

UNION COUNTY DEPARTMENT OF HUMAN SERVICES

P.O. BOX 489
MONROE, NORTH CAROLINA 28111

Environmental Health
500 North Main Street, Suite 47
Monroe, NC 28112
Telephone (704) 283-3553
Fax (704) 283-3825



Richard W. Matens, M.Div.
Executive Director

Phillip Tarte, MHA
Division Director of Public Health

Instructions for Completing Site Evaluation/Improvement Permit Applications for On-Site Wastewater Disposal Systems

Application Fees:

Up to 1.99 acres: \$300.00

2.0-4.99 acres: \$360.00

5.0+ acres: \$420.00

Additional Site Visits: \$75.00

Please fill-out the application completely. **Incomplete applications will NOT be accepted.** The site evaluation is performed based on the information contained in this application. **Any changes to the site or soil conditions, property lines, proposed use, proposed design waste flow or characteristics are cause to revoke the improvement permit.** It is critical that all the information provided on the application be truthful and accurate. Failure to provide all necessary information may delay the completion of the site evaluation and improvement permit.

Yes No (Information included)

- 1. Provide property owner and applicant name, address, phone and e-mail contact information.
- 2. Provide tax code/identification number.
- 3. Provide required property information including road name, subdivision name, and phase/section and lot number (if applicable).
- 4. Provide development information (residential, expansion or non-residential/commercial).
- 5. Provide development type information.
- 6. Provide residential or commercial specification information (include type of facility and usage).
- 7. Provide water supply information.
- 8. Read and complete Terms and Conditions section and sign application. **Application must be signed by property owner or the owner's legal representative.**
- 9. Include required fee (see above).
- 10. **Attach survey plat or site plan of the property.** This plat or site plan **MUST include: property lines with dimensions, the location of the proposed residence, addition/expansion to existing structure or commercial facility, any appurtenances (for example: detached garage, driveway, storage building(s), barn, swimming pool, pond, special landscaping features), preferred site for wastewater disposal system and the location of any burial sites, underground storage tanks, existing water supplies, water lines, and surface waters such as streams, ponds or lakes.**

*****Plat maps may be obtained from the Union County Register of Deeds office. This office is located on the 2nd floor of the Union County Government Center in suite 239. The phone number is 704-283-3727.**

NOTE:

*The applicant is responsible for identifying and marking sites as instructed above. **Unmarked or incompletely marked sites will not be evaluated!** Additional site visit fees will apply if property is not marked.

*Once the site evaluation has been completed, a new site plan showing the identified (flagged) drain field area(s) and specific building and site locations and conditions must be submitted prior to the issuance of the Construction Authorization permit. There is a \$180.00 fee for the Construction Authorization permit.

IP Example Site Plan

