



Environmental Health

127 W. Webster St.

Whiteville, NC 28472

Telephone

910-640-6617

Fax

910-641-0766

Check List for Septic Permit

Columbus County Permit Application Form

Please complete **ALL** Items Including the following on the Application Form:

- Owner/ Agent Information, signed owners statement form attached
- Copy of 911 Addressing from Addressing Specialist (**Tracy Simmons, 910-640-1396**)
- Zoning approval (**Bridgett Spann, 910-640-6608** or **bridgett.spann@columbusco.org**)
- Building Inspections (**Marsha Funderburk, 910-640-6619**) Initials:_____ Date:_____
- Site Plan Drawing with dimensions of property (See sample attached)
- \$200 Application Fee** for New Site Evaluation or Expansion of Existing System
- \$75 Fee** for Septic Construction Authorization (**If lot passes**)
- Copy of deed for septic system repair applications (**REPAIRS ONLY**) (may be obtained from Register of Deeds)
- Letter from municipality or County water department (**Amanda Davis, 910-642-2828** or **adavis@columbusco.org**)

Please verify **ALL** the above information for accuracy prior to seeing administrative assistant, please bring **ALL** the above information and submit as part of the application.

Owner/ Agent Signature

Date

County Official Signature

Date



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ACKNOWLEDGEMENT OF LOT PREPARATION REQUIREMENTS

Soil/ Site Evaluation

To conduct a thorough soil evaluation a REHS must be able to:

- Utilize a transit to access topography
- Pull measurements to accurately design proposed system
- Collect soil samples to evaluate soil profiles
- Navigate property without difficulty
- To access area for initial and repair area

Lot and site **must be** prepared properly **BEFORE** site evaluation to allow for proper evaluation. All of the following conditions must be met before site/soil evaluation is conducted.

- Property must be cleared to allow for the **above listed duties** to be efficiently done.
- Property corners must be marked.
- Proposed corners of the structure/building must be marked.
- If property is not **completely** cleared, several areas may need to be cleared to access additional soil conditions. Recommended minimum area dimension of 100x100, further clearing may be required.
- If property is planted with crops, crops may not exceed the height of 18 inches. The property must be ready for evaluation before the REHS conducts evaluation. The property is not ready as determined by the assigned REHS, a **revisit fee of \$50** will be charged,

Clearing the lot does not guarantee a permit will be issued

If any changes are made, after IP is issued and the changes encroach on the proposed septic location drawn up by the REHS, a new soil evaluation may be required. Additional fees may be assessed.

All responsible parties, (buyer/seller/realtor...etc.) must acknowledge and understand the conditions of the soil evaluation.

As the owner/representative, I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted the right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. All responsible parties are aware of the terms and conditions of this application.

Owner/ Agent Signature

Date

County Official Signature

Date



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DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE

Applications for permits require the “signature of the owner of owner’s legal representative” (15A NCAC 18A.1937). If the owner does not sign the application, they can submit any one of the following documents to designate their legal representative:

- | | |
|-------------------------|-----------------------------|
| 1. Power of Attorney | 4. Bankruptcy trustee |
| 2. Real Estate Contract | 5. Court order guardianship |
| 3. Estate Executor | |

In the absence of the above documentation, the property owner may provide Columbus County Health Department with documentation that designates a legal representative. A property owner may:

1. Complete this form to document his or her legal representative, or
2. Provide his or her own form that contains the information on this form.

If there are multiple property owners/ heirs, then all property owners must sign the form that designates a legal representative.

By signing a form that designates a legal representative for purpose of 15A NCAC 18A. 1937, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the Columbus County Health Department.

I, _____, am the legal owner(s) of the property located at _____, identified as PIN (Parcel Identification Number) _____, located in Columbus County, NC.

I do hereby authorize (print legal representative/ company name) _____ to act as an agent on my behalf in applying, signing, and obtaining any of the documents describe below.

- Application for Improvement (IP)/ Authorization to Construct (AC)

- Improvement Permit (IP)/ Authorization to Construct (AC)
- Application for soil-site evaluation (New/ Repair)
- Application permit for private drinking water or well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/ or conditions between the legal representative act on my behalf and the Columbus County Health Department, Environmental Health.

_____	_____	_____	_____
Signature of Owner(s)	Date	Signature of Witness	Date

Address: _____

Phone Number: _____



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Information for Applicant Applying for Septic

