

EXISTING SEPTIC SYSTEM EVALUATION APPLICATION

Usually submitted for the approval of an activity to occur on the site that may impact the existing septic system.

Section 1: Applicant/Owner Information				
Name of Applicant:			Building Permit#	
Email Address:			Daytime Phone:	
Mailing Address:		City, State	Zip	
Site Address:				
Property Owner:			Daytime Phone:	
Property Owner Mailing Address:			Email:	
Tax Parcel #:		Subdivision Name:		
Block #:	Lot #:	Section:	Twp:	Range:
See Instructions on Next Page				
Section 2: Purpose of Application Check all that apply:				
<input type="checkbox"/> New Single-Family Home <input type="checkbox"/> Addition to Existing Home <input type="checkbox"/> Connecting/Connected to a Community System				
<input type="checkbox"/> Accessory Building (Shop, Garage etc.) <input type="checkbox"/> In-ground Swimming Pool				
<input type="checkbox"/> Manufactured Home Placement <input type="checkbox"/> Other, Specify:				
Section 3: Septic System Details				
Number of bedrooms in existing structure(s) _____ Number of bedrooms in proposed structure(s) _____				
Is the septic system older than 5 years? No Yes If yes, submit a septic tank pumping receipt less than 5 yrs old.				
Year, or approximate year, septic system was installed:				
Section 4: Site Plan Drawing - Required Items				
<input type="checkbox"/> Property lines		<input type="checkbox"/> Road and street names		<input type="checkbox"/> Any easements on the property
<input type="checkbox"/> Proposed buildings		<input type="checkbox"/> Existing buildings		<input type="checkbox"/> Driveways and patios
<input type="checkbox"/> Water lines		<input type="checkbox"/> Surface water within 100'		<input type="checkbox"/> Wells within 150' of septic components
<input type="checkbox"/> Direction of slope across site		<input type="checkbox"/> Existing septic tank		<input type="checkbox"/> Existing drain field
<input type="checkbox"/> Existing septic piping		<input type="checkbox"/> Reserve drain field area (replacement area in case of a failed drain field)		

My signature certifies that this information is true to the best of my knowledge. I grant permission to GCHD to make reviews required by the permit process. I understand that this application will be before public record. I understand that any decision made by GCHD may be appealed, provided the appeal is made in writing and delivered to GCHD within 10 days of the decision. I also understand that supplying incorrect and/or incomplete information may result in permit revocation and/or additional costs may be incurred. If a refund is requested, a processing fee will be charged based upon services rendered.

Applicant Signature _____ Date _____
 *****FOR OFFICE USE ONLY*****

Approved ___ Denied ___ EHS(Signature) _____ Date _____ Entered into H.S. _____

Amt. Received _____ Initial _____ Receipt # _____ Paid date _____ Date Bldg. Dept. Notified _____

EHS Comments: _____

Instructions for Section 2:

- If you are connecting, or are currently connected to, a community septic system, please contact the person in charge of the septic system and obtain the current maintenance records including septic tank pumping receipts. Submit these records with this application.
- If you are placing a manufactured home on your property, please submit a floor plan. The floor plan can be hand drawn. Make sure each room is labeled, the plan does not need to be to scale.

Instructions for Section 3:

- Septic systems are designed according to the number of bedrooms connected to the system. The septic system must be designed for the total bedrooms proposed. If you are unsure of the bedroom capacity of your septic system, please contact our office.
- If you have any records or other information about your septic system please submit this information with the application. If you do not know when your septic system was installed just list "unknown".

Instructions for Section 4:

- Site plan drawings must be no larger than 11" X 17" and have a North indicating arrow.
- Engineered drawings are best, but hand drawn site plans are acceptable if they are legible.
- Property lines may or may not be on the drawing for larger parcels.
- Surface water includes irrigation canals, streams, ponds, lakes and other bodies of water.
- The reserve, or replacement, drain field area is an area set aside in case your primary drain field fails. This area must meet all setbacks and not be built upon or driven on or disturbed. In general, the reserve area must be at least the same size as the primary drain field.
- The major focus of the site plan is horizontal distances (setbacks) from the septic components. A complete listing of all setbacks can be found here: <http://granthealth.org/wp-content/uploads/2016/09/EH.Septic.Ordinance-15-1-EntirePacket2016.pdf> A list of common setbacks are listed below; this is not a complete list.

Common Items Setback	Drain Field/Reserve Drain Field	Septic Tank/Distribution Box	Non Perforated Sewer Pipe
Well	100'	50'	50'
Public Well	100'	100'	100'
Pressurized water line	10'	10'	10'
Surface Water	100'	50'	10'
Building Foundation	10'	5'	2'
Property/Easement Line	5'	5'	N/A
Drain field/Reserve Drain Field	10'	5'	N/A

Sample Site Plan:

