

Parcel ID#: _____
(available at Tax Office)

Department Use Only
Application #: _____
Application Date: _____

Montgomery County Health Department Environmental Health Section

217 S. Main St., Troy, NC 27371
(910) 572-8175 (office) (910) 571-0912 (fax)

Application for Services

(Please check all of the following that are needed:)

<input type="checkbox"/> Improvement Permit (5 yr. expiration)(\$150.00) less than 480 Gallons per day (\$250.00) 480 Gallons and up (4 Bedroom home, large or commercial system) (required for septic system)	<input type="checkbox"/> Improvement Permit (no expiration)(\$150.00) less than 480 Gallons per day. (\$250.00) 480 Gallons and up or commercial system. (additional survey required + other requirements)
<input type="checkbox"/> Improvement Permit for Expansion to existing system. (\$150.00)	<input type="checkbox"/> Authorization for Wastewater System Construction (no expiration)(System type 75.00 or 100.00) (needed for building permit and installing system)
<input type="checkbox"/> Authorization for Wastewater System Construction New/Expansion) (System type: \$75.00 or 100.00) (needed for building permit and installing system)	<input type="checkbox"/> Repair Existing Septic System (\$0.00) (additional paperwork must be completed)

***Depending on site conditions, clearing/underbrushing may be necessary. Backhoe pits may also be required before the site evaluation can be completed.

***If all utilities are not properly located and marked on property, Montgomery County Health Department cannot assume any responsibility for damages caused to utility lines from performing job duties.

***If a benchmark is placed on property by our department, this benchmark must remain in place until the Operation Permit is issued. Removal/movement of benchmark will result in revocation of any prior permits issued. A new application fee will be required before re-issuance of permits.

Applicant's Name: _____
Mailing Address: _____

Home Phone #: _____
Work Phone #: _____

Owner's Name: _____
Mailing Address: _____

Home Phone #: _____
Work Phone #: _____

Directions to Property (be as specific as possible): _____

Subdivision/Mobile Home Park Name: _____ Section #: _____ Lot #: _____

Proposed Facility

House _____ Mobile Home _____ Business _____ Industry _____ Other (describe): _____

Number of Bedrooms: _____ Number of Occupants: _____ Number of Employees:(businesses only) _____

*If applying for **expansion**, please indicate number of bedrooms before _____ and after expansion _____

Maximum Dimensions of Residence/Building: _____

Basement: Yes ___ No ___ Plumbing Fixtures in Basement: Yes ___ No ___

Type of Water Supply

Public _____ Private _____ (new or existing) Community _____ Spring _____

Please indicate desired system type:

[*systems must be ranked (numbered 1, 2, 3, 4, 5) in order of preference or application will be returned]

No Preference _____ Conventional: Gravel _____ or Other Accepted System _____

Modified Conventional _____ Innovative _____ Alternative _____ Other _____ please specify: _____

****Permits are subject to revocation if the site plan or plat, whichever is applicable, or the intended use changes.**

I have read this application and certify that the information provided herein is true, complete, and correct to the best of my knowledge, and is given in good faith. I understand that any or all permits applied for or granted shall be void if any of the information is incorrect or false, or if the site is altered. Permission is granted to the Montgomery County Health Department to perform the necessary evaluations and inspections on the property.

Owner/Legal Representative

Date

Applicant

Date

*****IMPORTANT: PLEASE READ THE FOLLOWING CAREFULLY TO AVOID DELAYS.***

Please read the attached application carefully and answer all questions completely. If all questions are not answered fully, this could delay services. You must complete the following before services can be provided at the property in question:

