

Town of Hague

Instructions for Waste Water Treatment System Permit

**Zoning Enforcement Office
Town of Hague
PO Box 509
Hague, NY 12836
(518) 543-6161**

General Information

An approved application for a wastewater permit is required prior to the start of construction for any new, repair or alteration of wastewater treatment systems. The requirements for wastewater treatment systems are described in the Town of Hague Sanitary Code and are summarized on the reverse side of these instructions. A variance application must be submitted and approved by the Town Board for any proposed deviations from the minimum distances indicated above.

The Sanitary Code also sets forth design requirements for wastewater systems. Approval may also be required from the NY State Department of Health if the system type is considered to be an "alternate system".

Instructions

1. This application must be completely filled in by typewriter or ink and submitted to the above address with the appropriate fee (\$100.00). Checks should be made out to Town of Hague.
2. It is the responsibility of the applicant to provide the completed design for the wastewater system proposed including results of all required tests. The design and analysis of all test results must be performed by a professional engineer, or an entity deemed qualified to do so.
3. Unless previously submitted, this application must be accompanied by:
 - a. The proposed location of the system, properly staked at site,
 - b. Lot boundaries with the dimensions and adjacent roads and streets,
 - c. Location of existing and proposed structures with setbacks from property lines
 - d. Location of existing or proposed well and water lines
 - e. Locations of proposed or existing septic system with size and dimensions of tank, distribution box and absorption field
4. It is the responsibility of the applicant to notify the Zoning Enforcement Officer 24 hours in advance of the following required inspections.
 - a. Percolation test
 - b. Before any work is covered.
5. No work may be started on the construction of the wastewater system until the Wastewater Permit (and request for variance, if needed) has been approved.
6. Applicants are encouraged to visit the Zoning Enforcement Officer to discuss the proposed project prior to submitting applications. This will permit the applicant to understand the specific information required and the procedures to be followed.

Town of Hague
Local Board of Health, Planning and Zoning Fee Schedule
2025

Applications

Fees

Land Use Development (LUD) Application:

\$30.00

(Includes but is not limited to houses, storage structures, fences)

Site Plan Review application:

\$150.00

(A LUD application is required with all applications for Site Plan Review)

+ \$30.00 LUD

\$180.00 Total fee

Area or Use Variance Application:

\$200.00 (each)

(A LUD is required with all Variance applications)

+ \$30.00 LUD

\$230.00 Total fee

Appeals:

\$100.00

Waste Water Treatment System Application:

\$100.00

Waste Water Treatment System Variance Application:

\$70.00 (each)

(A Waste Water System Application is required with all applications for Waste Water Variance.) + \$100.00 Waste Water permit

Total fee varies depending on number of Variances

Subdivision Applications

Lot Line Change:

\$250.00

Minor Subdivision

\$250.00

(4 lots or fewer)

+ \$20.00 per lot over 2

Major Subdivision

\$950.00

(5 lots or more)

+ \$70.00 per lot over 5

*After-the-Fact Land Use Development Permit

\$150.00 / \$500.00 First offense

(does not require any Board review / requires board review)

\$150.00 / \$1,250.00 Second offense

Effective date is January 2025; prior offenses will not be counted.

\$150.00 / \$2,000.00 Third offense

Offense per property while under same owner

Surcharge applies to all after the fact Wastewater as well.

These activities may require a LUD permit

\$30.00 LUD

Or Use Variance

\$200.00 Each Variance

Or Site Plan Review

\$150.00 Site plan

*After-the-Fact Waste Water Treatment System Application:

