



Health
Department

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PROCEDURES FOR OBTAINING AN ONSITE SEWAGE DISPOSAL PERMIT

1. An acceptable soil evaluation must be completed prior to obtaining an onsite sewage disposal permit. *Refer to the "Procedures for Obtaining a Soil Evaluation".*
2. An **accurate** and **complete** application for an onsite sewage disposal permit must be submitted along with the appropriate fee.
3. The property tax I.D. and legal description and/or survey shall be submitted with the application.
4. Three copies of a site plan must be submitted with the application. The site plan must be legible and dimensioned (a scale of 1 inch = 20, 30, or 40 feet is preferred). The following must be shown on the site plan:
 - ◆ Property boundaries
 - ◆ Abutting streets and road right-of-ways
 - ◆ Location and dimension of easements
 - ◆ Location of existing buildings(s)
 - ◆ Location and dimensions of all proposed building(s) and driveways(s)
 - ◆ Location of proposed onsite sewage disposal system and reserve area
 - ◆ Location of wells (existing and proposed) on this and adjoining properties
 - ◆ Location of underground utilities (existing and proposed) i.e. water, gas, etc.
 - ◆ Physical features (ponds, streams, etc.)

Upon receipt of this information, this Department can proceed to process your permit application.

Lots that have been approved under Act 288, P.A. 1967, as revised by Act 87, P.A. 1977, must meet the additional site plan requirements:

- ◆ Site plans must be professionally prepared
- ◆ The legal description of the property must be on the site plan
- ◆ House and lot contour elevations (existing and proposed) must be shown
- ◆ Existing and final elevations of the tile field and tile field invert must be shown
- ◆ All elevations must be accurate for current lot conditions
- ◆ Benchmarks must be located reasonably accessible to the site
- ◆ Soil profiles may be required to be shown on the plans in some instances

SEE REVERSE SIDE FOR AN EXAMPLE OF A SITE PLAN