



Madison County Health Department
Environmental Health

493 Medical Park Drive, Marshall, NC. 28753

Telephone: 828-649-9598 Fax: 828-649-9370

Construction Authorization Permit

In order to process your septic application for Construction Authorization Permit including Soil Evaluation, you will need to provide the Aerial Maps and Property Improvement Check List provided by:

Tax Office, Room # 24

5707 US-25, Marshall, NC 28753

(828) 649-3014

Improvement Permit

** For a soil evaluation test only, complete a septic application and mark or check off Improvement Permit and provide Property Identification Number (PIN) on the application. No Property Improvement Check List or Aerial Map is required at this time.

Thank You

Environmental Department



MADISON COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH
 493 Medical Park Drive Marshall, NC 28753
 T: 828-649-9598 F: 828-649-9370
envhealth@madisoncountync.gov

For office use only
 Pits are ready
 Call when ready
 CDP# _____

SEPTIC APPLICATION

\$250.00 Construction Authorization Permit \$200.00 Development Improvement Permit
 \$100.00 Private Improvement Permit \$50.00 Re-Visit Fees

Office use only: Payment: Cash: Check: CC: Date _____

Applicant Name: _____ PIN #: _____

Current Mailing Address: _____ Septic Contractor: _____

Home Phone: _____ Work Phone: _____ Cell: _____ Property Owner's Phone: _____

Property Owner's Name: _____ Mailing Address: _____

Property Address: _____ (Subdivision/Gate Code/Lot Number)

Directions to Site: _____

This section is pertaining to the proposed dwelling:

Property Acreage _____ # of Residents _____ # of Bedrooms _____ # of Bathrooms _____	Is property subject to easements or right-of-ways? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> House <input type="checkbox"/> Modular <input type="checkbox"/> Double-Wide <input type="checkbox"/> Single-Wide <input type="checkbox"/> Other: _____ (specify)	
Will there be any wastewater generated other than domestic sewage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Water: <input type="checkbox"/> Existing Well <input type="checkbox"/> New (non-existing) Well <input type="checkbox"/> Spring <input type="checkbox"/> Community/City
Is Site subject to approval by any other public agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any Existing Wastewater System on Property: <input type="checkbox"/> Yes <input type="checkbox"/> No
Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Garbage Disposal: <input type="checkbox"/> Yes <input type="checkbox"/> No Wetlands: <input type="checkbox"/> Yes <input type="checkbox"/> No	Has there been any grading, removal, or addition of soil on this property before? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Basement Fixtures: <input type="checkbox"/> Yes <input type="checkbox"/> No

The issuance of a Septic Construction Authorization Permit by the Health Department in no way guarantees the issuance of other permits. The Permit is subject to compliance with the provisions of the Laws and Rules for Sewage Treatment and Disposal for Madison County and North Carolina and to the conditions contained within the permit.

The Permit is subject to revocation if the site plan or intended use changes.

A new Septic Construction Authorization Permit application MUST be submitted when there is a change to the dwelling or a change in ownership of the site.

The fee is NON-REFUNDABLE once the property is visited by an Environmental Health Specialist or 1 year after the date of application (**Application date is the date payment is received**).

An Improvement Permit is valid for 60 months unless a 1:60 scale site plan and a recorded survey plat is provided. A Construction Authorization is valid for a period equal to the period of validity of the Improvement Permit, not to exceed 60 months.

I certify that the information I have provided above is true and correct and further I give permission to access the property for the purposes of this permit application.

Owner Signature: _____ Date: _____

MADISON COUNTY HEALTH DEPARTMENT
Instructions for Applicant

In order to make the best use of your time and to assist the staff in completing applications quickly we ask that the items provided below be completed prior to the scheduled visit. We appreciate your cooperation.

1. ____ I have completed the "Application for Improvement Permit/Construction Authorization" including the site plan.

2. ____ I have provided a scaled map of the property (tax map) or a survey plat.

Please pick up a Property Improvement Check List from the Tax Department located at the Courthouse Annex, 5707 US Highway 25/70 Unit E, Marshall, NC 28753 and. This must be included with all applications.

3. ____ I have marked and labeled all property corners and boundaries, as well as located property pins.

4. ____ I have located and labeled all wells, springs, or surface water on the property or within 50' of the property boundaries and notified the health department of any previously identified wetlands.

All property corners, lines/boundaries must be clearly marked or otherwise identified. It is recommended that visible flagging be used every 50 feet where property lines are within 100' of the proposed building site.

5. ____ I have staked and labeled the proposed house site (all 4 corners) in the exact location on the site.

All proposed structures, including decks, porches, garages, etc. must be staked out on the site with stakes or flags. The Environmental Health Specialist must be able to identify these proposed structures before site evaluation can be performed.

6. ____ I have staked off the location of the driveway.

7. ____ I have cleared the area of undergrowth.

Undergrowth needs to be cleared to the point that the property is accessible. The Environmental Health Specialist must have clear visibility for at least 100 feet from any one location in order to take accurate measurements and design the system along contours.

8. ____ I have had backhoe pits dug or have plans in place to have them dug. Once this done please call to inform us that the land is ready for inspection

Backhoe pits are required for each septic site. They should be 4 feet deep, 4 feet long and 3-4 feet wide (one bucket). If the site requires hand-dug pits, they should be two feet wide, two feet long and four feet deep. Please include a step or slope to enable access to the pit. Two should be located where the initial system will be, one at each end of the drain field, approximately 50 feet apart, contoured with the land. The third should be in the proposed repair area.

