

**DISTRICT HEALTH DEPARTMENT NO. 2**  
**ENVIRONMENTAL HEALTH DIVISION**

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HANDOUT TO APPLICANT

**DIRECTIONS WHEN COMPLETING AN APPLICATION FOR  
A SEWAGE DISPOSAL PERMIT OR A VACANT LAND EVALUATION**

The Application

1. Complete the appropriate sections on the attached application. The application will not be processed until the fee is paid and the application is properly completed. Applications can be faxed to the health department.
2. Be sure the road directions to the property are clear. Use distances from nearest crossroads, landmarks, neighbor's address, etc. to identify the location of the property.
3. The Property Identification Number (parcel number) from the property tax statement must be provided before the application can be processed. (This number is available from the County's Equalization Office in the County Building). Also be sure to include the lot number and subdivision/condominium name if the property is located in a recorded subdivision/condominium.
4. Draw an accurate site plan with measurements on the application or attach a separate sheet. Follow the directions on the application form. Note: It is recommended that the applicant supply a copy of any property survey, land division approval, subdivision plat or any related property documents they may have. Property dimensions are required regardless of the size of the property.
5. It is the property owner's responsibility to locate all lot lines, easements and right of ways.
6. At least one front corner of the property must be marked with a stake, monument, survey marker or other feature.
7. Locate all wells on neighboring lots on the site plan. These must be located before the site evaluation can be completed.
8. The application must be signed by the applicant and dated.
9. Applications will be processed in the order in which they are received.
10. Replacement areas for sewage disposal systems may be required by deed restrictions in some locations (e.g. subdivisions).
11. The applicant should also consider whether their property is impacted by regulations for wetlands or the Natural Rivers Act.

Note: Please do not leave any blank spaces on the application. If an item does not apply fill in blank with N/A. **Incomplete applications will be returned.**

Procedures After Completion of the Application

1. Return the following to the Health Department:
  - a) Properly completed application form with site plan.
  - b) The appropriate fee MUST be submitted with the application.
2. Notify the Health Department when the test hole, necessary to conduct the soil evaluation is ready. Follow these steps in digging at least one test hole for a sewage disposal system:
  - a) It should be approximately four (4) feet deep and at least six (6) inches in diameter.
  - b) Located in the area of the proposed drain field.
  - c) Holes may be dug with a post hole digger, auger, backhoe, or similar device.
  - d) It is recommended that test holes be covered (i.g. board, plastic pail, etc.).
  - e) Flags should be placed at each hole and by the road to identify the location.

Information about DHD2 and its Onsite Sewage Disposal Program may be obtained at: [www.dhd2.org](http://www.dhd2.org)