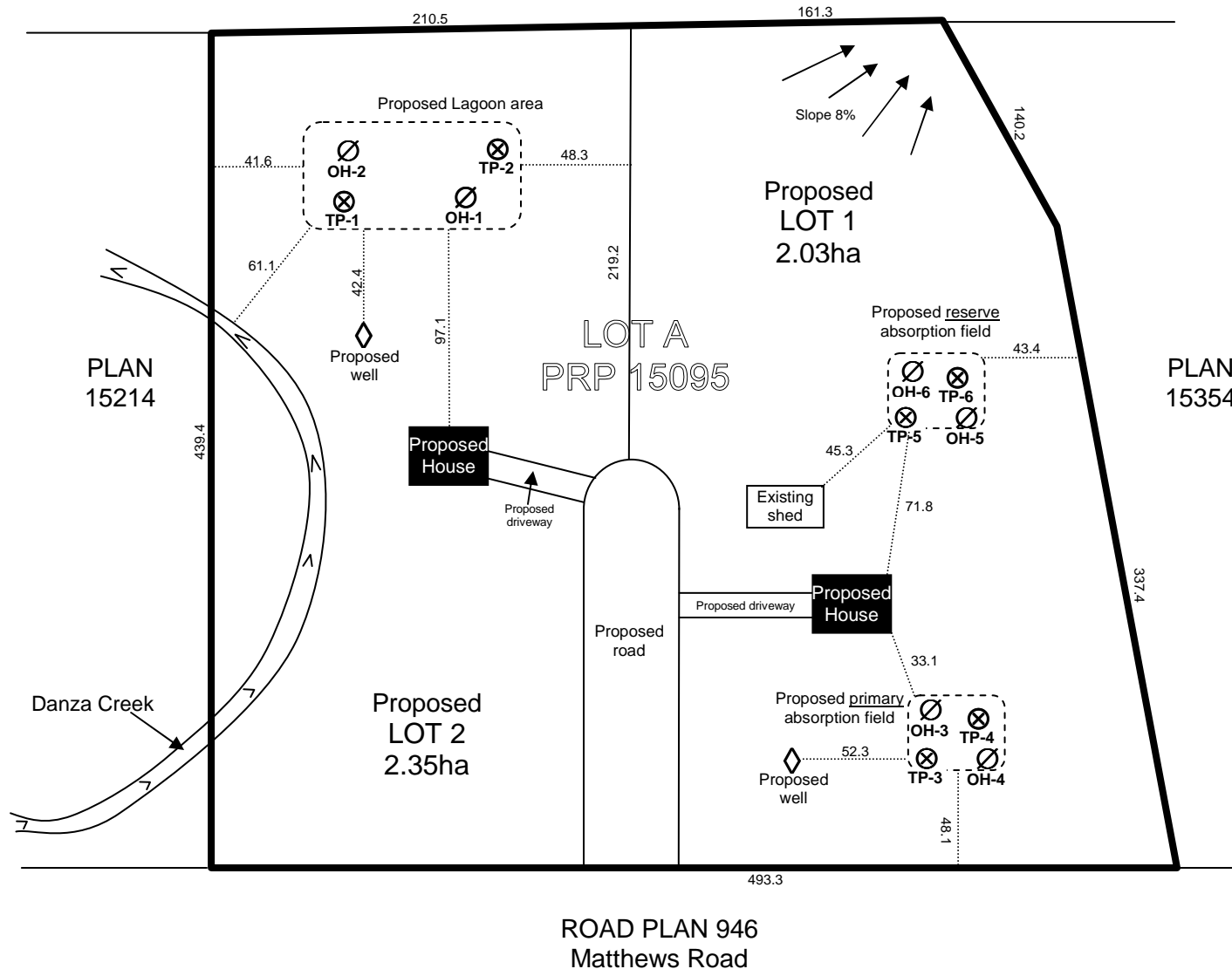
Example of Subdivision Lot Plan



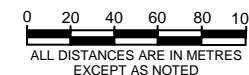
PROPOSED SUBDIVISION OF

Lot A, Sec 24, TP1A, Range 6,
Coast District, Plan PRP15095

ROAD PLAN PRP746



BCGS 92L.084
SCALE 1:1000



Legend

- Test Pit Location
- Observation Hole Location
- Proposed Drinking Water Source
- 6.3... Setback distance (metres)
- Proposed property boundary

