

**WESTCHESTER COUNTY DEPARTMENT OF HEALTH  
GUIDELINES FOR FILING APPLICATIONS FOR REALTY SUBDIVISIONS**

Applicable codes: Chapter 873, Article X of the Laws of Westchester County, NY

Fees: Chapter 873, Article XX, Sections 873.2104,873.2113,873.2114 of the Laws of Westchester County, NY and Policy Statement Env 1992-1 revised January 1998 and August 2019.

The following list serves as the minimum requirements when requesting approval of a project pursuant to the above provisions.

1. Application filing fee. Check should be made out to Westchester County Department of Health.
2. Original and one (1) print of the subdivision plat.
3. Original plat must be prepared by a licensed land surveyor and signed by the property owner.  
For those projects involving new separate sewage disposal system, new wells or extensions of municipal utilities that plat must also be signed and sealed by the design engineer. Plat must be prepared in accordance with NYS Education Law. Plat must bear the appropriate WCDOH legend and signature block.
4. One (1) original Westchester County Realty Subdivision application.
5. One (1) original Certificate of resolution for authorization (if corporate ownership).
6. One copy of determination of environmental significance by Planning Department or signature of Planning Department on plat.
7. For those projects involving SSTS, the septic schedule must be on the plat and the integrated plot plan (IPP).  
For those projects involving extensions of utilities, the proposed water mains and proposed sanitary sewers must be shown schematically on the plat.
8. Locations of existing structures and associated water and sewer service lines and/or well and SSTS must be shown on the plat. Proposed water and sanitary service lines for the new lots should be shown on the plat. For those projects involving extensions of the public utilities, the proposed services may be shown on the construction plans.
9. One (1) soil data design report (SSTS only).
10. Where a proposed subdivision is to be served by existing water supply or sewerage facilities, the applicant shall supply the Department with a letter from the owner of the utility that such facilities are available and adequate with sufficient capacities (and in the case of water supplies, there is also adequate pressure) and the utility is willing and able to serve the proposed realty subdivision and that such facilities will be furnished and maintained by the utility to serve the proposed realty subdivision.
11. GEN 296 Water Main Application completed by designated municipal official when an extension of water main is proposed.
12. BSP-5 Sewer Main Application completed by designated municipal official and NYSDEC forms Chapter 20 and Chapter 30 as applicable when an extension of sewer main is proposed.
13. Engineering Report which is signed and sealed by design professional and which describes the project and proposed design.
14. Two (2) sets of integrated plot plans indicating sewage disposal areas, well locations, and drainage and grading. If a water main and/or sewer main extension is required, five (5) sets of construction drawing with at least one bearing the approval of the municipal engineer are required.
15. Written approval of roads and drainage by the municipal engineer.

Questions may be directed to the Land Development Program, Frederick Beck, Jr., P.E. (914) 864-7347.

Please submit completed applications to:

Westchester County Department of Health  
Bureau of Environmental Quality  
25 Moore Ave.  
Mount Kisco, New York 10549  
914-864-7333  
914-864-7341 (Fax)



**WESTCHESTER COUNTY DEPARTMENT OF HEALTH  
25 Moore Ave., Mt. Kisco, NY 10549**

**APPLICATION AND INFORMATION RELATING TO REALTY SUBDIVISIONS**

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**Section I GENERAL DESCRIPTION**

Pursuant to the provisions of Article X of the Sanitary Code of the Westchester County Health District, the following application is made and submitted with a plat for approval of the methods described herein for providing water, drainage and sewerage in the realty subdivision to be known as:

Title of Subdivision \_\_\_\_\_

Location \_\_\_\_\_ Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot (s) \_\_\_\_\_  
(City, Village or Town)

Name and Address of Owner \_\_\_\_\_  
(If other than individual, given name and address of any joint owner, every officer of a firm, association or corporation, using separate sheet if necessary.)

Name and Address of Developer, if not Owner \_\_\_\_\_

Survey prepared by \_\_\_\_\_ L.S. NYS Lic. No. \_\_\_\_\_

Utilities designed by \_\_\_\_\_ P.E. NYS Lic. No. \_\_\_\_\_

Area of entire tract to be subdivided \_\_\_\_\_

Area of section proposed for subdivision under this application \_\_\_\_\_

Number of lots \_\_\_\_\_ Average size of lots \_\_\_\_\_

Do you intend to sell lots only? (Yes/No); Bldgs & Lots?(Yes/No);  
Both?(Yes/No).

Indicate local zoning and type of occupancy permitted \_\_\_\_\_

Does project conform to existing zoning?(Yes/No) If No, explain \_\_\_\_\_

**SECTION II WATER SUPPLY (use appropriate section)**

State whether property lies within or adjacent to a water district \_\_\_\_\_

NAME OF PUBLIC SUPPLY \_\_\_\_\_

Existing main (give location) \_\_\_\_\_

Extension of mains from (give connection points) \_\_\_\_\_

New mains to be installed by \_\_\_\_\_

**PRIVATE WATER SUPPLY**

Indicate type of wells proposed \_\_\_\_\_ Anticipated Depth \_\_\_\_\_  
Average yield sought \_\_\_\_\_ gallons/minute. Source of Information \_\_\_\_\_

**Section III SEWAGE AND SEWAGE DISPOSAL (use appropriate section)**

Watershed on which property is located \_\_\_\_\_  
Is tract in existing local sewer district? \_\_\_\_\_  
Is tract adjacent to an existing local sewer district? \_\_\_\_\_  
Is tract in county sewer district? \_\_\_\_\_

NAME OF PUBLIC SEWER DISTRICT \_\_\_\_\_

Existing main (give location) \_\_\_\_\_  
Extension of mains from (given connection points) \_\_\_\_\_  
New Sewer mains to be installed by \_\_\_\_\_

SEPARATE SEWAGE DISPOSAL SYSTEMS

Note: Individual approval is required for each system installed.

Nature of soil to depth of 7 feet \_\_\_\_\_

How determined \_\_\_\_\_ By whom \_\_\_\_\_

Soil information to be provided on Department design data sheet.

**Section IV LAND DRAINAGE**

Is regrading proposed? (yes/no) If regrading is proposed existing and pro- posed topography must be indicated on the plan.

State proposed method and indicate on the plans routing of surface and sub- surface water from streets, roofs, land and other areas. \_\_\_\_\_

**Section V SIGNATURE**

Sworn to before me this \_\_\_\_\_

Signature \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_

(Preparer)

Signature \_\_\_\_\_

Signature \_\_\_\_\_

(owner)

Notary Public

**CERTIFICATE OF RESOLUTION  
FOR AUTHORIZATION**

The undersigned, \_\_\_\_\_ of \_\_\_\_\_

Name of Corporation \_\_\_\_\_, a corporation

Duly organized and validly existing under the laws of (State) \_\_\_\_\_

Hereby certifies that the following resolution was duly adopted by the Board of Directors, of said Corporation at a meeting duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Be it resolved that the Board of Directors, or President, if there is no Board of Directors, of (Name of Corporation) \_\_\_\_\_

With Offices at: \_\_\_\_\_

Hereby authorized (Name if person authorized): \_\_\_\_\_

To execute and deliver to the Westchester County Department of Health, for and on behalf of said Corporation, and application for a permit to operate (type of operation): \_\_\_\_\_

To execute and deliver any and all additional documents which may be appropriate or desirable in Connection therewith.

The undersigned further certifies that said resolution has not been revoked, rescinded or modified and remains in full force and effect on the date hereof.

**In WITNESS WHEREOF**, the undersigned has duly executed this certificate on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**OFFICER'S SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ACKNOWLEDGEMENT**

**STATE OF** \_\_\_\_\_)

**COUNTY OF** \_\_\_\_\_): ss:



On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known, and known to me to be the \_\_\_\_\_ of the corporation referred to in the within Certificate of Resolution, who being by duly sworn did depose and say that (s)he is \_\_\_\_\_ of said corporation and that (s)he signed his/her name hereto.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County

**SUBDIVISION AND UTILITY REVIEW FEES**

**Utility Extension:**

**Base Fee Water Main Extension:** \$250.00 per building lot  
 This fee can be reduced to \$200.00 per building lot if there are no tanks, booster pumps, etc.

**Base Fee Sanitary Sewer Main Extension:** \$170.00 per building lot  
 This fee can be reduced to \$140.00 per building lot if it is just a gravity sewer without pump stations.

**Both Water and Sewer Extensions:** \$210.00 per building lot provided there are no pump stations, tanks, etc.

**Subdivision Review Fee:**

**Septic Systems:** \$250.00 per building lot

**Public Water and Public Sewers:** \$160.00 per building lot  
**Discount Schedule – subdivision fee only**

1 -5 lots	0%	(\$160.00)
6-15 lots	90%	(\$144.00)
16-75 lots	75%	(\$120.00)
> 75 lots	50%	(\$ 80.00)

Note: That these reductions are not cumulative; the first five lots are at 100% fee, the next 10 lots or part thereof are at 90% of full fee, etc.

Note: There shall be no reductions for subdivisions served by septic systems.

**Example: 11 lot subdivision with water and sewer extensions (no pump stations, tanks, etc.)**

Subdivision Fee:	5 lots x \$160.00 per lot = \$ 800.00
	6 lots s \$144.00 per lot = \$ 864.00
Utility Fee:	11 lots x \$210.00 per lot = <u>\$2,310.00</u>
<b>Total Fee:</b>	<b>\$3,974.00</b>

\*Excerpted from WCHD Policy Number Env. 1992-01 revised August 2019

\*\* The reductions shown are calculated on a percentage basis (but show as dollars for clarity)