



Property Improvement Evaluation (P.I.E.)

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.027
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Maintenance Steward: Environmental Health Supervisor in charge of Water Quality **History:** New Revised Archived

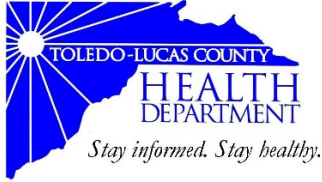
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office.
Archived Version(s)

Requisite Signatures

<input checked="" type="checkbox"/>  _____ Health Commissioner	08-03-17 _____ Date
<input checked="" type="checkbox"/>  _____ Director of Environmental Health & Community Services	8/3/2017 _____ Date



Property Improvement Evaluation (P.I.E.)

I. Scope

This procedure applies to all water quality sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide the water quality sanitarians with an understanding of the expectations and processes that are required to conduct thorough property improvement evaluations on properties in Lucas County that has a private water system (well) and/or household sewage treatment system (HSTS) upon request for the improvement of the property to assure all state and local regulations are met.

III. Background

Property Improvement Evaluation (P.I.E.) is an evaluation made on property to assure that any proposed new construction or remodeling does not infringe on the isolation distance requirements from existing well or HSTS and adequate area remains available for a replacement HSTS per the Ohio Administrative Codes 3701-28 and 3701-29. P.I.E. is also conducted on sites where demolitions of an existing structure will occur to ensure that proper well and/or septic tank abandonment is performed and documented.

- New construction or remodeling includes but is not limited to new house construction, pole barns, garages sheds, additions to an existing structure such as a house or garage, etc.

NOTE: If new construction entails the addition of any bedrooms, further review of the existing HSTS shall be required to determine if an alteration to the system is needed to accommodate the potential greater water usage. An alteration may necessitate a bigger septic tank and/or additional leaching, etc.

- P.I.E. approval is **required** for any applicant that is attempting to obtain a local zoning permit and/or a building permit from the Lucas County Building Department.
- P.I.E. approval is **not required** for vacant lots when non-residential structures such as pole barn or garage are being proposed for construction.

IV. Procedure

A. Property Improvement Evaluation for Demolition of House

1. Owner/applicant shall complete Property Improvement Evaluation application. Applications are available on the health department website, at the front desk, or provided by sanitarian on site.
2. A site plan should be submitted with application and/or the sanitarian can draw site plan in space provided on P.I.E. (when issued) based on available records or current site conditions. The site plan must outline the location of the existing well(s) and/or HSTS.
3. Once the application has been submitted to the environmental clerk with the applicable fee, the application must be date-stamped and information documented on the electronic log sheet on G:\Environmental\EHClerks\Sewage and well\P.I.E.xlsx. Receipt/field receipt
4. Once the designated sanitarian receives the application and site plan, the property file shall be pulled and all records reviewed before an appointment being made with the property owner/applicant to conduct the evaluation of the site of the proposed demolition.
5. If a well and/or HSTS exists on the property, appropriate permits must be obtained to seal the well and/or abandon the septic tank. See related standard operating procedures.
6. Once the required Well Sealing Report and/or Septic Tank Abandonment Form is returned to health department and abandonment confirmed, a P.I.E. can be issued for demolition of house.
7. NOTE: The application fee shall be waived for P.I.E. if a well and/or septic abandonment permit is required.

B. Property Improvement Evaluation for New Construction

1. Owner/applicant shall complete Property Improvement Evaluation application and submit application fee. Applications are available on the health department website, at the front desk, or provided by sanitarian on site.
2. A site plan should be submitted with application and/or the sanitarian can draw site plan in space provided on P.I.E. (when issued) based on available records or current site conditions. The site plan must outline the proposed location and dimensions of the new construction as well as the proximity of the proposed structure to the well and/or the HSTS.

3. Once the application has been submitted to the environmental clerk with the applicable fee, the application must be date-stamped and information documented on the electronic log sheet at G:\Environmental\EHClerks\Sewage and well\P.I.E.xlsx. Receipt/field receipt
4. Once the designated sanitarian receives the application and site plan, the property file shall be pulled and all records reviewed before an appointment being made with the property owner/applicant to conduct the evaluation of the site of the proposed construction.

C. Evaluation

1. Conduct the evaluation of the proposed site to ensure that the new construction will meet all isolation distances in accordance to OAC 3701-29-06(G) (3) for HSTS and OAC 3701-28-07 for private water systems; and adequate area for replacement HSTS is available on the lot.
 - If isolation distances cannot be obtained as proposed, document as disapproved on P.I.E. form and indicate on the site plan where the isolation distance cannot be obtained. The applicant must be notified of the disapproval and must submit a new site plan prior to any approval from our department. If the new site plan indicates the proper changes, it is not necessary to visit the site again unless the department deems it necessary.
2. NOTE: It is not necessary to conduct an inspection of the HSTS or private water system during this evaluation. Only inspect the site of the proposed construction. If upon evaluation of the proposed site, you encounter a public health nuisance as observed through a sewage odor, sewage surfacing on the ground, or sewage discharging from a pipe, notify your supervisor regarding plan of action prior to approval of P.I.E.
3. Upon completing of the evaluation, the sanitarian will complete the P.I.E. form including the isolation distances and any other comments as necessary. Check the box for either “approved” or “disapproved” and then sign and date the form.
4. Once completed, provide the yellow and pink duplicate copies of the P.I.E. form for the owner/applicant to be submitted to the local zoning department and Lucas County Building Department. The original copy must be retained for the property file.
5. NOTE: A Stormwater inspection may be conducted at the time of the P.I.E. See Stormwater Management Program SOP

D. Reporting and Filing

1. All information concerning the P.I.E. must be kept in the file already created for the proposed site. If there is not an existing file, see the clerical staff to have them create a new

file and enter the data into the electronic data base (ENVIRO streets) prior to the sanitarian filing.

2. Sanitarian shall record date and project description on front jacket of file under Pink Slip before filing.
3. Sanitarian shall record P.I.E. information in electronic log form on G:\Environmental\EHClerks\Sewage and well\P.I.E.xlsx
4. Sanitarian shall enter Stormwater data into Lucas County SWMP GIS program and SWMP Quarterly Spreadsheet at G:\ENV\SWMP\Quarterly Spreadsheet.xlsx

V. Maintenance

A. Review

1. The *Property Improvement Evaluation* standard operating procedure is to be reviewed every five years or if Chapter 3701-28 or Chapter of 3701-29 of the Ohio Administrative Code are revised to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

