

Union County Environmental Health
500 N. Main Street
Suite 36
Monroe, NC 28112

A Division of the Union County Health Department
Phone: (704) 283-3553 Fax: (704) 283-3825

Instructions for Completing Application for Site Evaluation / Improvement Permit for On-Site Wastewater System

The Application for the Site Evaluation / Improvement Permit shall be completed for each parcel that is to be developed using an on-site wastewater system. All information is necessary for records and for determining the suitability of the site for wastewater disposal. It is critical that the information provided is truthful and accurate.

The site evaluation is performed based on the information contained in this application. Any change to the site or soil conditions, the property lines, the proposed use, the proposed design waste flow or characteristics shall be cause to revoke the improvement permit.

Failure to provide all necessary information may delay the completion of the site evaluation and improvement permit.

Appropriate fee is required at time of application.

1-1.99 acres	\$250.00
2-4.99 acres	\$300.00
5+ acres	\$350.00
*Extra Visit	\$75.00 (see below)

Incomplete applications will be returned to the applicant for completion

1. Provide the name, mailing address, and phone numbers for the current property owner.
2. Provide the name, mailing address, and phone numbers for the applicant if it is different from the current property owner.
3. Provide the tax code number for the property.
4. Provide the name of the street or road where the property is located.
5. If the property is in a subdivision, provide the name of the subdivision as well as the phase and specific lot number.
6. Provide directions to the property from Monroe and place a sign on the property to help the environmental health specialist to locate your lot.
7. Indicate if the lot is to be served by public water or an individual well. If an individual well is to be used, a separate application will need to be submitted prior to the issuance of the Construction Authorization / septic permit.
8. Indicate if the property is within the watersheds for any of the designated reservoirs such as Lake Lee, Lake Twitty, Lake Monroe, etc...
9. Indicate the proposed use of the property. If it is to be for residential use, include the number of bedrooms.
10. Indicate if the residence will have a garbage grinder, dishwasher, or washing machine.
11. Indicate if there will be any wastewater generated other than domestic sewage.
12. Read all of the Terms and Conditions.
13. The application must be signed by the property owner or the owner's legal representative.
14. Attach fee. Application shall not be accepted or processed without fee.
15. *Attach a plat or site plan (no larger than 8½" X 14") of the property that includes the existing and proposed property lines with dimensions, the specific location of the proposed facility, and appurtenances, the preferred site for the proposed wastewater system, and the location of any existing water supplies, water lines, and surface waters such as streams, ponds, or lakes.*

Note:

The applicant is responsible for identifying and marking the property lines and corners as well as the building location.

Unmarked sites will not be evaluated! * Extra visit fee will apply if property is not properly marked.

The applicant is responsible for making the site accessible.

It is the responsibility of the property owner or applicant to obtain proper zoning approval to insure that the property can be used in the manner proposed. Permits shall not be issued by Environmental Health until zoning is approved. You may want to verify zoning prior to submitting application and paying fee.

Contact Environmental Health Division to confirm that the site has been marked and is ready for the site evaluation.

Once Site Evaluation has been completed, a new site plan showing Environmental Health flags and house site must be submitted prior to issuing of Construction Authorization. **A fee of \$150.00 will be due at pick up of permit.**