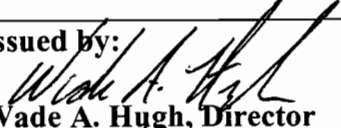

	DEVELOPMENT SERVICES POLICIES AND PROCEDURES RESIDENTIAL PLAN REVIEW	Effective Date: April 6, 2009
	Residential Dwellings with Septic Systems Home Improvements and Change of Use	Issued by:  Wade A. Hugh, Director Development Services  Stephen K. Griffin, Director Planning

During the construction of a home improvement or the opening of a business in a residential dwelling, it is critical to avoid damaging the existing septic system and septic system reserve area through discharge overloading or physical damage. The goals of this policy are:

- To ensure that homeowners are fully aware of the potential hazards to the existing septic system and septic reserve area and of their responsibility to protect the existing septic system.
- To establish a streamlined process by delineating the responsibilities for the Office of Planning, Department of Development Services, Department of Public Works and the Prince William Health Department in the review and approval of residential projects with existing septic systems.

Level 1 – Homeowner is Solely Responsible

The Office of Planning, Zoning Division will note on the Zoning Approval for the project the existence of a septic system and the homeowner’s responsibility to avoid damaging the septic system. Following are the projects:

- Accessory Minor Structures (e.g., sheds ≤ 150 square feet; fences)
- Decks and porches without a roof
- Fireplace Add On
- Paving or extending driveways
- Sidewalks and Walkways
- Window Wells

Level 2 – Development Services Review and Approval

The homeowner must provide as-built information to establish the location of the existing septic system and any reserve septic field in relation to the proposed project. If there is no potential conflict, the Department of Development Services Early Assistance Desk will note on the Home Location Plat provided by the homeowner that the project does not appear to conflict with the existing septic system. Following are the projects:

- Detached Accessory Structure (e.g., sheds > 150 square feet; garages)
- Lot Grading and/or Re-Grading
- Retaining Walls

Level 3 – Health Department Review and Approval

When Level 2 projects have a potential conflict identified between the proposed project and the existing septic system, the homeowner will be routed to the Health Department for review. Additionally, home improvement projects designed for occupancy or a proposed Change of Use will require Health Department review. The Health Department’s review will require 1 to 3 business days. (NOTE: If the homeowner wants to proceed at their own risk by paying nonrefundable application fees, the County allows for concurrent submission and review by each agency.)

Home Improvements Designed for Occupancy

- Building Additions
- Decks and porches with a roof
- Increase in number of bedrooms
- Swimming Pools

Change of Use

- Conversion from residential to commercial
- Family Day Care
- Hair Salon
- Home Employment