## WILSON COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH APPLICATION

## LOT EVALUATION PROCEDURES

If someone desires to have a septic tank system installed, an evaluation must be performed to determine if an improvement permit and construction authorization (septic tank permit) can be issued. If issued, the septic tank system can then be installed, but must be done in accordance with the permit and construction authorization. Before this evaluation is performed, the application process must be completed.

## Listed below are the steps in the application process:

- Provide a site sketch plan to the Environmental Health Section of the Health Department showing all existing buildings, driveways, surface waters, wells, property lines, etc. on the lot. This plan must also show the dimensions of the lot, as well as what you propose to be located on the lot, including facility and or residence location, driveway (s), parking area, swimming pool, property lines, other buildings to be located on the lot, etc. PLEASE MAKE SURE THIS IS WHERE YOU WANT ALL ITEMS LOCATED. IF YOU ARE ISSUED AN IMPROVEMENT PERMIT AND YOU DECIDE TO CHANGE THE LOCATION OF ONE OR MORE ITEMS, A PERMIT REVISION FEE MAY BE CHARGED TO RE-EVALUATE. This plan must be clear, concise, and neat. If an improvement permit is issued, it will be valid for 5 years. The improvement permit will be valid indefinitely if a plat, prepared by registered land surveyor and drawn to a scale of 1" = no more than 60', including all items as required in the site sketch plan above, is received.
- Complete the application for an improvement permit and construction authorization. THE LOT OWNER'S
  NAME MUST BE PROVIDED. An improvement permit and construction authorization can only be issued
  in the owner's name as described in the deed.
- Pay a fee of **\$300.00**.
- The existing and/or proposed property lines must be easily and accurately identified. This is done by finding each corner of the lot or proposed lot and then flagging each corner. We must be able to see clearly from corner to corner, or flags shall be placed at intervals directly on the property line between corners so that each successive flag can easily be seen. If the lot is existing and you are unsure of the corners, you should have a registered land surveyor perform a survey of the lot. (If an improvement permit is issued and it is found that the conditions have changed, such as property lines flagged incorrectly, the improvement permit may be revoked, or the permit may have to be revised, which would involve a permit revision fee of \$100.00. In addition, flag the location of the proposed residence or facility, and any other proposed buildings, swimming pool (s), etc. It is not required that the driveway (s) be flagged. Call the Environmental Health Section of the Health Department when all of the above items have been flagged. The application will not be acted upon until the applicant has called.
- The lot must be made accessible for an evaluation, and if approved, septic system layout. If overgrown with vegetation, it may not be possible to perform an evaluation. If the applicant decides to remove any vegetation, no soil should be removed or relocated. Removal or relocation of soil could make the lot unsuitable.
- Once an evaluation has been completed, and if the lot is found to comply with the rules, you will be issued an improvement permit. If the lot is found to be unsuitable, you will be sent a notification letter stating this.
- If you have obtained the improvement permit, please read the comments. The comments may direct you to provide a copy of the deed for this lot, indicating that the deed is recorded, to the Environmental Health Section of the Health Department. In addition, the Environmental Health Specialist will have to travel to the lot to observe the stakes or pins installed by the surveyor, indicating the lot has been surveyed. If there is compliance with the requirements of the improvement permit, a construction authorization will be issued, allowing you to begin installation of the septic tank system. In addition, the Wilson County Planning and Inspections Department cannot issue any permits for construction or location activities until they have received a copy of the construction authorization.