

Incomplete Applications Will
Not Be Accepted or Processed

Graham County Department of Public Health
Application for
Improvement Permit and/or Authorization to Construct

- Survey plat to scale* submitted
- Scaled * site plan submitted
- Unscaled site plan submitted
- *scale of 1" = no more than 60'

_____ Improvement Permit _____ Authorization to Construct

If the information in the application for an improvement permit is falsified changed or the site is altered, then the Improvements Permit and Authorization to Construct shall become invalid. *This permit is valid for either 60 months or without expiration depending upon documentation submitted.* (Complete site plan=60 months; complete plat=without expiration) This application is valid for twelve months.

Applicant Information: e-mail address: _____

Name: _____ Owner: _____ Home: _____

Address: _____ Address: _____ Work: _____

_____ _____ Cell: _____

Property Information: PIN: _____ Lot Size: _____

Date current parcel was originally deeded & recorded (date since last property line change – not a change in ownership) _____

_____ _____ _____

Street Address/911 Address Subdivision Name Section/Parcel/Lot#

Directions to Site:

Development Information: **Residential Specifications:**

New Single Family Residence Maximum number of bedrooms: _____ Occupants: _____

Expansion of Existing System If expansion: Current number of bedrooms: _____

Repair of Malfunctioning Sewage Disposal System Proposed number of bedrooms: _____

Non-Residential Type of Structure Will there be a basement? Yes No

Re-Hook/Inspection of Existing System Plumbing fixtures in basement? Yes No

Consultation Visit

Non-Residential Specifications: # of Employees _____ Total Square Footage of Building _____

Type of Business _____ # of Seats _____ Other _____

Water Supply: Are there any existing wells, springs, or existing waterlines on this property? Yes No

If YES, these MUST be shown on the site plan or survey plat.

New Well Existing Well Community Well Public Water Spring

Please Indicate Desired System Type(s): (Systems can be ranked in order of your Preference)

Any Conventional Accepted Alternative Innovative _____ Other (specify)

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

- Yes No Does the site contain any jurisdictional wetlands?
- Yes No Does the site contain any existing wastewater systems?
- 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 marking of all property lines and corners; field staking the house and all appurtenances in their exact locations on the site; and making the site accessible so that a complete site evaluation can be performed. Failure to do so may result in additional fees before proceeding with the permitting process.

_____ _____

Property owner or owner's legal representative signature (required) Date

**Must provide documentation to support claim as owner's legal representation

Graham County Department of Public Health
Environmental Health Section
Site Plan

Instructions to Applicant: Environmental Health personnel will not begin the evaluation process until all property lines are accurately and conspicuously marked *and* the house site and all appurtenances (outbuildings, detached garages, pools, drive, etc.) are staked and flagged in their exact locations matching this submitted Site Plan. Property lines MUST match those shown on a survey or preliminary plat. A site evaluation will not be scheduled until this site plan is completed and signed unless a "to scale" survey plat (scale of 1"=no more than 60') showing all components has been completed by a Registered Land Surveyor and submitted to the Environmental Health Section.

As Close to Scale as Possible: 1. Draw the existing/proposed parcel showing all applicable property lines with dimensions and orientation to proposed or existing streets and roads. 2. Indicate the location of the proposed home/building and all appurtenances, including decks, porches or any other structures, showing dimensions and distances to property lines. 3. Locate all wells, both existing and proposed (including those on adjacent properties, if known) and indicate the preferred drainfield location. 4. All surface waters including springs, ponds, rivers, streams, etc. must be shown. 5. Draw a North arrow as accurately as possible.

Graham County Environmental Health will attempt to locate the drainfield and the well in the requested area(s): however, conditions may exist that prohibit those areas from being used as desired.

I hereby agree that the information shown is correct to the best of my knowledge.

Signature of owner/authorized agent

Parcel Identification Number (PIN)

Date

Environmental Health Section

Instructions for Applicant

In order to make the best use of your time and to assist the staff in completing applications quickly, we ask that the items below be completed prior to the scheduled visit. By completing these items, it reduces the time on the lot and the need for return visits. We appreciate your assistance and cooperation.

If you are applying for an Improvement Permit, you will only need to complete items **1-6**. For an Authorization to Construct or Well Permit please complete items **1-8**.

1. _____ Application for Environmental Health Services has been completed.
2. _____ A scaled map of the property (other than tax map) with dimensions or a survey plat has been provided. If you are unable to provide an accurate plat or map, please discuss options and alternatives with the Environmental Health Staff prior to the scheduled visit.
3. _____ All property corners and boundaries have been marked on site.
4. _____ All wells, springs, underground utilities, or surface waters within 100 feet of the property boundaries have been located.
5. _____ The approximate location and size of the proposed building have been indicated on site.

Note: All property corners, lines/boundaries must be clearly marked or otherwise identified. It is recommended that visible flagging be used every 25 feet where property lines are within 100 feet of the proposed building site.

6. _____ Undergrowth needs to be cleared to the point that the property is accessible. The Environmental Health Specialist must have clear visibility for at least 50 feet from any one location in order to take accurate measurements.

Note: All proposed structures, including decks, porches, garages etc. must be staked out on the site with stakes or flags. The Environmental Health Specialist must be able to identify these proposed structures before site evaluation can be performed.

7. _____ The location of the driveway has been staked.
8. _____ All proposed structures in their exact locations on the site have been staked.

Note: Under certain circumstances the owner or applicant may be required to have test pits (backhoe pits or hand dug pits) dug before an on-site wastewater evaluation can be completed.

- **Above items must be completed or the evaluation cannot be conducted. Please be advised that a revisit fee (\$100.00 per site) will be assessed if the site visit is made and above items are not completed.**
Please note that permits will be held until payment is received in full if a charge is required for additional site visits.

No full refunds will be given. If applicant changes their mind prior to the initial site visit a \$20.00 administrative fee will be levied and the remaining balance can either be transferred or refunded. This request for refund must be made within 90 days from the date of application and prior to any site visit.

Please bring, fax or mail this form to the Environmental Health Section at the Graham County Department of Public Health at (828)479-6956 (FAX)

An appointment will not be scheduled until we receive all required documentation.

I have completed the requirements listed above and have the property prepared for a soil/site evaluation.

Signature of Applicant

Date