1. Include a survey plat of the property showing all property dimensions. If a surveyed plat is not available, a copy of the tax map can be obtained at the Montgomery County Tax Office. In addition, you must show on this plat any proposed structures (for example, house site with garage) with their dimensions. Two distances from two property lines should locate any structure on the site plan.
2. Mark all property corners with surveying ribbon at least three (3) feet high so they are clearly visible. The corners must be marked with a permanent surveying monument such as rebar, concrete monuments, etc, *if you plan on obtaining an Authorization for Wastewater System Construction (needed for building permit)*. Simply marking a tree or placing a wood stake in the ground is NOT adequate for marking property corners. A fifty dollar re-marking fee (\$50.00) will be charged if this is not done. However, if you are only seeking an Improvement Permit, wood stakes will be adequate as long as they are marked appropriately in the field. If wood stakes are used, a \$50.00 fee will be charged before we return to the property to issue the Authorization for Wastewater System Construction.
3. Mark the property line with surveying ribbon at minimum intervals of 50 feet so they are clearly visible.
4. Stake the house or proposed structure with wood stakes so that the structure is clearly visible. These stakes should be at least three feet high. All additional structures such as outbuildings, swimming pools, etc., must be staked and identified. The proposed structure must be staked in accordance with the submitted site plan (mentioned in #1 above).
5. Mark all existing utility lines on property. If utility lines are not properly and clearly marked on property, the Montgomery County Health Department will not assume any responsibility for damages caused to utility lines from performing job duties.
6. A sign will be given to you after you have submitted your application. You must place this sign somewhere on the property so it is visible for the Environmental Health Specialist to locate your property.
7. Up to two (2) acres will be looked at per application. If the first two acres is denied an Improvement Permit, the applicant may reapply for our Department to evaluate another 2 acres for another \$150 fee. This process may be repeated until a site is found.
8. If applying for Improvement Permit for an expansion or a repair, the outlet end of the existing septic tank must be uncovered and the lid must be removable. **DO NOT REMOVE THE LID!**
9. Return application along with appropriate fee to:

Montgomery County Health Department
217 S. Main St.
Troy, NC 27371

******Applications may not be submitted until all of the above items have been completed and the property is ready to be evaluated. Also, effective October 15, 1999, an additional \$50.00 fee is required on lots that have not been prepared in accordance with the specifications outlined above. Applications must be processed to a final decision within one year of the submittal date. If after one year the application process has not been completed, a new fee must be submitted before any additional work can be conducted.***

Montgomery County Health Department

Environmental Health Section

Notice: Property owners and persons requesting site evaluations for septic tank permits are strongly encouraged to determine and comply with any applicable zoning authority having jurisdiction over the property to be evaluated and comply with any and all requirements which will need to be met before any improvements are made to the property. The issuance of an Improvement Permit (Septic Tank Permit) by the Health Department in no way guarantees the issuance of any other permits.

If you wish to obtain an **Improvement Permit that is valid for 5 years:**

Provide a site plan (does not have to be to scale) or a survey plat of the property that shows:

- ✓ The dimensions of the property.
- ✓ The proposed location of the house. Show two distances from two property lines to locate the house or any proposed structures on the property. When showing the location of the house, be sure to give its dimensions. If you are unsure as to the house size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the house to cover.
- ✓ The preferred driveway location.
- ✓ Any future structures or improvements to the property such as garages, workshops, pools, etc.
- ✓ The location of any existing septic tank systems and wells on your property and on your neighbor's property within 100' of your property line.
- ✓ The location of any easement or rights-of-way on the property.
- ✓ The location of any designated wetlands on the property.
- ✓ The location of any existing utility lines on the property.

If you wish to obtain an **Improvement Permit that is valid without expiration** you must show either:

A. A survey plat of your lot prepared by a Registered Land Surveyor. It must be prepared at a scale of one inch equals no more than sixty (60) feet and shows:

- ✓ The dimensions of the property.
- ✓ The specific location of the building to be put on the property.
- ✓ The site for the proposed wastewater system.
- ✓ The location of water supplies and surface waters.

OR

B. A recorded plat along with a site plan that is drawn to scale and contains all information requested in the 5-year permit requirements.

