

COUNTY OF SUFFOLK



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DEPARTMENT OF HEALTH SERVICES

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**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
GENERAL GUIDANCE MEMORANDUM #18
PROCEDURES OF OFFICE OF WASTEWATER MANAGEMENT
FOR ACCESSORY APARTMENTS IN SINGLE FAMILY DWELLINGS**

AUTHORITY

The Suffolk County Sanitary Code sets forth requirements for approval of water supply and sewage disposal systems. The statutory authority for these guidelines can be found in Article 5, Section 760-502 and Article 7 Section 760-705A. Detailed specifications can be found in Standards for Approval of Plans and Construction - Sewage Disposal Systems for Single-Family Residences.

PURPOSE

The Standards for Approval of Plans and Construction - Sewage Disposal Systems for Single-Family Residences (Standards) presently does not address accessory apartments within single-family dwelling. This document provides guidance to be used by departmental staff to evaluate and issue permits for these types of applications.

GUIDANCE

When applications are made for the approval of accessory apartments we shall process the applications as an addition or conversion to a single-family home using the application form WWM-57, designed for this purpose. Additional design flows may be assigned, based upon the number of bedrooms involved, in order to ascertain the adequacy of the existing sewage disposal system or to design a new system. However, the single-family dwelling shall be assigned a maximum of 300 GPD for population density purposes, as are all single-family dwellings.

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In order for a project to qualify for a permit under this procedure the following conditions must apply:

1. The property is zoned as single-family.
2. The sewage disposal system and water supply are adequate.
 - a. Sizing of the sanitary system
 - i. connecting to an existing sanitary system – use total number of bedrooms for both dwellings when sizing system. Upgrade as required
 - ii. Installing separate sanitary system – use number of bedrooms within apartment. At least a minimum sanitary system must be provided.
 - iii. Sanitary systems that do not comply with the above requirements will be reviewed on a case-by-case basis.
 - b. Water Supply - Public Water
 - i. Connection internal to structure – note on plans.
 - ii. New tap from main – provide tap letter from water district.
 - iii. Water line from primary structure to separate structure – show water line on plans. Inspection required by this office during construction.
 - c. Water Supply – Onsite Well
 - i. Existing and new on-site wells – provide copy of water analysis.
3. The apartment is applied for under the Municipal accessory apartment program.
 - a. Form WWM-105 should be completed as part of this application.
4. The accessory apartment law from that specific town is on file and acceptable to the Department.
 - a. Copy of law must be on file or request copy prior to issuing permit.

EFFECTIVE

This document is for guidance purposes only and becomes effective for all applications received after the date of this memorandum. This document should apply in most cases, but it is not a standard and is not meant to substitute for the discretion and common sense of the reviewer.

Issued by: Walter J. Hilbert, P.E., Acting Chief
Office of Wastewater Management