

The **remodel review** assures that a proposed remodel project, whether a change in use of the property or an addition to a structure, will not harm your wastewater disposal system or drinking water source.

A **Development Application** describing the remodel project must be submitted to the Health Department before, or at the time of, building permit application. Building permit applications can be reviewed while the Health Department review is underway, but the building permit will not be released until the development application is approved for both on-site sewage disposal and drinking water supply.

When application review is complete, a statement of approval and a copy of the approved site plan will be mailed directly to you and your designer (if applicable). If more information is needed, we will mail you or your designer a review report (if applicable). To get a building permit, you must provide the approval document and site plan to your local jurisdiction that issues building permits.

Requirements

Residential Office Review:

1. On-Site Sewage Development Application
2. Operational evaluation of your septic system(s), submitted online by your O&M firm
3. Three copies of basic site plan – See *Site Plan Requirements*

Commercial Office Review:

1. On-Site Sewage Development Application
2. Commercial proposals must include justification from a licensed designer or engineer
3. Operational evaluation of your septic system(s), submitted online by your O&M firm
4. Three copies of site plan

Residential Field Review

1. On-Site Sewage Development Application
2. Operational evaluation of your septic system(s), submitted online by your O&M firm
3. Three copies of basic site plan – See *Site Plan Requirements*
4. Soil test hole to designate a reserve drainfield area
5. Site plans for relocation of septic tanks or pump tanks must be drawn by a certified installer or a licensed designer or engineer

Commercial Field Review

1. On-Site Sewage Development Application
2. Commercial proposals must include justification from a licensed designer or engineer
3. Operational evaluation of your septic system(s), submitted online by your O&M firm
4. Three copies of site plan
5. Soil test hole to designate a reserve drainfield area

Site Plan Requirements

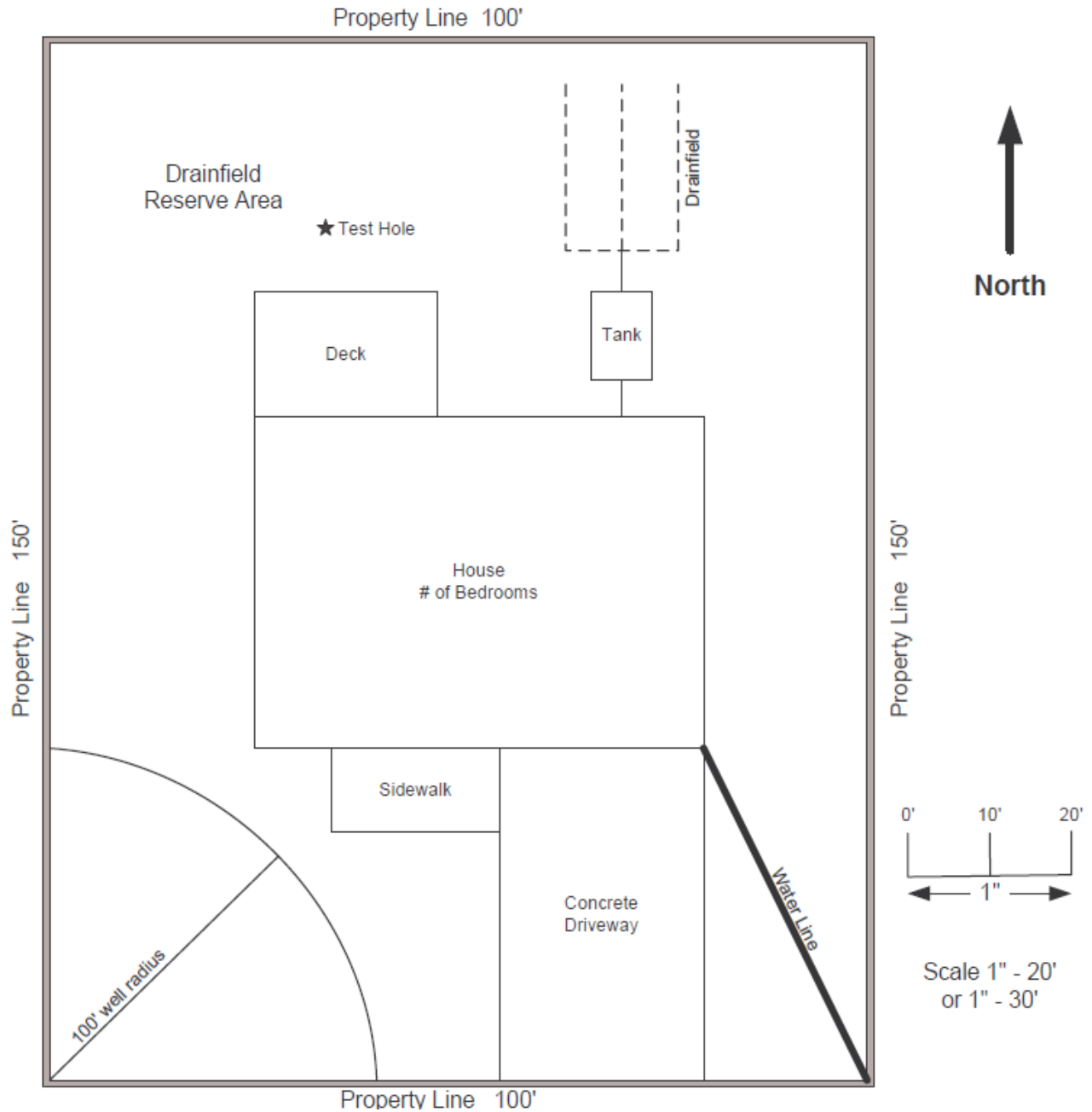
1. Draw the site plan on only one side of the paper that is at least 8 ½ x 11 inches, but no larger than 11 x 17 inches.
2. The required scale is 1 inch = 20 feet or 1 inch = 30 feet. If the drawing will not fit on the required size paper, a greater scale shall be used to depict the entire site on one page and an additional page drawn at the required scale shall be used to depict the area of the development.
3. Make sure the drawing is clear and labeling and numbering is legible.

Basic site plan shall illustrate or include the following:

1. Property owner name and phone number on each page.
2. Contractor or applicant name and phone number (if different from the property owner) on each page.
3. Site address and parcel number on each page.
4. Number of each page and total number of pages.
5. Existing and proposed property and easement lines, including line dimensions.
6. A bar scale and a north arrow on each page with scaled drawings. Each page shall have the parcel drawn in the same orientation, except the page of greater scale may vary from this requirement.
7. The named access street (both streets if the lot is on a corner).
8. Existing and proposed structures, including labels for use of each. For each residence, the number of bedrooms existing and proposed.
9. All components of the on-site sewage disposal system: septic tank, pump tank, drainfield and reserve area.
10. Locate and label soil test holes if applicable to support the development proposal on the site plan. At a minimum, provide one test hole of 2 feet wide x 3 feet deep in available area on parcel.
11. The water line(s) and any well(s) on the property or within 100 feet of the property. For each well, show a 100 foot radius.
12. Surface water on or within 100 feet of the property.
13. Driveways, parking areas, patios and decks.

A sample site plan is shown on page three of this handout.

Sample Site Plan



Property Address _____ Parcel Number _____

Owner Name _____ Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Contractor Name (if applicable) _____ Phone Number _____