

Holding Tank Checklist
(Revised 03/16/18)

Forms/Applications

- State Sanitary Permit Application SBD-6398 (R. 8/14) with application fee of \$525.00
- Verify owners name, address, legal description and parcel identification (PIN)
- County Holding Tank Agreement–POWTS 13-007 signed/notarized by owner and county official
- Oneida County Holding Tank Servicing Contract - POWTS 13-006
- Oneida County Holding Tank Management Plan - POWTS 13-014

Holding Tank Component

- Holding Tank Component Manual SBD-10855-P (N. 03/07; R 01/12)

General Submittal Information

- Plans and specifications are complete, clearly legible and drawn in permanent ink or photocopied.
- Submittals are on paper measuring at least 8 ½ by 11 inches
- All signatures are in original ink.
- Index pages contain the owner's name, manual name and SBD no. and legal description
- Plans without an index page** include the name of the project, legal description, and name of the manual shown on the plot plan.
- Plans without an index page** are signed and dated on every page by the designer/plumber.
- Design is signed by an individual who possesses valid credentials for designing a POWTS.
- Number of bedrooms indicated for 1 & 2 family dwellings.

Plot Plan

- Fully dimensioned or drawn to scale with scale indicated on plans.
- All property boundaries are clearly marked or parcel size shown.
- Benchmark & north arrow are shown.
- All setbacks are met as established by code and listed below
- Legal description of parcel/location information is shown.
- Any nearby existing septic systems or wells are shown.
- Ordinary high water mark (OHWM) is referenced if applicable.
- "All Weather Road" located within 25 feet of tank service manholes is depicted, if not individual site design required. (Note: Means a gravel or paved surface that can support a fully loaded pump truck in all seasons.)

Holding Tank Cross Section

- Holding Tank Size
- Alarms – audio or visual
- Float – 1' below inlet
- Liquid depth below the alarm
- Anchoring calculations:
 1. Floodplain
 2. Saturated soils/soil boring
- Review Wetland Inventory Map
- Review Floodplain Map
- Statement concerning floor drains

Setbacks:

- 25' from well
- 5' from building
- 2' from lot line
- 10' from ordinary high water mark
- 10' from water service
- 10" vent from fresh air intake, i.e. window.

NOTE: If the submittal does not follow all requirements outlined within the component manual, it is considered an individual site design.