*As defined under Surcharge for

After the fact Land Use

+ \$100 Waste water Permit

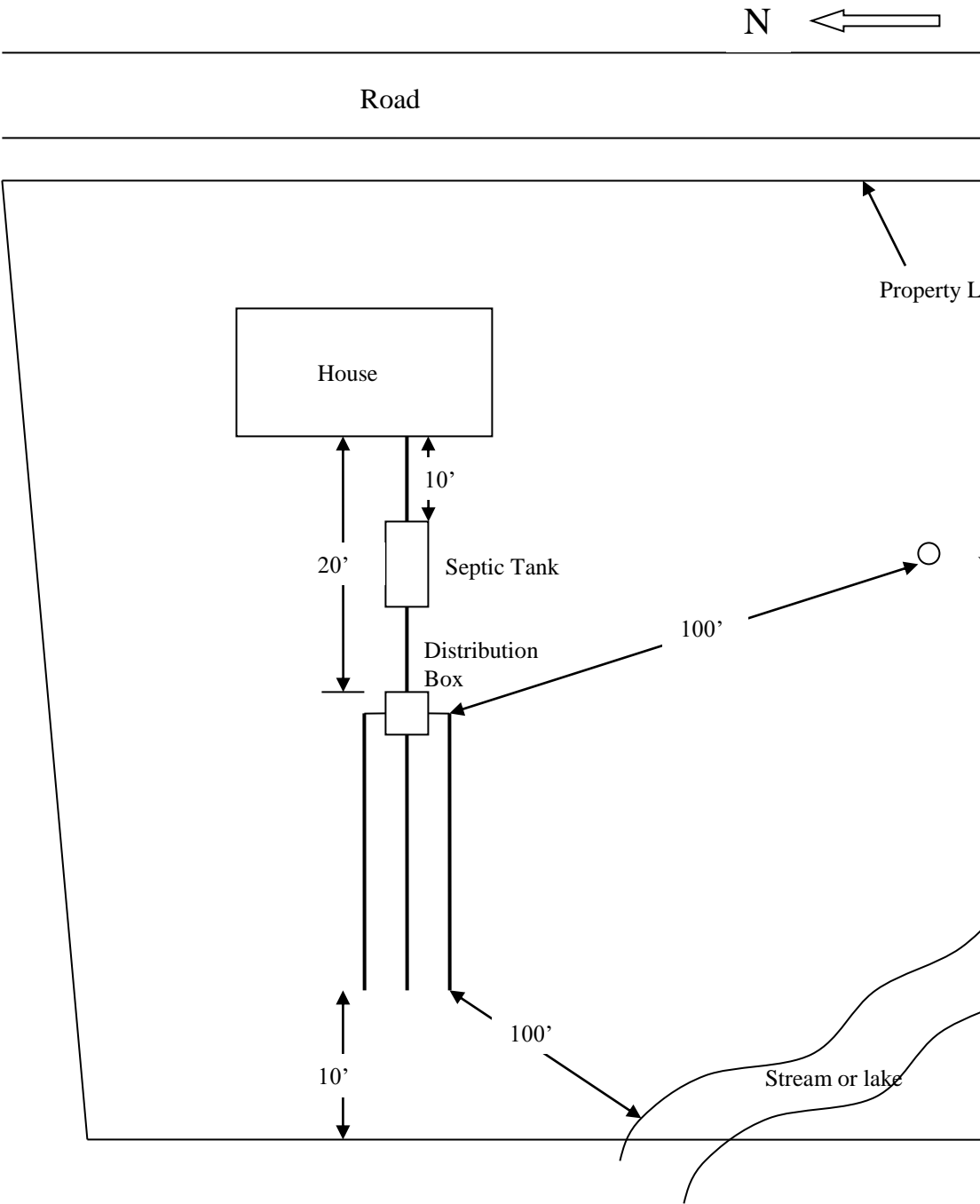
Total Fee varies depending on number of Offences

Any Fee may be waived or reduced at the discretion of ZEO and approval by Town Board.

***After-the-fact Land Use Development permit, Site Plan Review, Wastewater and Variance applications are required after the Zoning Enforcement Officer has made the determination that regulated activities have commenced without proper permits or approval. (per offense will be added to regular permit fees)**

**Set back Requirements, Required Distances from House, Water Supply,
Lake or Stream**

Required Separation Distances	
Distribution box to house	20'
Septic tank to house	10'
Absorption field or seepage pit to well	100'
Absorption field or seepage pit to lake or stream	100'
Absorption field or seepage pit property line	10'



Town of Hague
Application for Waste Water Treatment System

As Requires by Sanitary Code of the Town of Hague

Applicant Information

Tax Map # Sec. _____ Block _____ Lot _____ Zoning District: Hague _____ APA _____

Name of Applicant _____ Mailing Address _____

Phone: _____ Fax: _____ E-Mail: _____

Check whether applicant is: Owner _____ Architect/Engineer _____ Builder _____

Name and address of owner of different than above _____

Phone: _____ E-Mail: _____

Address of proposed work _____

Name of proposed contractor _____

Description of wastewater project (e.g. new system, septic tank replacement, etc)

System Design:

Type: _____ Number of Bedrooms _____ Septic Tank size: _____ gal.

Total length of absorption trench _____ ft.

Signature of applicant _____ Date _____ Signature of owner _____ Date _____

To Be Completed by Zoning Enforcement Officer

Application # SEP- _____ - _____ Date Received ____/____/____ Required Fee (\$100.00) paid _____ Date ____/____/____

Action Taken: Approved by ZEO _____ Date ____/____/____ Referred to Town Board _____ Date: ____/____/____

Hague Zoning Enforcement Officer Date

Action by Town Board: Approved _____ Approved with conditions _____ Denied _____

Describe conditions or reasons for denial _____

Final action by Town Board contained in minutes of the meeting dated ____/____/____

On Site Wastewater Treatment System Deep Test Hole and Percolation Test Report

(Required only for new systems)

Tax Map No. Sect _____ Block _____ Number _____ Permit No. _____

Applicant: _____ Address _____

Test Performed by: _____ Title: _____ Date: _____

Topography: Flat (<5%) _____ Moderate Slope (5%-15%) _____ Steep Slope (>15%) _____

Results of Deep Pit Soils Analysis (Pit must be at least 2 feet deeper than bottom of absorption field)

Depth in Feet	Strata Change	Soil Type: (Sand, Loam, Clay Other)	Remarks
1-----			
2-----			
3-----			
4-----			
5-----			
6-----			
7-----			

Results of Percolation Test: _____ Minutes per Inch

Signature of individual performing test

Company

Date of test