

**Requirements for Saratoga County Sewer District #1
Request for Review Form**

1. All information on the review application must be completed.
2. Applicant is required to have the contract portion filled out and the applicant or designated agent is required to sign the last page of the permit before submitting the permit for approval.
3. SCSD requires that the review fee be paid when submitting the review form. Please refer to the fee schedule. Units are determined by the District's scale of charges.
4. SCSD requires the following when submitting a review form:
 - a. Engineer's report.
 - b. A complete set of design plans stamped by a professional engineer.
5. SCSD attempts to complete all reviews within thirty (30) days. A review letter will be sent to the applicant and designated agent with comments that will require a response.
6. SCSD will only review submittals that are complete.
7. The review is valid for one (1) year from the date of the review letter.
8. In nonresidential applications, activities within the facility must be presented for a determination of pre-treatment requirements.