



NEW IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION

Please initial beside each item to affirm understanding and completion of task.

Site made accessible.

This means clearing of foliage and obstacles from within the proposed septic area and from an additional 25' beyond its perimeter *before* MCPH evaluation. MCPH should be able to see the entire ground surface and walk unimpeded.

Site Plan form complete.

Does not need to be to scale, but must be legible and contain the required information as listed on site plan form. A surveyed plat may also be used.

Application form complete.

All fields on the application are required. Any blanks will result in your application being returned as incomplete. Accompanying forms must also be completed, where applicable.

Property Lines marked.

You are responsible for having your property lines identified and marked on site *before* MCPH evaluation. Lines should be marked, at a minimum, every 25'.

Site marked.

All of the items required for your site plan must also be marked on site *before* MCPH evaluation. Proposed septic area, well, house site, easements, etc. should be staked or flagged, where not easily discernable.

Due Diligence.

If you have a due diligence agreement for closing, a minimum of four weeks of notice is required for consideration of expedited service. (Mark N/A if none)
DUE DILIGENCE DATE: _____

**In order for Macon County Public Health to process your application, the preceding must be completed.
Failure to complete these will result in an incomplete application status or an application denial.
By signing, you are confirming completion of these tasks. Misrepresentation may result in denial of service.**

Signature of Applicant

Date

EH OFFICE ONLY
Reviewed By: _____



APPLICATION FOR NEW IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION

OWNER / APPLICANT INFORMATION					
PROPERTY OWNER				PHONE	
STREET	CITY	STATE	ZIP	EMAIL	
APPLICANT				PHONE	
STREET	CITY	STATE	ZIP	EMAIL	
PROPERTY INFORMATION					
STREET	CITY	STATE	ZIP	ACREAGE	DATE RECORDED
SUBDIVISION			LOT#	PID#	
DIRECTIONS					

SITE CHARACTERISTICS		
EXISTING WATER SUPPLY <input type="checkbox"/> Spring <input type="checkbox"/> Single Family Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Non-Residential <input type="checkbox"/> Public Water Supply <input type="checkbox"/> None		
Will the new structure be served by the existing water source or will it require a new one		
<input type="checkbox"/> Future New <input type="checkbox"/> Share Existing		
Is the site subject to approval by any other public agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the site contain existing wastewater system(s)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the site within a flood zone as defined by Macon County Ordinance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the site contain any chemical, waste or fuel storage, landfill or known contamination?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there any easements or right of ways on the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is any wastewater, other than domestic sewage, going to be generated on site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the site within a state classified watershed boundary?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the site contain any Army Corps of Engineers delineated jurisdictional wetlands?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ON-SITE WASTEWATER SYSTEM				
APPLYING FOR	<input type="checkbox"/> IP <input type="checkbox"/> CA <input type="checkbox"/> IP/CA	<input type="checkbox"/> 25% Reduction <input type="checkbox"/> Gravel <input type="checkbox"/> Large Diameter Pipe <input type="checkbox"/> PPBPS <input type="checkbox"/> Drip <input type="checkbox"/> Any		
RESIDENTIAL	# BEDROOMS	# OCCUPANTS	BASEMENT?	IF YES, PLUMBING?
COMMERCIAL	DESCRIBE PURPOSE OF STRUCTURE			

By signing below, I confirm that I have read and understand all documents accompanying and comprising this application. By applying my signature, I affirm my intent to enter into contract with Macon County Public Health for the purpose of the above. My signature permits designated agents right of entry for inspection and permitting, and serves as confirmation of my compliance with applicable laws and rules pertaining to the preparation and accessibility of the property. I affirm that the above information is true, complete, and correct. I understand that if any of this document is found to be false, it will become void and no refund of fees will be issued.

Signature of Applicant

Date

EH OFFICE USE ONLY	SEP	WEL	DATE RCVD	RCVD BY	FEE PAID



AUTHORIZATION TO ACT AS LAWFUL REPRESENTATIVE

Applications for permits require the signature of the applicant and owner (15A NCAC 18E .0201(h)(9)). If the owner does not sign the application themselves, they may submit any one of the following documents to designate their lawful representative:

1. Power of Attorney
2. Estate executor
3. Bankruptcy trustee
4. Court-ordered guardianship
5. Offer to Purchase Agreement Form 2-T/12-T (this option limits applicant to IP only)

In the absence of the above documentation, the property owner shall sign this form to designate a lawful representative to act on their behalf. If there are multiple property owners, then all property owners must sign this form.

By signing this form designating a lawful representative for purposes of 15A NCAC 18E .0200, the property owner authorizes the lawful representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. This authorization further allows the representative to make decisions on behalf of the owner pertaining to modifications of permits in the field. The owner retains full responsibility to meet all permit conditions specified by Macon County Environmental Health.

Owner Name: _____

Property Address: _____

PIN: _____

Representative Name: _____

I agree to abide by all decisions and/or conditions between the lawful representative acting on my behalf and Macon County Environmental Health, including but not limited to those decisions made in the field.

Signature of Owner(s)

Date

EH OFFICE ONLY
Reviewed By: _____



SITE PLAN

Does not need to be drawn to exact scale but should be legible and drawn clearly.

Sketch **must** include:

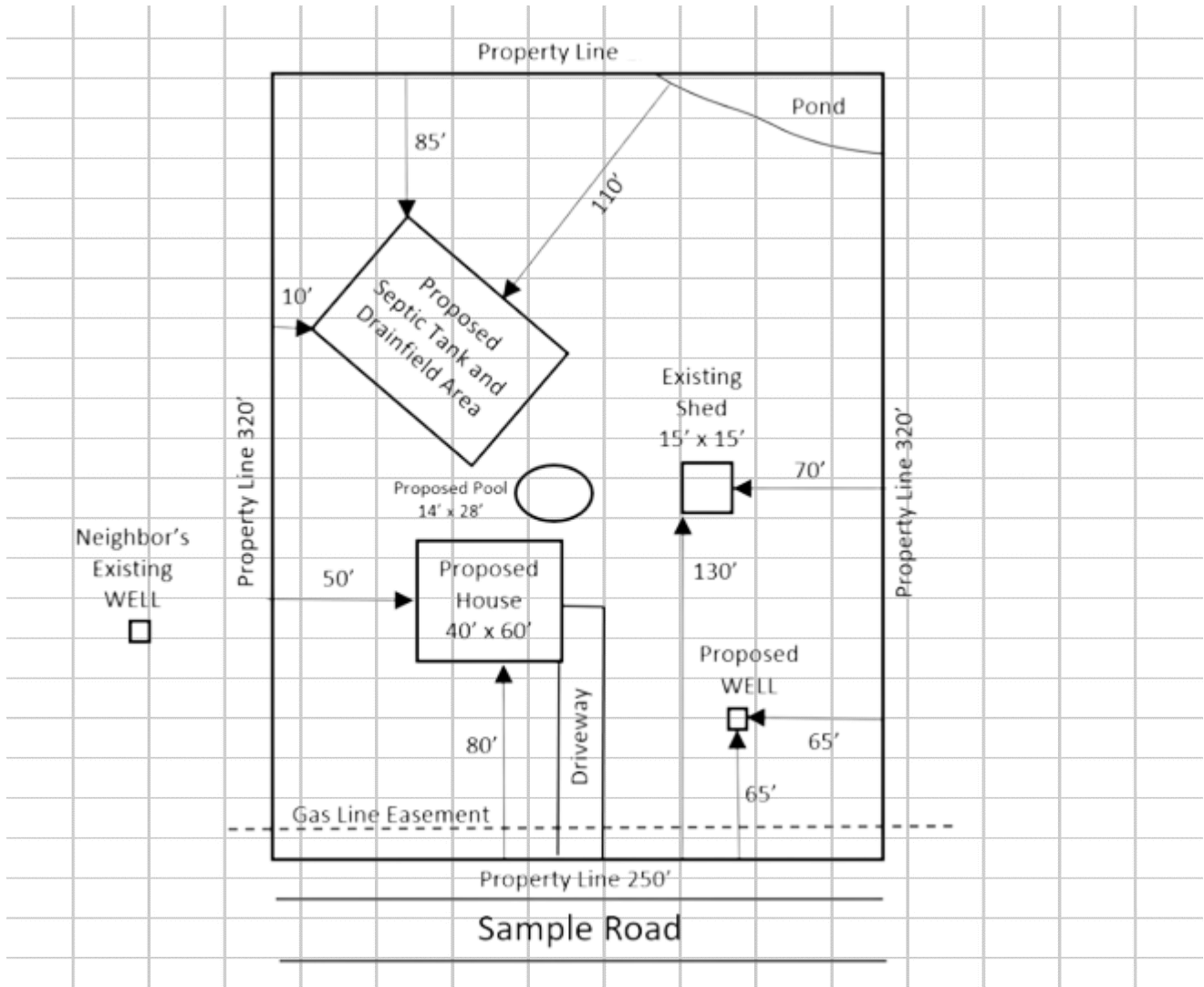
- Dimensions of lot
- Dimensions of House/Primary building site and location relative to property lines;
- Septic tank and drain field area;
- Wells, including those on adjacent properties;
- Underground utility lines, existing drainage pipes, and/or easements;
- Driveways, parking areas, or other vehicular traffic or traffic bearing structures;
- Porches, decks, pools, garages, carports, out-buildings, and other permanent structures and their dimensions, and
- Areas of grading or other soil disturbance, changes in drainage patterns, or changes in surface or topographical features on the site.

