



FILE REVIEW INSTRUCTIONS

1. Complete Application Information:

- Name, address & telephone number of applicant and owner (include site address if different)
- Water supply on property
- Tax Lot Number
- Subdivision Name - Lot and Block Number (if applicable)
- Check File Review box in the Existing System Evaluation section

2. Complete and Sign Authorization of Representative Form (if applicable)

3. Attachments Required:

- Tax Lot Map (provided by Environmental Health)
- Site Development Map identifying the following and drawn to scale:
 - All property lines and easements
 - Arrow indicating North
 - All existing structures (i.e., homes, outbuilding locations, roads, driveway, etc.)
 - All wells or springs within 200 feet of property lines (include neighboring properties)
 - Existing septic system location, showing all components of the system
 - All temporary and permanent water runoff areas identified (i.e., ponds, ditches, streams, swales, etc.)

Note: Include all distances, setbacks, and lengths of drainlines.
For setback requirements see Table 1, Minimum Separation Distance