



IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION APPLICATION

-Office Use Only-
Date Application Received:
Amount Paid:
Receipt #

Applying For: [] Improvement Permit [] Construction Authorization

Applicant:
Mailing Address:
City:
State: Zip:
Phone #:
Email:

Owner:
Mailing Address:
City:
State: Zip:
Phone #:
Email:

PIN/Lot Identifier: Property Acreage:
Date Parcel Originally Deeded and Recorded:
Property Address:
Subdivision (if applicable) Lot #: Block: Section:

Directions to property:

Wastewater System Request: [] New [] Expansion [] System Relocation [] Change of Use [] Repair
Facility Type (House, Restaurant, Office, etc.):
Number of bedrooms: Number of Occupants: Other:
Number of seats: Number of Employees: Other:
Basement? [] Yes [] No Basement Fixtures? [] Yes [] No
Crawl Space? [] Yes [] No Slab Foundation? [] Yes [] No
Is a grinder pump proposed before the septic tank? [] Yes [] No
Type of Water Supply: [] Private well [] Public well [] Shared well [] Municipal Supply [] Spring [] Other:
Are there any existing wells, springs, or existing waterlines on this property? [] Yes [] No
If applying for a Construction Authorization, please indicate desired system type(s):
[] Accepted [] Conventional [] Innovative [] Other [] Any

If the answer to any of the following questions is "yes", applicant must attach supporting documentation.

[] Yes [] No Does the site contain any jurisdictional wetlands?
[] Yes [] No Is any wastewater going to be generated on the site other than domestic sewage?
[] Yes [] No Is the site subject to approval by any other public agency?
[] Yes [] No Are there any easements or right of ways on this property?

I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. I understand that if the information in the application is falsified, changed, or the site is altered, then the Improvement Permit and/or Construction Authorization shall be invalid. I understand that the permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration)

Property owner's signature (required) Date Applicant's signature (required) Date
*Must provide documentation to support claim as owner's legal representative.



SITE PLAN WORKSHEET

Place a mark (X) beside each item that will be indicated on your site plan and property. Incomplete site plans will be returned to you for completion. **Remember:** Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property with existing or proposed improvements.

- _____ - The dimensions of the property on site plan.
- _____ - All property lines and corners shall be visibly marked and identified on the property.
- _____ - The proposed location of all existing structures (e.g.: house, commercial building, wells, water lines, outbuildings, pools, ponds). Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area on the lot that you anticipate the structure will cover.
- _____ - Proposed footprint of house site flagged or staked out on the property.
- _____ - The property shall be accessible for evaluation. Clearing, under-brushing, and Mowing may be needed for site evaluation.
- _____ - The preferred location for septic system.
- _____ - The preferred driveway location and/or parking areas.
- _____ - The proposed well location.
- _____ - A north arrow or other sufficient directional indicator.
- _____ - Entrance gate to property with lock. Shall provide the code or a key. **Code** _____
- N/A _____ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle N/A.**
- N/A _____ - The location of any easements or rights of way on the property. **If there are none, circle N/A. *Mark on the property (in field) & on site plan.**
- N/A _____ - The location of all underground utilities (power, phone, cable, internet, water lines etc.) shall be marked on the property. **If there are none, circle N/A. *Mark on the property (in field) & on site plan.**
- N/A _____ - The location of any designated wetlands on the property. **If there are none, circle N/A. *Mark on the property (in field) & on site plan**
- N/A _____ - Is there any known buried streams, creeks, or farm drains on this property? **If there are none, circle N/A *Mark on the property (in field) & on site plan**

Incomplete site plans will be returned for completion. Incomplete site work on the property such as clearing, marking locations of all structures, or marked property lines will result in your application being denied or placed in an inactive status. A revisit fee may be charged prior to our office returning to the property.



SITE PLAN

Please include on this site plan:

- dimensions of the property;
- existing and proposed facilities, structures, appurtenances, and wastewater systems;
- proposed wastewater system showing setbacks to property line(s) or other fixed reference point(s);
- existing and proposed vehicular traffic areas;
- existing and proposed water supplies, wells, springs, and water lines; and
- surface water, drainage features, and all existing and proposed artificial drainage, as applicable;

A large, empty rectangular box with a black border, intended for the site plan drawing.