



WELL & SEWAGE DISPOSAL SETBACK COMPLIANCE
EVALUATION APPLICATION
FEE \$100.00

OFFICE USE ONLY
Receipt # _____
Initials _____ / _____
Date Rec'd: _____
Ck# _____ Cash _____ CC _____
Amt. Rec'd _____
Cityview

WE DO NOT ACCEPT ANY MONEY TRANSACTIONS AFTER 4:00 P.M. DAILY. THIS INCLUDES APPLICATIONS FOR PERMITS, WATER SAMPLES, AND ANY PAYMENT VIA CASH, CHECK OR MONEY ORDER.

SETBACK PERMITS ARE VALID FOR 6 MONTHS FROM DATE OF ISSUE

This evaluation will not determine compliance with the building inspections department and the building code, or a planning or zoning setback distances or land use requirements of the planning jurisdiction in which the property is located.

Site Plan Example Is Located On The Back Of This Form

Owner of Property _____

Address _____

City _____ State _____ Zip Code _____

Home Phone (_____) _____ Work Phone (_____) _____

Email Address _____

Applicant's Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone (_____) _____ Work Phone (_____) _____

Email Address _____

Property Address _____

Subdivision or Mobile Home Park Name and Lot Number, if Applicable _____

Directions to Property From This Office _____

Parcel Number _____

For Residence: Existing Number of Bedrooms _____ Proposed Number of Bedrooms _____

Water Supply: Community Well Private Well Public Water

Proposed additions to property (including dimensions) _____

List all new plumbing fixtures to be installed as part of the project: _____

If setback is for Mobile Home will a deck/porch be added? YES _____ NO _____ If yes, list dimensions _____

Please Complete Information Requested Below

Original Permit Issued To _____

Septic Tank Contractor _____

Date Sewage System Was Installed _____ Size of System _____ Type of System _____

Signature _____ Date _____

(Owner or Legal Representative)

Property owner's or owner's legal representative** signature (Required) **Must provide documentation to support claim as owner's legal representative

Office Use Only: Permit found Yes _____ No _____ If no, list names researched _____

SETBACK SITE EVALUATION INSTRUCTION SHEET

1. Submit a completed application, accompanied by an acceptable site plan of your property and the appropriate fee. Upon submission of a completed application, the applicant will be contacted by an Environmental Health Specialist to be given an appointment. Prior to the appointment, the applicant is responsible for providing reasonable access to the area that includes the septic and house sites and for identifying the property boundaries and proposed structure, or swimming pool, storage building, etc., locations. **The Environmental Health Specialist cannot conduct the site evaluation and will cancel the appointment upon arrival at the property if the above requirements are not met. If the property is not properly prepared prior to the appointment, call 542-8208 to cancel and reschedule.**
2. Use flags or ribbons to identify the location of the septic area and the proposed improvement site.
 - ◆ **Minimum setback requirements for improvements:**
 - 25 feet from wells
 - 5 feet from septic system (15 feet if improvement is a swimming pool)
 - 10 feet from water line
 - Additional setback distances may apply, depending on location of property.

SITE PLAN WORKSHEET

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 site plan needs to include the following:

- The dimensions of the property.
- The location of all existing and proposed structures (e.g.: facility, wells, water lines, outbuildings, workshops, garages, pools) and the driveway location. Show the distances from the proposed improvement to any existing septic tank systems and wells. Indicate 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.
- A north arrow or other sufficient directional indicator.
- The location of any easements or rights of way on the property.
- The location of any designated wetlands on the property.

EXAMPLE OF A PROPERLY PREPARED SITE PLAN:

