

**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.

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. DOH-348 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 30 and Chapter 40 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, Natasha Court at (914) 864-7332, Rebecca Lepore at 914-864-7358, Zaw Thein at (914) 864-7347 and Ruben Berrios at (914) 864-7349.

Please submit completed applications to:

Westchester County Department of Health  
Bureau of Environmental Quality  
118 North Bedford Road  
Mount Kisco, New York 10549  
914-864-7333  
914-864-7341 (Fax)  
Attention: Natasha Court, P.E.