

Commonwealth of Virginia

Application for: Sewage System Water Supply

VDH Use Only	
HD ID# _____	Due Date: _____
Received by & date: _____	Amount Pd:\$ _____

Owner _____ Phone _____
Mailing Address _____ Phone _____
_____ Fax _____
Agent _____ Phone _____
Mailing Address _____ Phone _____
_____ Fax _____
Site Address _____
_____ Email _____

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

Sewage System (New Construction)

Construction permits are valid for 18-months. Owners are advised to apply for a construction permit if they intend to build within 18 months of completing this application. Certification letters do not expire, may be recorded in the land records, and transfer with a property sale. For which are you applying? Certification Letter Construction Permit

Sewage System (Existing Construction)

Check all that apply: Repair Modification Expansion Replacement Upgrade

Do you wish to apply for a betterment loan? _____ If yes, there is a \$50.00 fee for a betterment loan determination and you must complete the application addendum for betterment loans.

Sewage System (New or Existing Construction)

Single Family Home (**Number of Bedrooms** ___) Multi-Family Dwelling (**Total Number of Bedrooms** ___)

Other (describe) _____

Basement? Yes/No (circle one). Walk-out Basement? Yes/No (circle one) Fixtures in Basement? Yes/No (circle one).

Conditional permit desired? Yes/No (circle one). If yes, which conditions do you want?

Reduced water flow Limited occupancy Intermittent of seasonal use Seasonal or temporary use not to exceed 1 year

Water Supply

Will the water supply be Public or Private (circle one). Is the water supply Existing or Proposed (circle one).

If proposed, is this a replacement well? Yes/No (circle one). Will the old well be abandoned? Yes/No (circle one).

Will any buildings within 50' of the proposed well be termite treated? Yes /No (circle one).

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

Note: For sewage systems, a plat of the property is required and a site sketch is always expected. For water supplies, a plat of the property is not required and a site sketch is always expected. The site sketch should show your property lines, actual and/or proposed buildings and the desired location of your well and/or sewage system. Your property lines, building location and the proposed well and sewage system sites must be clearly marked and sufficiently visible to see the topography.

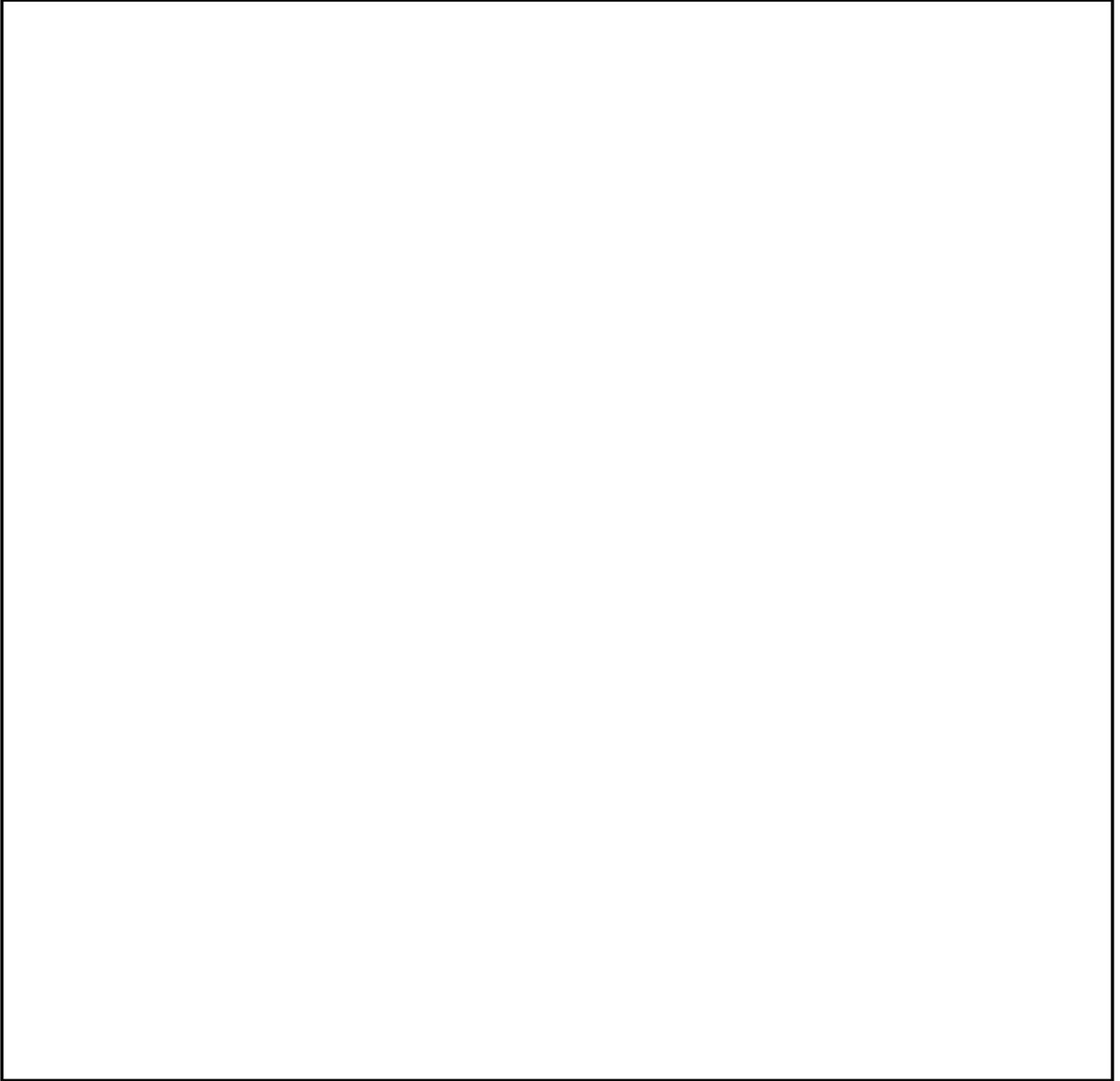
I give permission to the Virginia Department of Health to enter onto the property during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs until an operation permit is approved.

