

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 you 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 may result in denial of the application. If denied, it is acceptable to re-apply within 90 days without paying a second state fee. After 90 days, a new application fee will be required.

Property Tax Map and Parcel Number

The Property Tax Map and Parcel Number for the property to be evaluated is required on the application. This information can be obtained from the Real Estate Office at your County/City Government Center.

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 a 200' radius of the proposed well and drainfield site. If these items are not addressed and identified, then your application will be considered incomplete and may be denied.

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 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 result in a denial of the application. 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 or private sector Onsite Soil Evaluator (OSE) evaluations. 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. **For almost all applications you will be asked to provide a survey showing the approved drainfield area(s) prior to issuance of the certification letter/permit.**

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

If your application is denied for any reason (including the need to have backhoe pits dug, a survey produced, land cleared, easements obtained, formal plans produced, etc.) it is acceptable to re-apply within 90 days of receipt of the denial without paying a second state fee. After 90 days, a new application fee will be required. When denied for any reason re-application without a state fee may include any change up to and including a new site. Please be certain that the re-application documents are complete and follow all applicable regulations and policies to avoid another denial.

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.

HAVE YOU CONSIDERED USING THE PRIVATE SECTOR?

Before you submit an application that requires soil evaluation or septic system design work, please consider the following.

- **You will be required to use a private sector designer if you have:**
 - A non-residential sewage system.
 - A system that will use over 1,000 gallons per day.
 - An alternative system (property has marginal soil, or limited land area).
 - A septic system design that requires a professional engineer.

- **Private sector designers can also:**
 - Design a wider range of septic systems.
 - Specify name-brand products.
 - Help you find an installer or system operator.
 - Help with other needs, such as shrink-swell soil analysis.
 - Help guide you through the application process.

- **VDH needs less time to process an application with private sector work, so you can get a response faster.**

**For help finding a private sector designer visit:
www.vdh.virginia.gov/environmentalhealth/onsite/serviceproviders**

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 #: _____

Commonwealth of Virginia

Application for: Sewage System Water Supply

VDH Use only
Health Department ID# _____
Due Date _____

Owner _____
Mailing Address _____

Agent _____
Mailing Address _____

Site Address _____

Phone _____
Phone _____
Fax _____
Phone _____
Phone _____
Fax _____
Email _____

Directions to Property: _____
Subdivision _____ Section _____ Block _____ Lot _____
Tax Map _____ Other Property Identification _____ Dimension/Acreage of Property _____

Sewage System

Type of Approval: Applicants for new construction are advised to apply for a certification letter to determine if land is suitable for a sewage system and to apply for a construction permit (valid for 18 months) **only when ready to build.**

Certification Letter Construction Permit Voluntary Upgrade Repair Permit

Proposed Use:

Single Family Home (Number of Bedrooms ____) Multi-Family Dwelling (Total Number of Bedrooms ____)
Other (describe) _____

Basement? Yes No Walk-out Basement? Yes No Fixtures in Basement Yes No

Conditional permit desired? Yes No If yes, which conditions do you want?

Reduced water flow Limited Occupancy Intermittent or seasonal use Temporary use not to exceed 1 year

Do you wish to apply for a betterment loan eligibility letter? Yes No *There is a \$50 fee for determination of eligibility.

Water Supply

Will the water supply be Public or Private? Is the water supply Existing or Proposed?

If proposed, is this a replacement well? Yes No If yes, will the old well be abandoned? Yes No

Will any buildings within 50' of the proposed well be termite treated? Yes No

All Applicants

Is this a private sector OSE/PE application? Yes No If yes, is the OSE/PE package attached? Yes No

Is this property indeed to serve as your (owners) principal place of residence? Yes No

In order for VDH to process your application for a sewage system you must attached a plat of the property and a site sketch. For water supplies, a plat of the property is recommended and a site sketch is required. The site sketch should show your property lines, actual and/or proposed buildings and the desired location of your well and/or sewage system. When the site evaluation is conducted the property lines, building location and the proposed well and sewage sites must be clearly marked and the property sufficiently visible to see the topography.

I give permission to the Virginia Department of Health to enter onto the property described during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs certified by a private sector Onsite Soil Evaluator or Professional Engineer as necessary until the sewage disposal system and/or private water supply has been constructed and approved.

Signature of Owner/ Agent Date