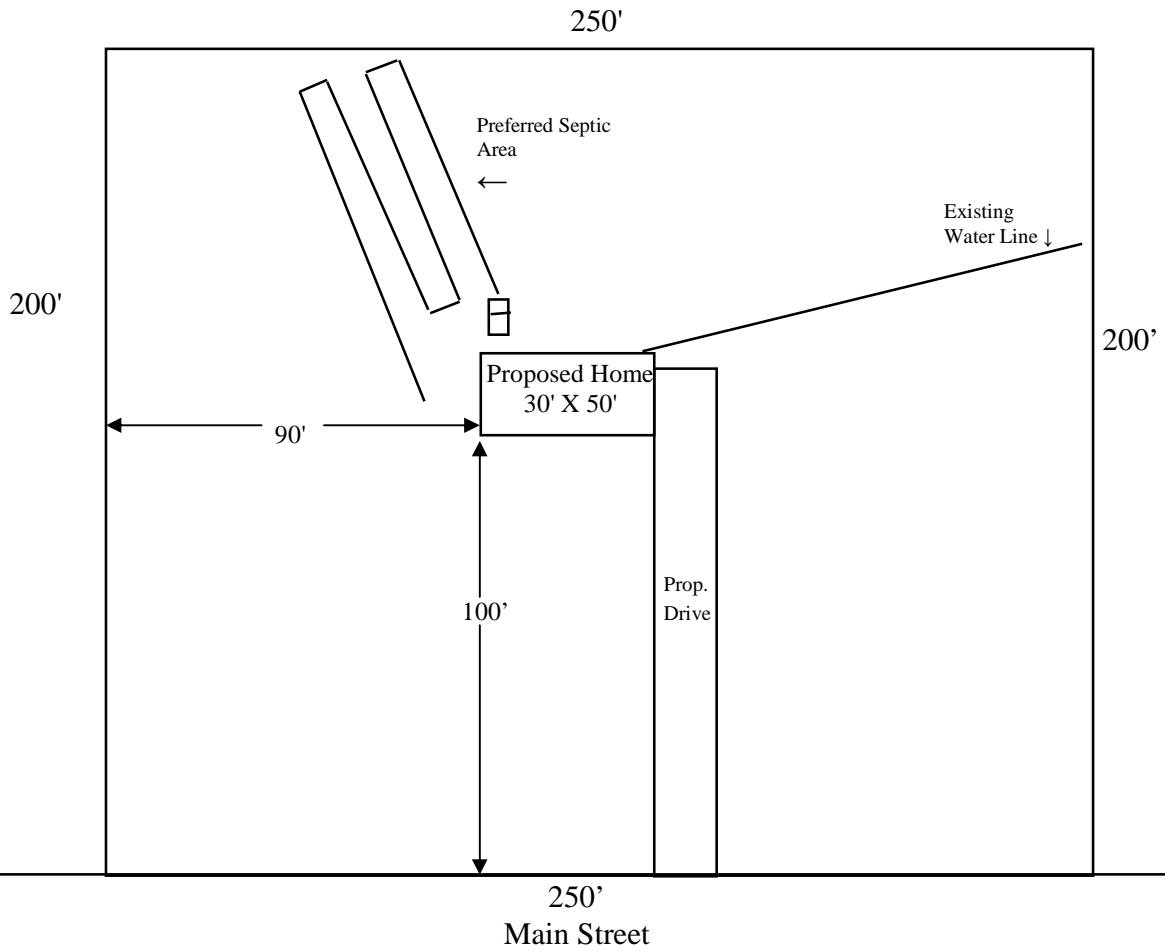
****PLEASE COMPLETE THE FOLLOWING SECTION:***

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

- | | | |
|-------|------|---|
| ف Yes | ف No | Is the site located in any designated wetlands? |
| ف Yes | ف No | Is any wastewater going to be generated on the site other than domestic sewage? |
| ف Yes | ف No | Is the site subject to approval by any other public agency? |

SAMPLE SITE PLAN

If you have applied for an Improvement Permit, you will be asked to provide us with a "Site Plan." Below you will find a sample site plan to assist you in preparing yours. **Before we can begin your evaluation, we must have a site plan similar to the one below.**



SITE PLAN WORKSHEET

Place a mark (X) beside each item that has been indicated on your site plan. Incomplete site plans will be returned to you for completion. **Remember: Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property.**

- The dimensions of the property.
- The proposed location of all structures (e.g., facility, wells, water lines, outbuildings, pools, etc.). Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the structure will cover.
- The site you would prefer your septic system to go in.
- The preferred driveway location.
- N/A The proposed well location. **If on county water, circle "N/A."**
- A north arrow or other sufficient directional indicator.
- N/A Any proposed structures or improvements to the property such as garages, workshops, pools, etc. **If there are none, circle "N/A."**
- N/A The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle "N/A."**
- N/A The location of any easements or rights of way on the property. **If there are none, circle "N/A."**
- N/A The location of any designated wetlands on the property. **If there are none, circle "N/A."**
- N/A The location of any existing utility lines on the property. **If there are none, circle "N/A."**

USE THIS SPACE TO DRAW YOUR SITE PLAN: