



## **APPLICATION FOR EVALUATION OF EXISTING WELL &/OR SEWAGE SYSTEM**

For new use, change of use or other property changes

### **A. Site information:**

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Township: \_\_\_\_\_ Section: \_\_\_\_\_ Property Tax ID #: \_\_\_\_\_  
Old Address: \_\_\_\_\_ Lot Size/Acreage: \_\_\_\_\_ Side of Road: ☐ N ☐ E ☐ S ☐ W  
Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Approximate year existing structure constructed: \_\_\_\_\_

### **B. Reason for Evaluation:** check all that apply

<input type="checkbox"/> Replacement of Existing Structure/House {A}	<input type="checkbox"/> Pole Barn: size:     x     {E}	<input type="checkbox"/> Re-Zoning of Property {G}
<input type="checkbox"/> Adding Bedrooms {B}	<input type="checkbox"/> Fire or Loss of Structure {F}	<input type="checkbox"/> Conditional Use Zoning {H}
<input type="checkbox"/> Additional Structures {C}	<input type="checkbox"/> Other, describe                     {E}	<input type="checkbox"/> Change of Use/Zoning {I}
<input type="checkbox"/> Addition to Existing Structure {D}	<input type="checkbox"/> Swimming pool: in ground or above (circle one) {E}	<input type="checkbox"/> Demolition {J}

### **C. In order to assess the proposal the following information is required:**

**All applications:** Fuel oil or gasoline storage tanks on the property? ☐ Yes ☐ No If yes, location(s) \_\_\_\_\_  
Is Municipal Water Available? ☐ Yes ☐ No Is Municipal Sewer Available? ☐ Yes ☐ No

**Residential Use:** # of initial bedrooms \_\_\_\_\_. # of additional bedrooms proposed \_\_\_\_\_. # of intended occupants \_\_\_\_\_  
Will the structure have a garbage grinder? ☐ Yes ☐ No

**Non-Residential Use:** Type (store, office, commercial, etc.): \_\_\_\_\_  
# of employees \_\_\_\_\_ # of patrons per day (using water or restrooms) \_\_\_\_\_

### **D. Provide a site plan of the structure, well/septic systems(s), driveway, property lines & proposed addition, new structure, etc. (as applicable) – See page 2**

### **E. Owner/Applicant Information:**

<u><b>Applicant Information</b></u>	<u><b>Owner Information (if different from applicant)</b></u>
Name:	Name:
Address:	Address:
City, State & Zip:	City, State & Zip:
Phone:	Phone:
Email:	Email:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**F. Report To:** ☐ Mail to above address ☐ Email/Fax to Planning & Zoning ☐ Email/Fax to Building Dept/PCI  
☐ Email: \_\_\_\_\_

**Review Fee:** Field Visit & Site Plan Review (Reasons {A, B, D, E} above) \$197.00 {F above: \$51.00}  
Office & Site Plan Review (Reasons {C, G, H, I, J} above) \$47.00 (may be eligible for office review only)

Total Fee: _____ Date Paid: _____ Receipt #: _____ Facility #: _____ Employee: _____
Site Plan submitted? Y N Office Review: ____ Field Review: ____ Appointment Date & Time: _____



**Site Plan for Property Change and/or Change of Use at:**

(Address) \_\_\_\_\_ (Township) \_\_\_\_\_ (Section) \_\_\_\_\_

To review your application, a detailed site plan should be provided. Detailed records of your on-site well and septic may be available at the Environmental Health Office.

Diagram to show:

- ☐ Road, property lines and existing buildings (a current survey is helpful in creating your sketch).
- ☐ Existing well(s) location and measurements from the house and other “permanent” site features such as survey stakes, fence, and utility poles. Show old wells used for irrigation, etc.
- ☐ Location of existing septic tank(s), sewage disposal system and any pre-approved replacement/reserve drain bed area. **Give measurements of known locations-do not estimate.**
- ☐ The location of the addition or new structure (include existing structure location).

Applicant's Site plan:

↑

Reviewed By (EHS): \_\_\_\_\_ Date: \_\_\_\_\_ Field visit needed: [ ] Y [ ] N  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Comments: \_\_\_\_\_



## **How to Prepare for an Operational and Maintenance Evaluation**

### **Evaluation of Existing Well and/or Sewage Disposal System with a “change of use” or property changes**

The intended purpose of the evaluation is to determine if the existing well and/or septic system can provide sufficient use for the proposed property alterations while taking the future repair and replacement areas into consideration.

After it has been determined that your proposed property alterations will require this evaluation, it will be necessary to completely fill out an application. In order to make an accurate assessment of your site, it is very important to provide all the information that is requested on this form. It is expected at the time of application that the appropriate fee is paid and an appointment will be made for the area Environmental Health Specialist (EHS) to meet with the applicant, if necessary.

### **Answers you will need for the EHS at the time of the evaluation are as follows:**

**1. Where the well to be evaluated is located?**

If the well is buried, its location will need to be accurately staked or uncovered prior to meeting the EHS.

If you have copies of well permits, well logs or final inspection reports bring them.

**2. Is the well working properly?**

**3. Are there any old wells or discontinued wells on the property and where are they located?**

**4. Is there any above ground, buried or basement fuel tanks and where are they located?**

**5. What kind of septic system do you have and where is it?**

If you have a drain bed or drain field have the 4 corners identified.

