

CHECKLIST FOR NEW AND EXPANSIONS

Read this check list carefully. All blanks on this checklist must contain either a check mark to indicate completion or (N/A) if statement does not apply. This form must be signed by the owner or authorized agent and submitted with the application.

This completed, signed form indicates applicant has provided the required information. If this form is incomplete, application is incomplete, and further information is needed.

APPLICATION Have you filled out the **APPLICATION FORM** completely and submitted the required forms including:

- Owner's Name, Mailing Address, and Phone Numbers.
- Applicant's Name, Mailing Address, and Phone Numbers.
- The 911 Address (if assigned).
- The Subdivision Name and Section/Phase/Lot Number. (If property is in a subdivision, has a phase or lot number; or is in a Mobile Home Park.)
- Directions to the site have been provided. (Give complete directions to property.)
- Type of Application (New, Expansion, Non-Residential. etc.) is checked on the application.
- House, Mobile/Modular Home, Business, or Other is circled.. (If other, describe.)
- Number of bedrooms, baths, and maximum number of occupants is provided.
- Yes or No for Basement and Garbage Disposal is circled.
- If "Yes" is circled for basement, is any plumbing in basement indicated?
- If church or business, a copy of the Floor Plans and a Letter of Intent is provided.**
- If church or business, the Fact Sheet is provided.**
- If Non-Residential, the type of business and square footage of building is provided.**
- If Non-Residential, the maximum number of employees and seats is provided.**
- The water supply source is checked.
- The desired Septic System Types are indicated. (NOTE: Please list at least three in order of preference, 1st, 2nd, 3rd)
- Yes or No is checked for "Is the site located in any designated wetlands."
- Yes or No is checked for "Is any wastewater going to be generated on the site other than "domestic sewage."
- Yes or No is checked for "Is the site subject to approval by any other public agency."
- Yes or No is checked for "Is the site subject to the 1080 Elevation Line identified for W. Kerr Scott Dam."
- The application forms have been signed and dated by the owner or authorized agent. (NOTE: if forms are signed by anyone other than the owner of the property, an Authorization to Act as Agent form must be completed and signed by the owner.)
- The Zoning and Watershed Permits and a map of the property with dimensions are included.

If your application is for an expansion, the name of the individual previous permit was issued to and the date issued should be indicated below:

Name: _____ Date: _____

SITE PREPARATION (Have you followed the instructions for preparing your property for the soil/site evaluation?)

- The property corners and property lines (or the site lines) have been flagged accurately every 50'
- Site has been adequately cleared.
- The proposed locations of building(s) (including decks) and other structures have been staked.
- The proposed locations of the septic tank, well, and driveway have been staked.
- Adequate measurements for use when drawing the site plan have been taken.
- Reference point has been flagged.

SITE PLAN DRAWING Please refer to the Site Plan Example included in this packet. **DO NOT**

draw your site plan on the map you are submitting. Your site plan must include the following:

- ___ A Reference Point and distance to the nearest corner of home.
(A reference point is an object that is specified on the site plan and marked on site that helps orient the Environmental Health Specialist when they arrive at your site.)
Notice: On the Permit the Environmental Health Specialist may use the reference you designated or choose to designate a new reference. The reference point designated by the Environmental Health Specialist during the site visit must be maintained until after the septic system is installed or the permit will be void.
- ___ The dimensions of the prepared site.
- ___ The dimensions of the home (including deck).
- ___ The distance from the home to the nearest two site lines or property lines.
- ___ The preferred septic system location and distance to the home.
- ___ The preferred driveway location and length of the driveway from the property line.
- ___ The proposed well location and distance to the nearest corner of home.
- ___ A directional (North) arrow.
- ___ The proposed location of any structures or improvements to property, such as (garages, workshops, pools, etc.) If there are none, enter N/A.
- ___ The location of any existing wells or septic tank systems on your property and on adjoining property within 100' of the site to be evaluated. If there are none, enter N/A.
- ___ The location of any easements or rights of way on the property. If there are none, enter N/A.
- ___ The Location of streams, rivers, ponds, etc.
- ___ The location of any designated wetlands on the property. If there are none, enter N/A.
- ___ If grading has been done or is to be done, fill material or where fill material is to be placed is indicated on the drawing. If there us none, enter N/A.
- ___ **Is your property larger than 2 acres?** If not enter N/A and skip this instruction. If your property is larger than two acres indicate the location of your reference point with an "*" on the map you are submitting. Also, Indicate on the site plan the distance from the site lines to the nearest property lines in two locations. If any of the site lines are actual property lines indicate so on your site plan.

AUTHORIZATION TO ACT AS AGENT FORM

This form must be filled out completely including:

- ___ Owner has printed his/her name.
- ___ Owner has printed the Authorized Agent's name.
- ___ Owner or owner's spouse have signed..
- ___ Owner or owner's spouse's signature has been witnessed.
- ___ Authorized Agent has signed.
- ___ Authorized Agent's signature has been witnessed.

NOTE: The Authorization to Act as Agent form requires four separate signatures. We can witness one signature if the owner or agent wishes to sign this form in our presence.

Signature of Owner or Authorized Agent

Date