

IMPORTANT

Detach this page of instructions and keep for your records.

Be sure your site is properly prepared and your application is complete before submittal

The owner/agent is responsible for completion of the following application requirements:

Your application must be complete

If you do not know ALL the information, do not submit the application until you can complete it. (We will be glad to help with any questions) The current **owner(s)'s name is required**, as listed on the deed, along with the owner's address and phone number. Prospective buyers may put their name and address in the agent blank below the owner's name. Incomplete applications cannot be processed and a new application will be required, with associated fees, after 90 days from the date our (VDH) first site visit.

Property Tax Map and Parcel Number

The Property Tax Map and Parcel Number for the property to be evaluated is required on the application. These two items can be obtained from the Real Estate Office at your County/City Government Center by telephone or in person.

The site sketch must be fully completed

The owner/applicant is responsible for showing general dimensions of the property, proposed and/or existing structures and driveways, underground utilities, adjacent drainfield sites and water supplies, bodies of water (creeks, ponds) and drainage ways within 200' radius of the proposed well and drainfield site. If these items are not addressed and identified, then your application will be considered incomplete.

Site Preparation and Minimum Requirements for a site & soil evaluation

Land must be sufficiently cleared

The land must be cleared enough to determine the surface (contour) of the ground and easily visible prior to the scheduled site evaluation. Cropland (hay/corn) shall be mowed/harvested before the scheduled site visit. Overgrown, brushy and/or densely wooded property shall be adequately cleared. Property that is not properly prepared for a site visit/soil evaluation may not be processed and may be considered incomplete. You may be notified if additional clearing is required after our site visit in order for us to make a determination of suitability.

Backhoe and Location of ALL Public and Private Underground Utilities Required

Owner/applicant must provide a backhoe to dig test pits and is responsible for all associated costs and making arrangements for the site visit. Details should be discussed when you contact the Environmental Health Specialist (EHS) for an appointment. This policy may not apply to previously approved sites with sufficient soil documentation, Authorized Onsite Soils Evaluator (AOSE) private consultant evaluations or repair situations. A waiver may be considered for low-income eligibility. The owner/applicant or the backhoe contractor is responsible for locating ALL underground utilities in the area of the site(s) to be evaluated which may include contacting **Miss Utility at 1-800-552-7001.**

Property boundaries clearly marked or surveyed

The property boundaries are to be clearly marked and/or identified by survey.

Proposed house site staked

The proposed house location needs to be located/identified by stakes at the corners.

New Application, (with fees), after 90-days

There is a **90-day time limit, starting from the date we make the first site visit to your property**. Sometimes you are requested to supply additional information to the local health department, or take further action. If the additional information or further action requested is not completed, **your application will be considered incomplete.** You will receive a "notice of application status" stating why your application can not be processed and what information is necessary for completion. This **90-day time limit for completion includes** time expended toward such things as waiting for a backhoe, survey, clearing the land, legal easement, engineered plans, completing application requirements, etc. **After 90 days, you will be required to re-submit a new application package and associated fees.**

Please contact the Local Health Department's Environmental Health Specialist between the hours of 8 to 9 am or 4 to 4:30 pm, weekdays for any further assistance.

CENTRAL SHENANDOAH HEALTH DISTRICT

Augusta-Staunton-Waynesboro 332-7830, Bath 839-7246, Highland 468-2270,
Rockingham-Harrisonburg 574-5200, Rockbridge-Lexington-Buena Vista 463-3185

PLEASE READ CAREFULLY, SIGN AND SUBMIT WITH SEWAGE DISPOSAL/PRIVATE WELL APPLICATION

To receive a sewage disposal and/or well permit or certification letter, please complete the following before returning to the local health department with your payment fee: (1) **application**, (2) **site sketch** (See requirements listed on bottom of application) and this (3) **information page**. The **owner's name** on the application should match the name **currently on the deed**. The prospective buyer or agent's name should be identified on the agent line. The **fee payment check should be made out to the local health department** where it's being submitted with the social security number of the person paying on the check. The **completed application, site sketch of the property, information page and payment check** may be returned to the receptionist's window or by mail.

FEES EFFECTIVE JULY 1, 2008

Certification Letter	\$300	(Augusta County \$420)
Sewage Permit Application	\$355	(Augusta County \$475)
Sewage Permit & Well	\$560	(Augusta County \$680)
Well Permit	\$205	
AOSE Sewage Permit or Cert Letter	\$200	(Augusta County \$320)
AOSE Sewage & Well Permit	\$405	(Augusta County \$525)

Note: We will NOT charge well fees on Certification Letters

Sewage Permit Or Cert Letter >1000 GPD	\$1075	(Augusta County \$1195)
Sewage & Well Permit > 1000 GPD	\$1280	(Augusta County \$1400)

IN ACCORDANCE WITH § 32.1-164.1:1 OF THE CODE OF VIRGINIA, OWNERS ARE ADVISED TO APPLY FOR SEWAGE DISPOSAL CONSTRUCTION PERMIT ONLY WHEN READY TO BEGIN CONSTRUCTION.

Certification Letters can be issued when owner is not ready to build within 18 months. There is **no expiration time limit** and they **are transferable** with the title to the property. However, the certification letters **must be notarized and have the drainfield(s) located by surveyed plat prior to issuance.**

Construction Permits have an **expiration time limit** of 18 months and are **not transferable.**

APPLICATION STATUS:

Check one: ---- I intend to build within the next 18 months and am applying for a construction permit.
---- I do not intend to build within the next 18 months and am applying for a certification letter.

Check one: ---- This application is for my principal place of residence.
---- This application is not for my principal place of residence.

Mail or return with payment to: Augusta-Staunton Health Dept., Env. Health Office
1426 N. Augusta St., Staunton, Va. 24401

Before your appointment date you must complete the following steps:

- Mark property lines and/or proposed property; lines clearly with either flagging, stakes and/or cut lines.
- Mark the house site clearly with either flagging or stakes.
- Clear the property enough that the topography and contour of the land can be determined.

NOTE: THE ENVIRONMENTAL HEALTH SPECIALIST CANNOT CONDUCT AN EVALUATION IF YOU FAIL TO COMPLETE THE ABOVE STEPS. NO EXCEPTIONS.

APPOINTMENT: After the application has been submitted and the above steps completed, **call the Environmental Health Specialist (EHS) at the local health department.** (8 - 9 AM and 4 - 4:30 PM, Weekdays)

After all site work has been completed, a construction permit or certification letter will be issued if acceptable site is found. **(Note: There are additional local ordinance requirements for a "non-conventional" system permit, if located in Augusta County.)** If the application must be denied or if additional information and time is required, you will be notified.

Print owner/agent name

Signature

Date

Site Plan

Site Plan (rough sketch or copy of plat with items drawn in) needs to show the following: dimensions of property, proposed and/or existing structures and driveways, underground utilities, adjacent soil absorption systems, bodies of water, drainage ways, and wells, cisterns and springs within 200 feet radius of the center of the proposed building or drainfield. Distances may be paced or estimated.

OWNER'S NAME: _____

TAX MAP #: _____