

New On-Site Wastewater Permit Questionnaire

If you are not the current owner of the property, you must have signed written consent from the owner granting you the authority to make this application on their behalf. The following information is required for all new lot evaluations. Additional information may be required.

Owner's Name: _____ Applicant's Name: _____
 Mailing Address: _____ Mailing Address: _____

 Phone Number: _____ Phone Number: _____

Type of Use: Residential Commercial Assembly Event Venue Other _____

Property Location: _____
 Tax Parcel Number: _____

Will property have access to Municipal water? Yes No; If yes please list water supplier _____

Will property utilize private well? Yes No If yes is the well existing? Yes No; If yes; please identify the well(s) location on the site plan or plat; If no; a well permit is needed

Provide the original date (month/day/year) the property was created by recorded deed description or recorded plat: _____

Any room or addition that can reasonably be expected to function as a bedroom shall be considered a bedroom for design purposes

Residential:

Number of bedrooms _____ Maximum Number of occupants _____
 Please list any information or factors that would help determine the design flow or wastewater characteristics: (examples would include but not be limited to: home medical equipment that produces wastewater, garbage grinders, garden tubs, multiple spray shower heads in a single shower, sauna or sauna showers, etc.)

Commercial:

Type of business _____ Number of employees _____
 Days/Hours of operation _____ Will structure have foundation/floor drains? Yes No

Assembly:

Number of seats _____ How many days a week will service be held? _____
 Will facility have a fellowship hall? Yes No; If yes will there be a fully equipped kitchen? Yes No
 Will kitchen have an ice machine? Yes No Will facility have a for profit daycare? Yes No
 Number of children _____ Number of employees _____ Days/Hours of operation _____



Event Venue:

Max. number of guests _____ Number of employees _____
Days/hours of operation _____ Will facility have an ice machine? Yes No
Will facility have a fully equipped kitchen? Yes No

Does the property contain any previously identified jurisdictional wetlands? Yes No

If yes, provide documentation supporting the agency's (i.e. state and/or federal) official wetland determination in accordance with Section 404 of the Clean Water Act.

Will any wastewater other than domestic sewage be generated on the property? Yes No

If yes, explain. _____

Is the site subject to approval by other local, state, or federal agencies? Yes No

(examples would include but not be limited to: building inspections, zoning compliance, etc)

If yes, explain. _____

Is the property subject to any legal agreements? Yes No

If yes, please provide a copy of each legal agreement (e.g., a plat; a deed description; the location and dimensions of the legal agreement; restrictive covenants, easements, rights-of-way, riparian buffers, etc.)

A site plan must be submitted with this documentation, you may attach a separate drawing or use the attached blank page to sketch out your site plan

By signing below, I acknowledge and understand that any information I submit to Pitt County Environmental Health is considered public information and may be released in a public records request. By signing below, I certify all information is true and correct to the best of my knowledge

Applicant's Signature

Date



Preparing your Property for Evaluation:

The following information is for your guidance and should not be submitted with your application

What is a Site Plan?

North Carolina General Statute § 130A-334 (7a) defines a "Site Plan" as a drawing not necessarily drawn to scale that shows the existing and proposed property lines with dimensions, the location of the facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters.

What is a Plat?

North Carolina General Statute § 130A-334 (13a) defines a Plat as a property survey prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters. "Plat" also means, for subdivision lots approved by the local planning authority and recorded with the county register of deeds, a copy of the recorded subdivision plat that is accompanied by a site plan that is drawn to scale.

Why is this required?

North Carolina Sewage Treatment and Disposal Rules 15A NCAC 18A .1937 (d) states that the application for an Improvement Permit shall contain at least the following information: owner's name, mailing address, and phone number, location of property, plat of property or site plan, description of existing and proposed facilities or structures, number of bedrooms, or number of persons served, or other factors required to determine wastewater system design flow or wastewater characteristics, type of water supply including the location of proposed or existing well(s), and signature of owner or owner's legal representative. The applicant shall identify property lines and fixed reference points in the field.

Is a Site Plan or a Plat better?

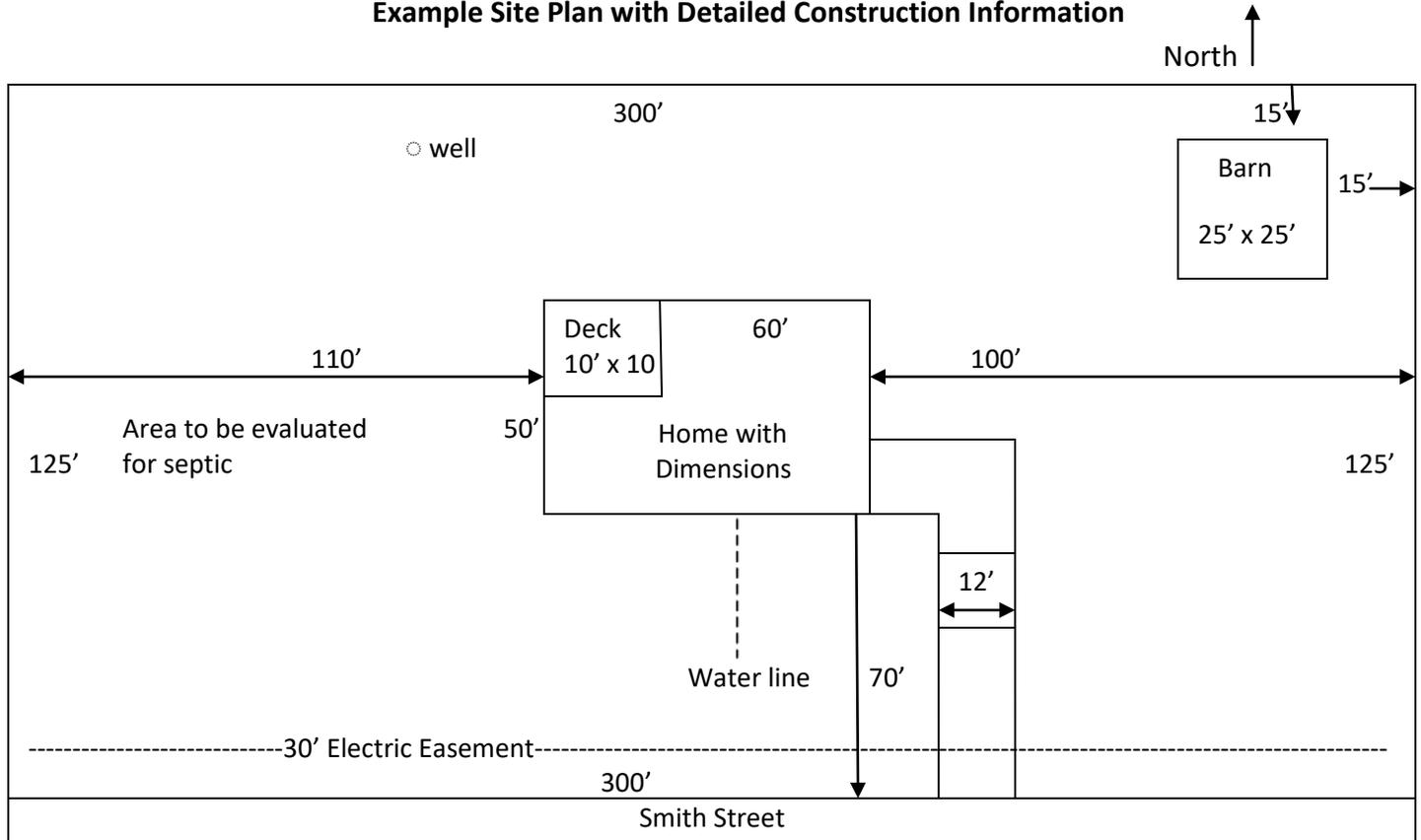
The answer to this depends on how quickly you intend to finish construction on the property. North Carolina Sewage Treatment and Disposal Rules NCAC 18A .1937(f) states: An Improvement Permit for which a plat is provided shall be valid without expiration and an Improvement Permit for which a site plan is provided shall be valid for 60 months from the date of issue as provided in G.S. 130A-335(f) and G.S. 130A-336(a). If you plan to finish construction in less than five years, then a site plan will be sufficient. However, if you are unsure about the timing of the construction it is recommended that a plat be submitted so that the Improvement Permit can be issued without expiration. Once the non-expiring Improvement Permit is issued, any changes made to the plat, as described above, shall cause the Improvement Permit to be "invalid". The applicant/property owner must re-submit a new application for an Improvement Permit (i.e. start over from the beginning).

What do I need to draw if I choose to submit a site plan?

Use the following examples to create a site plan for your lot. You can either provide a site plan with detailed building information, or a site plan using construction envelopes. If you draw a site plan using construction envelopes, be certain that the envelope is large enough to cover all buildings and appurtenances.



