



Wastewater Application Instructions

All information on the Application and Site Plan must be completed before the application is processed. **Incomplete applications and site plans will be returned to the applicant and the service will be postponed until completed.** The information requested on the application is required by state regulations and is necessary to design the wastewater system.

An Environmental Health Specialist will be available, if requested, between the hours of 8:00 am – 9:00 am to answer any questions you have regarding the application and site plan. If you are unsure of your plans, you should bring your application to the MTW District Health Department in your county for the Environmental Health Specialist to review. Applications are processed in the order they are received with payment. The property boundary corners and home should be clearly marked (flagged) and the lot sufficiently cleared in order for the Environmental Health Specialist to perform the evaluation. Insufficiently marked or cleared lots will cause a delay in processing your application and will require an additional return visit and possible fee. Our goal is to process your application in a timely manner. Providing us with a complete application and site plan will help us process your request in an appropriate manner.

If you have questions or comments regarding the application, please call one of our Environmental Health Specialists at:

Martin County

Elijah Wood – 252-793-1628

Drew Parker – 252-793-1662

Tyrrell and Washington Counties

Mitchell Patrick – 252-791-3107

To Complete this Application You Will Need:

A map of the property to be evaluated (obtained from Register of Deeds or Mapping Office at courthouse)

The 10 digit parcel number for the property (obtained from Mapping Office or Tax Office at courthouse)

A proposed site plan for the property

- You can use the attached site plan worksheet or submit your own.
- It is important that you be specific about locations of structures, driveways, wells, etc. or we can not properly evaluate your site.

Martin County

210 W. Liberty St.
Williamston, NC 27892
252.793.1619

Tyrrell County

408 Bridge St.
Columbia, NC 27925
252.793.1750

Washington County

198 Hwy. 45 North
Plymouth, NC 27962
252.793.3023

If applying for Authorization to Construct:

Please Indicate Desired System Type(s): Accepted (polystyrene, panels, etc) Alternative Conventional (rock trench)
 Innovative (pretreatment, drip) Other Any _____

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. Answer all questions.

- yes no Does the site contain any jurisdictional wetlands?
- yes no Does the site contain any existing wastewater systems?
- yes no Is any wastewater 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 also understand that all fees paid to Martin-Tyrrell-Washington District Environmental Health for services rendered are non-refundable.**

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

**Must provide documentation to support claim as owner's legal representative. See last page.

___ Mail Permit ___ Pick up Permit ___ Call before going to lot: Phone Number _____

Office Use Only Below This Line

Amount Paid: _____ Check Number: _____ Cash: _____ Credit Card: _____

Receipt Number: _____

Clerk Signature: _____ Date: _____

SITE PLAN WORKSHEET

Place a mark (X) beside each item that has been indicated on your site plan, 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.**

- _____ - The dimensions of the property.
- _____ - The proposed location of all structures (e.g.: facility, wells, water lines, outbuildings, pools). 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 of the lot that you anticipate the structure will cover.
- _____ - The site you would prefer your septic system to go in.
- _____ - The preferred driveway location.
- _____ - The proposed well location.
- _____ - A north arrow or other sufficient directional indicator.
- _____ - Any proposed structures or improvements to the property such as garages, workshops, pools, etc. **If there are none, write 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, write N/A.**
- _____ - The location of any easements or rights of way on the property. **If there are none, write N/A.**
- _____ - The location of any designated wetlands on the property. **If there are none, write N/A.**

Use This Space To Draw Your Site Plan

DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE

Applications for permits require the "signature of the owner or owner's legal representative" (15A NCAC 18A .1937). If the owner does not sign the application himself or herself, they can submit any one of the following documents to designate their legal representative:

- 1. Power of Attorney
- 2. Real Estate Contract
- 3. Estate executor
- 4. Bankruptcy trustee
- 5. Court ordered guardianship

In the absence of the above documentation, the property owner may provide the local health department with documentation that designates a legal representative. A property owner may:

- 1. Complete this form to document his or her legal representative, or
- 2. Provide his or her own form that contains the information in this form.

If there are multiple property owners, then all property owners must sign the form that designates a legal representative.

By signing a form that designates a legal representative for purposes of 15A NCAC 18A .1937, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the local health department.

I, _____, am the legal owner(s) of the property located at _____, identified as PIN (Parcel Identification Number) _____, located in _____ County, North Carolina.

I do hereby authorize (print legal representative/company name) _____, _____, to act as an agent on my behalf in applying for/signing/obtaining any of the documents described below.

- Application for Improvement Permit (IP) / Authorization to Construct (AC)
- Improvement Permit (IP) / Authorization to Construct (AC)
- Application for soil-site evaluation (new/repair)
- Application/permit for private drinking water well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the _____ County Department of Public Health, Environmental Health Division.

Signature of Owner(s)

Date

Signature of Witness

Date

Preparing Your Property for Evaluation

For New System Evaluations:

- Property must be cleared (mowed, bush-hogged, etc.) to permit easy access. This may require mowing tall weeds in a field, cutting bushes, or delimiting trees in a wooded area. If wooded lots are cleared, it is very important not to disturb existing soil or reshape lots in any way. Clearing with heavy equipment should only be done in dry conditions. Disturbance of soil may cause sites to be unsuitable for a septic system or may require a more expensive septic system. A permit that is issued could be revoked due to site disturbance or construction in the area permitted for the septic system or repair area.
- Property corners must be flagged with provided yellow flags.
- Property must be identified by a marker on the road frontage.
- Any designated wetlands must be identified prior to this evaluation. You are advised to check with the Army Corps of Engineers at (252) 975-3025 and CAMA at (252) 946-6481

For Existing System Evaluations:

- A portion of the tank must be uncovered. (minimum 12 inches by 12 inches)
- A yellow flag must be placed at the septic tank and another yellow flag at the driveway or road frontage to aid in locating the site.

For Repair Evaluations:

- Place a yellow flag at the septic tank and another at the driveway.

Once you have properly prepared the site for evaluation:

- Contact Environmental Health at (252) 791-3107 Washington County
(252) 793-1619 Martin County
(252) 793-1760 Tyrrell County

Failure to prepare property may result in a delayed evaluation.

Please note:

The septic system and any other improvements or conditions shall be installed and maintained as indicated on the permit issued. A permit shall in no way be taken as a guarantee or implied warranty that the septic system will function for any given period of time or that representatives of the Health Department assume any liability for related damages, consequential or direct, which are caused, or which may be caused by a malfunctioning of such system.

Example Site Plan

This is an example site plan to guide you in drawing your site plan.
Please refer to the Site Plan Worksheet item list.

