

Subdivision Application Checklist

Northern Health's Environmental Health team responds to referrals for the Approving Officer on the suitability of onsite sewage disposal for a proposed subdivision. The EHO considers all aspects of appropriate disposal of sewage during the land development planning process.

This information must be provided in a comprehensive report prepared by an Authorized Person (AP) (i.e. Professional Engineers and Geoscientists with background and experience in onsite sewage disposal OR Registered Onsite Wastewater Practitioner (ROWP) with Planner designation).

The purpose of the AP's report is to demonstrate, in writing and on a site plan, that there is suitable onsite sewerage dispersal areas for each proposed lot and that drinking water sources are protected. The assessment should be based on sufficient area to contain a Type 1 trench based dispersal method, or where soil conditions allow, a BC zero discharge lagoon, for a 4 bedroom home (1600 litres/day) to ensure the long term sustainability of the lot. The report must also contain an assessment of any existing sewerage systems on the property to be subdivided.

There is an administrative fee for processing subdivision applications referred to Northern Health. The application will not proceed until the enclosed invoice has been paid in full. The fee for processing a subdivision application is a base fee \$200, plus \$100 for each lot that is assessed in the application.

Incomplete reports will delay, or stop, our review process until a complete report is received.

The report must be submitted to the Approving Officer for referral to Northern Health and must contain ALL of the following information.

1. General information

- Date
- Lot ID, Folio Number (Tax Assessment Roll Number), Property Identification Number (PID), street address, and general description
- Number of lots to be assessed
- Property owner contact information
- Authorized Person's contact information
- Other Agent's contact information (if applicable)



2. Each proposed lot (new and remainder) must be assessed to demonstrate a suitable primary and reserve Type 1 trench dispersal areas, or suitable primary area for a lagoon. The following criteria must be assessed and included in the report. If any of these criteria do not apply, please clearly indicate this in the report:

- A copy of the approval (or record) for any existing sewerage disposal systems. Assess and document the functionality of existing systems and verify they do not pose a health or safety hazard. Systems that are no longer approved for use (i.e. seepage pits/dry wells, etc.) cannot be considered as primary disposal area;
- A description of the soil profile, including texture, structure, consistency, and colour;
- Slope – show the slope of the lots and the slope within the proposed dispersal areas. The maximum slope is 25% for a Type 1 trench system discharge area, and 12% for a lagoon;
- Water table – depth to water table, confirmation of seasonal high water table (may require assessment during spring freshet);
- Hydraulic loading rate (hrl) determined by:
 - Soil profile description, and vertical separation to natural undisturbed soil
 - Soil permeability (percolation rate)
- Breakout point – any potential down slope breakout areas within 15 metres of the edge of proposed discharge areas;
- Water – any watercourses (including seasonal), rivers, creeks, lakes, or drainage courses within 30 meters including the mean annual high water mark;
- Rock/limiting layer – within the top 1.2 meters;
- Floodplain – 200-year flood elevation;
- Wells – within 30 meters;
- A recent legal property search should be included, which identifies relevant covenants/easements/right-of-ways. Provide copies.

3. Include a scaled site plan showing all of the following information for each proposed lot to be assessed:

- Lot dimensions and area;
- Elevation contour lines;
- Terrain over 25% slope;
- Flood elevation;

- Location of proposed discharge areas showing setback distances on the proposed and adjacent properties from:
 - Existing sewerage systems;
 - Existing and proposed driveways, easements, covenants, no build areas, right of ways, service lines, etc.;
 - Existing and proposed structures and improvements (e.g. buildings, fences, swimming pools, animal pens);
 - Existing and planned drinking water intakes, well sites;
 - Existing wells for proposed and adjacent properties;
 - All domestic and natural water sources;
 - Breakout points
- 4. The report MUST include a written statement that the Authorized Person has reviewed all of the above criteria and has identified two suitable dispersal areas (one for proposed lagoon) for each proposed lots (including any remainders) that are less than 2 hectares, that when used for on-site sewerage disposal (type 1 trench or lagoon) will not create a health hazard. If the lot(s) cannot support a type 1 trench system or a lagoon but can support a type 2 or type 3 system, the report will be reviewed but the subdivision will likely not be recommended for approval. The report (including the site plan) must be signed and sealed by the Authorized Person.**

For detailed guidelines on conducting a subdivision assessment the Northern Health Guidelines for Subdivisions can be found at [Sewerage and subdivision | Northern Health](#) or contact us at: php@northernhealth.ca or 250.565.7322