

CHICKAHOMINY HEALTH DISTRICT (Charles City, Goochland, Hanover, New Kent Counties)

REQUEST FOR WELL, SEPTIC AND/OR DRAINFIELD INFORMATION

PLEASE NOTE: We will make every effort to locate the requested information; however, septic permits were not mandatory until about 1986 and well permits were not mandatory until 1988. Therefore any septic system installed before 1986 and any well installed before 1988 may not have a permit on file.

Information Needed: _____

Requestor's Name: _____

Requestor's Mailing Address: _____

Requestor's Phone # _____ **Fax #** _____

Property Information

Address: _____

GPIN#: _____ **Tax Map #:** _____

Subdivision: _____ **Section** _____ **Block** _____ **Lot** _____

Other Property Identification/Information: _____

Approximate age of house and/or year built: _____

Original Owner's and/or Builder's Name(s) if built before 1975:

REQUESTS FOR INFORMATION WILL BE PROCESSED IN 3-5 BUSINESS DAYS AFTER A COMPLETE REQUEST FORM HAS BEEN SUBMITTED.

**Virginia Code § 2.1-340.1, the Freedom of Information Act in the Chickahominy Health District was implemented August 15, 2003. Therefore customers that receive public records will be charged for research time, copying and mailing, when applicable. These fees will be communicated in advanced and fees must be paid prior to release of records. Customers will be given one (1) free copy of his/her well and/or septic file.*

OFFICE USE ONLY

Date Received: _____ **Date Processed:** _____ **Initials:** _____

Information Provided: _____

No Records Found: _____ **Date Mailed:** _____ **Date Faxed:** _____

	GPIN files	Notes:
	Old GPIN	
	Tax map	
	Owner/Builder name	
	Subdivision Files	