Please note that any deviations to site plan, such as grading, soil disturbances, or site alterations to topography, could negatively impact the wastewater system or lead to permit revocation.

EH OFFICE ONLY
Reviewed By: _____



EXAMPLE SITE PLAN



Does not need to be drawn to exact scale but should be legible and drawn clearly.

Sketch **must** include:

- Dimensions of lot
- Dimensions of House/Primary building site and location relative to property lines;
- Septic tank and drain field area;
- Wells, including those on adjacent properties;
- Underground utility lines, existing drainage pipes, and/or easements;
- Driveways, parking areas, or other vehicular traffic or traffic bearing structures;
- Porches, decks, pools, garages, carports, out-buildings, and other permanent structures and their dimensions, and
- Areas of grading or other soil disturbance, changes in drainage patterns, or changes in surface or topographical features on the site.

Please note that any deviations to site plan, such as grading, soil disturbances, or site alterations to topography, could negatively impact the wastewater system or lead to permit revocation.



15A NCAC 18E .0301
OWNERS' REPSONSIBILITIES

(a) The owner of a wastewater system shall:

- (1) comply with G.S. 130A, Article 11, the rules of this Subchapter, and permit conditions regarding wastewater system location, including repair area;
- (2) identify property lines and fixed reference points in the field prior to the LHD site evaluation;
- (3) make the site accessible for the site evaluation described in Rule .0501 of this Subchapter;
- (4) field stake or otherwise mark the proposed facility location and all associated appurtenances, such as vehicular traffic areas, garage, swimming pool, shed, entry ways, decks, etc.;
- (5) provide for pits with excavated steps or a ramp in the pit that allow for ingress and egress when necessary for a soil and site evaluation at the site as determined by the LHD or the Department in accordance with Rule .0501 of this Subchapter;
- (6) provide for system operation, maintenance, monitoring, and reporting, including access for system maintenance;
- (7) maintain artificial drainage systems, as applicable;
- (8) prevent encroachment on the initial wastewater system and repair area by utilities, structures, vehicular traffic areas, etc.;
- (9) provide documentation supporting an exemption from the minimum setback requirements in Rule .0601(a) of this Subchapter to the LHD, as applicable;
- (10) establish and maintain site-specific vegetation over the dispersal field and repair area; and
- (11) repair a malfunctioning system as necessary in accordance with this Subchapter.

(b) The entire initial wastewater system and repair area shall be on property owned or controlled by the wastewater system owner. An easement or encroachment agreement shall be required for the permitting of any of the following installations:

- (1) any part of the wastewater system is located in a common area with other wastewater systems;
- (2) any part of the wastewater system is located in an area with multiple or third-party ownership or control;
- (3) any part of the wastewater system is proposed to be in an off-site area; or
- (4) any part of the wastewater system and the facility are located on different lots or tracts of land and cross a property line or right-of-way.

(c) Any necessary easements, rights-of-way, or encroachment agreements shall be obtained prior to the issuance of a CA. The easement, right-of-way, or encroachment agreement shall meet the following conditions:

- (1) be appurtenant to specifically described property and run with the land;
- (2) not be affected by change of ownership or control;
- (3) remain valid for as long as the wastewater system is required for the facility that it is designed to serve;
- (4) include a description of the uses being granted and shall include ingress, egress, and regress, system installation, operation, maintenance, monitoring, and repairs and any other activity required to remain in compliance with this Subchapter, including that the easement, right-of-way, or encroachment remain free of structures, landscaping, or any other activities that would interfere with the use of the easement or encroachment for its intended purpose;
- (5) specify in a deed by metes and bounds description the area or site required for the wastewater system and repair area, including collection sewers, tanks, raw sewage lift stations, distribution devices, and dispersal fields; and
- (6) be recorded with the register of deeds in the county where the system and facility are located.