If you have a drywell it will need to be opened.

If you have copies of septic permits or final inspection reports bring them.

**6. Where is the septic tank(s) and what size(s)?**

**7. When was the septic tank last pumped?**

**8. How old is the system?**

**9. Are there any old septic systems no longer in use?**

**10. Will the structure have a water softener or a garbage disposal in the kitchen sink?**

**11. Do you have any further information that may help your EHS assess your request?**

It may be necessary to arrange with outside parties to help you answer these questions such as previous owners or contractors. In order for this department to accurately determine the feasibility of your request your assistance is crucial.

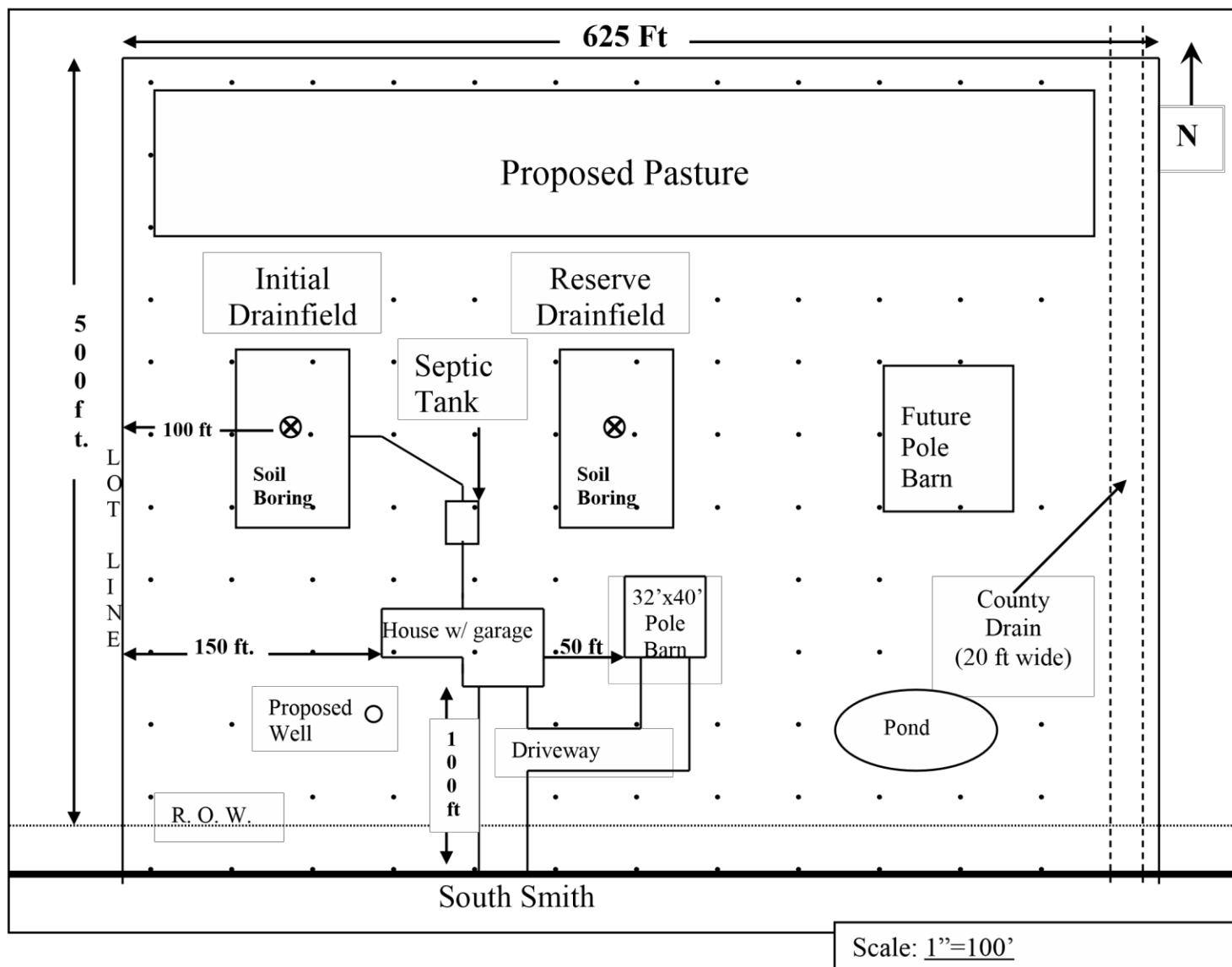
To allow for completion of the evaluation, the owner or owner's (adult) representative will need to meet the EHS.

**Appointment Date & Time** \_\_\_\_\_

**Area EHS** \_\_\_\_\_ **Extension #** \_\_\_\_\_



### Example Site Plan



Remember to show **ALL** of the following on your site plan:

- Lot/parcel lines
- Lot/parcel dimensions
- Proposed drainfield areas (initial & reserve)
  - Proposed well location
- Setbacks from property lines to all buildings
- Dimensions of all buildings, distance (in feet) to proposed lot lines & buildings
  - All easements including utilities, drainage & road right of ways
  - Any on-site or neighboring fuel oil tanks, gasoline tanks or pastures
- Future or proposed pole barns, sheds, decks, pastures, ponds or swimming pools
  - Width of drain easement