Example Site Plan with Detailed Construction Information



Scale: 1 inch = 50 feet

The following information must be included on the site plan drawing:

- Property Dimensions
- Water meter/water line location
- Well locations/water line location
- All easements, buffers, 404 wetlands, right of ways, etc.
- Proposed location of wastewater system

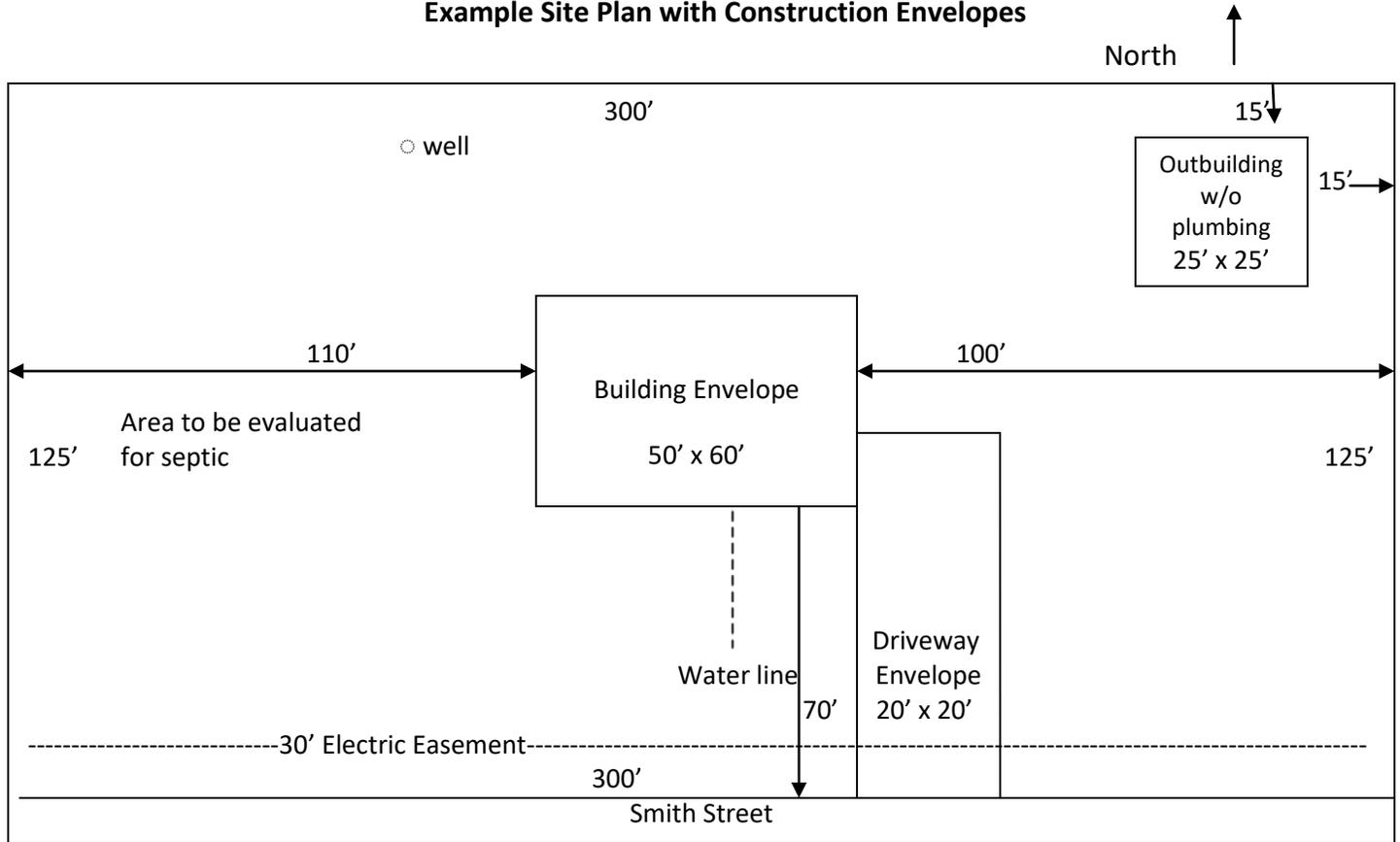
- Detailed Building Layout:
- Building(s) with dimensions
 - Distances to property lines
 - Driveway location & dimensions
 - Any future buildings
 - Any appurtenances, including, but not limited to: entryway, deck, porch, patio, stoop, walkway, garage, carport, pool, pet or animal enclosure/containment, etc.

What needs to be done in the field before the lot can be evaluated:

- Mark property corners
- Clear area of underbrush so that it is easily walkable
- Mark building corners
- Mark any easements, buffers, 404 wetlands, etc.



Example Site Plan with Construction Envelopes



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The following information must be included on the site plan drawing:

- Property Dimensions
- Water meter/water line location
- Well locations/water line location
- All easements, buffers, 404 wetlands, right of ways, etc.
- Proposed location of wastewater system

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Please Use This Space to Draw Your Site Plan

Property Owner's or Applicant Signature

Date

