

January 1, 2009

To: Sewage Disposal System and Vacant Land Evaluation Applicants

Application Process and Fees.

Beginning January 1, 2009 the fees for Residential Sewage Disposal System Permit Applications will increase to \$245.00 and Vacant Land Evaluation Applications for one residential site will be assessed a fee of \$170.00. Once received, this agency will make every effort to process your application and complete the associated site work in a timely fashion. In the event that a property is approved for sewage disposal, you will receive either a Permit to Construct a Sewage Disposal System or a Vacant Land Approval describing the results of our evaluation.

If the application is denied in accordance with the Environmental Health Regulations for its proposed use for on site sewage disposal, the applicant will be informed, in writing, of this denial. Following notification of site denial, the applicant will have thirty (30) days in which to appeal this decision. An appeal must be submitted in writing with a \$500.00 appeals board hearing fee. Additionally, a fee of \$82.00 per hour will be assessed for review of engineered plans and a \$40.00 per hour fee will be assessed for additional site visits.

Completion of Application

**NOTICE:** Please take time to thoroughly review the application, the Environmental Health Regulations, and the associated handouts, as all the requested information is important in processing your application in a timely manner.

Please do not leave any areas of the application blank. If a particular section does not apply to your property please mark this section with a N/A to identify it as a non-applicable. Some information (e.g. subdivision, land division approval date) may be obtained from the township assessor, the County Register of Deeds office, or the County Equalization office. If the application is incomplete and/or missing information it may be returned to you for correction.

Please note that the applicant is **REQUIRED** to excavate a four (4) foot deep hole (for example with a posthole digger) in the location of the proposed drain field. In addition, property lines **MUST** be marked on the site and the neighboring wells **MUST** be located. If these wells are buried or not readily visible they **MUST** be marked with a stake or other identifying feature. The application also indicates other important site features, which require identification prior to issuance of a permit/approval letter. In the event that any of the above requirements have not been met and pertinent site features have not been identified, a repeat site visit will be required, further delaying the review process.

**Please be advised**, if a septic permit has been issued for the property and the applicant requests a location change that requires a site visit an **\$85.00 permit re-write fee** will be assessed.

Red Tag (non approval) Fee

If, for any reason, at the time of final inspection of the sewage disposal system the system cannot be granted final approval and a "not approved" red tag is issued, the installer (includes homeowners installing their own system) of the system will be charged an \$85.00 red tag fee. Final approval will not be granted until the red tag fee is paid.