Type of Permit- Length of Duration

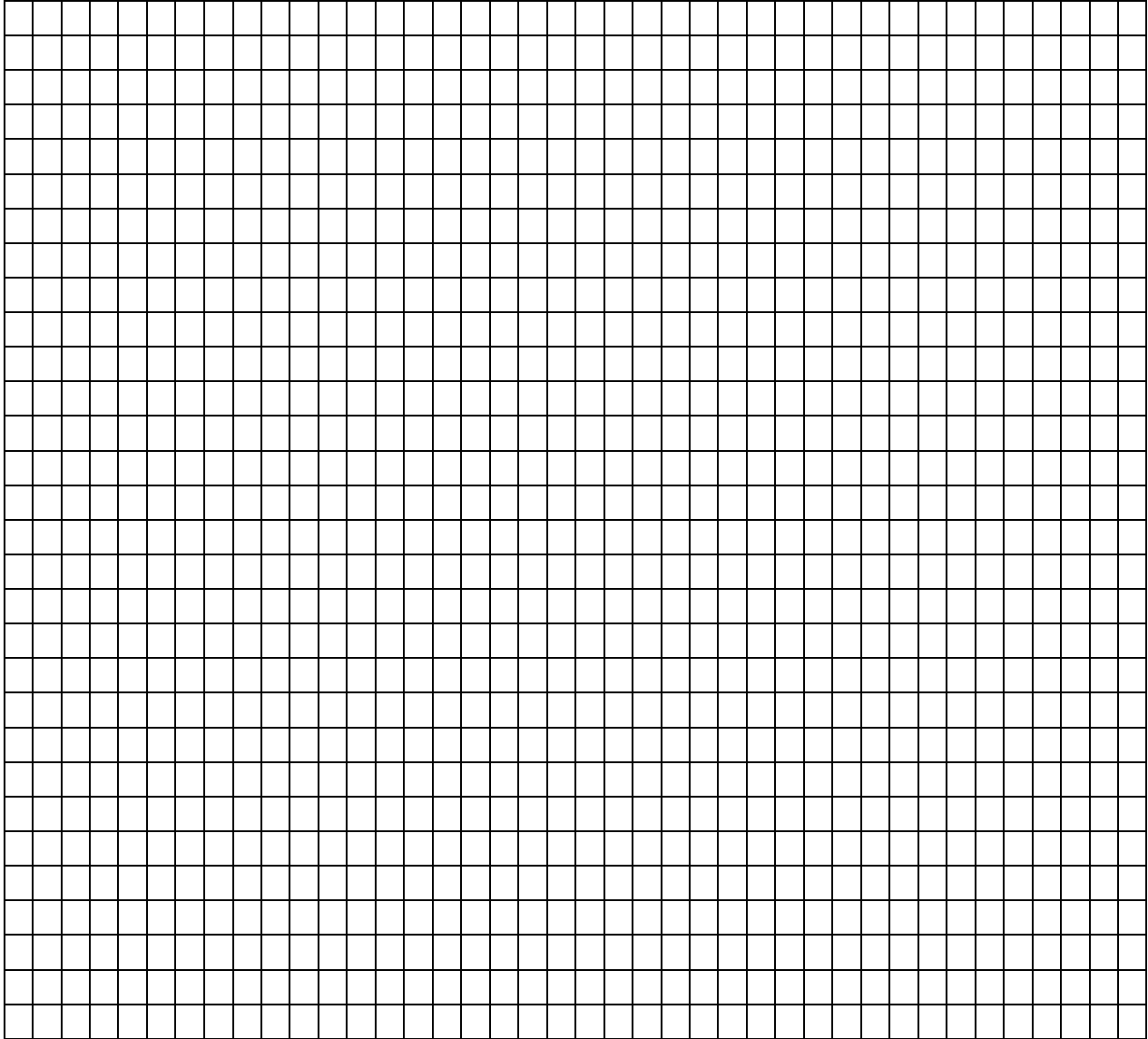
1. Improvement Permit is valid for five (5) years the date issued. Supporting documents include a site plan which is defined in North Carolina General Statute 130A-334 (13A) as a drawing not necessarily to scale that shows existing and proposed property lines with dimensions, location of the facility and appurtenances (driveway, structures, other proposed structures, proposed swimming pools, and etc.), the site for the proposed wastewater system, and location of water supplies (new and surrounding wells, water lines, etc.) and surface water (including wetlands).

Or

2. Improvement Permit which shall be valid without expiration date. Supporting documents include a plot as defined in North Carolina General Statute 130A-334 (13B) as property survey prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and appurtenances, the site for the proposed wastewater system and the location of water supplies and surface water. Plot also means (for a subdivision lot approved by the Columbus County Planning Department and recorded with the Columbus County Register of Deeds) a copy of the recorded subdivision plot that is accompanied by a site plan that is drawn to scale.

NOTE: Permits issued by the Columbus County Health Department, Environmental Health are subject to revocation if the site plan or plot (whichever is applicable) or the intended use changes. NCGS 130A-335(F).

Proposed Drawing



Street Name: _____

1. **ADDITIONAL REVIEW:** The site plan provided for this application will be used to determine if an improvement permit and authorization to construct permit may be issued by Columbus County Environmental Health.
2. **AUTHORIZATION:** I hereby make an application to Columbus County Environmental Health for the above mentioned property and authorize Columbus County Environmental Health to go property to make the necessary inspections/ evaluation. As owner or authorize agent, I covenant that the contents of this application are true and represent the maximum facilities to be placed on the properties. I understand that the permit may be revoked if alterations to the site are made, the approved site plan changes or line intended use is changed

Owner/ Agent: _____

Date: _____

County Official: _____

Date: _____

Sample Drawing