Information required on Lot Plan

1. The proposed property boundaries, area and dimensions,
2. The location and size of the proposed discharge areas (absorption fields or lagoon),
3. The accurate labeling and location of all percolation test holes and observation holes,
4. The location of the proposed building envelope and driveway,
5. The location of the proposed source of drinking water.
6. Include setback distances from edge of discharge area to: property lines, source of drinking water, pressurized water lines, buildings, break-out points, utility services, and surface water. For a complete list, please see Appendix A, Table 1 of Northern Health's Subdivision Guidelines,
7. Site topography (showing gullies, ravines, slopes, breakout points). Include overall percent slope in the proposed discharge areas,
8. The location of any creeks, rivers, lakes or other surface water within 30 metres of the proposed lot, and the mean annual high water mark of lakes and rivers.
9. The location of any existing wells, sewage disposal system(s), buildings, driveways, underground services on the proposed lot,
10. The location of any existing wells, sewage disposal systems, buildings on adjoining properties within 30 metres of the proposed lot,
11. Any areas encumbered by Registered Easements, right-of-ways, or Section 219 Covenants.

File#: 3784650DB

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JVH Land Surveying

2814 Matthews rd.
Smithers, BC, V0J 2N0
Phone: 250-897-6872

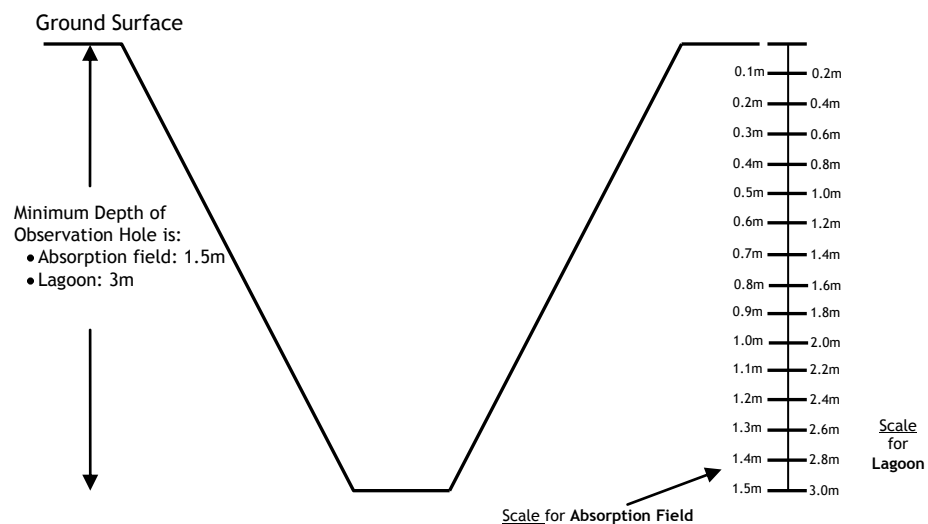
Soil Descriptions - Observation Holes Field Data Sheet

Use the following diagrams below to describe the soil characteristics (gravel, sand, silt, clay, etc). If applicable, indicate the depth of bedrock and/or groundwater. As discussed in the applicant's checklist, the following number of observation holes is required:

- **Absorption fields:** minimum of 2 for the primary & 2 for the reserve area are required for each lot
- **Lagoons:** a minimum of 2 is required for the proposed lagoon for each lot

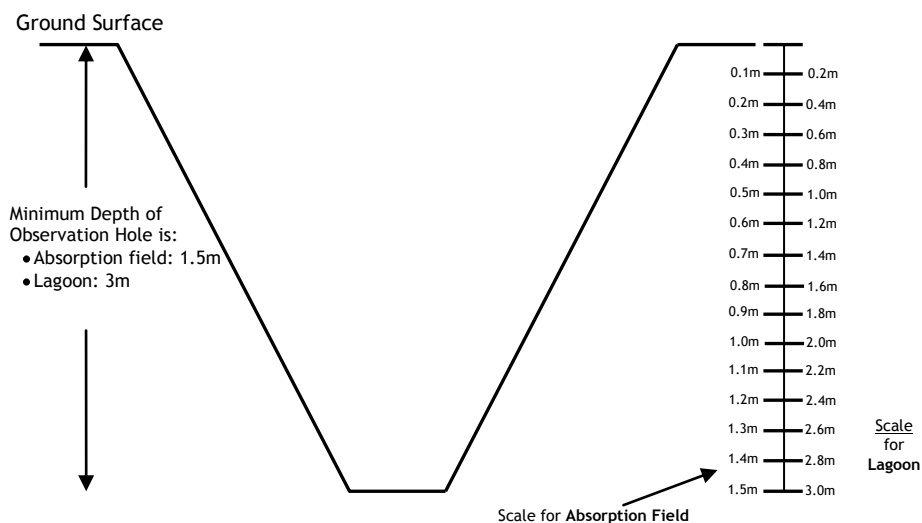
Observation Hole #1

Location: _____



Observation Hole #2

Location: _____



*Please make a copy of this page if more observation holes are required