Signature of Owner/Agent

Date

SKETCH OF PROPERTY

THIS DOES NOT HAVE TO BE AN ELABORATE DRAWING, BUT PLEASE INCLUDE THE FOLLOWING:
LAYOUT OF PROPERTY, DIMENSIONS OF PROPERTY, HOUSE SITE, DRIVEWAY, PROPOSED SITE FOR
SEPTIC AND/OR WELL, ANY OTHER BUILDINGS, BARNS, POOLS, ETC.

A large, empty rectangular box with a black border, intended for a hand-drawn sketch of property details. The box is currently blank.

This form contains personal information subject to disclosure under the Freedom of Information Act.

INSTRUCTIONS FOR WELL & SEPTIC APPLICANTS

Our goal at the Health Department is to process your application as quickly as possible. Sometimes we take longer to process applications because of our workload, the weather, or need for a backhoe to evaluate the soil. These delays are unavoidable. At other times we are delayed because applicants have not provided us with the information we need to process applications quickly. **We cannot accept incomplete applications.** In order for us to do our job properly, applicants need to provide us with the following:

- A) A complete application, including an accurate site sketch and survey of property
- B) Clear directions to the property
- C) The property corners and house site must be staked on the property
- D) A copy of a zoning verification letter if required by the county or city.

This checklist is provided to assist you with our application process. All items listed *must be completed by the applicant* before the application will be accepted by the Health Department. If you have questions or need assistance with the application, one of our Environmental Health Staff will be happy to help you.

- A) The application:
 - _____ has all items properly filled out
 - _____ has a telephone number where I can be reached during the day
 - _____ has clear written directions to the property
 - _____ is signed and dated
 - _____ is accompanied by the proper fee
 - _____ has a copy of a survey of the property (signed/certified by surveyor) attached
- B) The site sketch clearly and accurately shows:
 - _____ the shape of the property
 - _____ the length of each property line
 - _____ the shape and location of the house (including decks and porches)
 - _____ the proposed location of the driveway
 - _____ the proposed or existing location of any utilities
 - _____ any legal easements located on the property
 - _____ the location of wells, springs, and buried fuel tanks within 200 feet of the property
 - _____ the location of any other structures I plan to build in the future (e.g. barn, garage, swimming pool)
 - _____ where I would like my septic system and/or well to be located (if there is a preference)
- C) The building site for which the application is made:
 - _____ has the property lines clearly and accurately marked
 - _____ has the house site clearly and accurately marked
 - _____ has the brush removed from the potential drainfield site
 - _____ is easily identified from the road
 - _____ has any underground utilities marked

NOTE: the attached pages have a sample site sketch and some hints that may be useful in marking your property and completing your site sketch.

I understand that the Health Department cannot accept incomplete applications and that if the property corners are not clearly marked, the house site properly staked, and the brush cleared from the proposed drainfield site my application will be denied until I have taken corrective actions. I understand that I have ninety days to correct any deficiencies and submit a new application. Failure to do so within the prescribed time frame will require that I submit a new application *with the associated fees.*

I am the current owner (name is on the deed) of the property and intend to begin construction within 18 months.

Applicants Signature _____ Date _____

I, the undersigned, am interested in purchasing the property provided there is a suitable drainfield site.

Applicants Signature _____ Date _____

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