Items 1-8 must be completed or the evaluation cannot be conducted

*** A re-visit fee of \$50.00 will be assessed if site visit is made and items are not completed***

Environmental Health Supervisor:

Jamie List

828-649-9598

Environmental Health Specialist:

Ken Castelleo

828-649-9598

Environmental Health Administrative Assistant:

Vivian Lunsford

828-649-9598

SITE PLAN WORKSHEET

Place a mark (X) beside each item that has been indicated on your site plan. Incomplete site plans will be returned to you for completion. Remember: **Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property.**

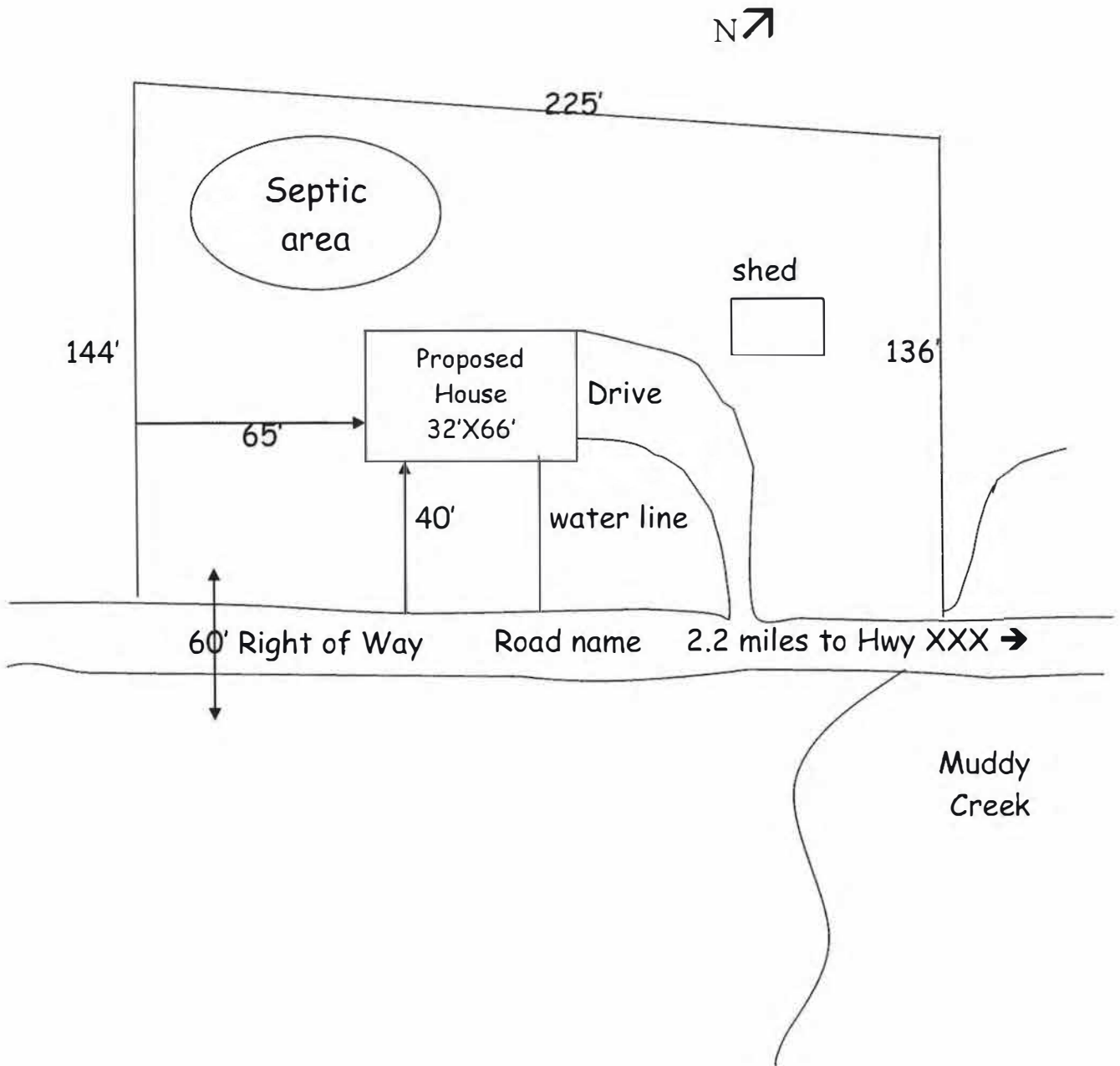
- _____ - The dimensions of the property.
 - _____ - The proposed location of all structures (e.g.: facility, wells, water lines, outbuildings, pools). Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the structure will cover.
 - _____ - The site you would prefer your septic system to go in.
 - _____ - The preferred driveway location.
 - _____ - The proposed well location.
 - _____ - A north arrow or other sufficient directional indicator.
 - N/A _____ - Any proposed structures or improvements to the property such as garages, workshops, pools, etc. **If there are none, circle "N/A"**
 - N/A _____ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle "N/A"**.
 - N/A _____ - The location of any easements or rights of way on the property. **If there are none, circle "N/A"**.
 - N/A _____ - The location of any designated wetlands on the property. **If there are none, circle "N/A"**
-

YOU MAY USE THIS SPACE TO DRAW YOUR SITE PLAN OR YOU MAY ATTACH A SEPARATE PAGE:

MADISON COUNTY HEALTH DEPARTMENT
Sample Site Plan

Example Site Plan

This example was prepared to assist you in drawing your own site plan. Without your site plan we cannot perform the site evaluation. If you have any questions, please call us at (828) 649-9598.



Information about Pits

Why do I need pits?

- Pits provide a more accurate reading of the soil and its ability to treat sewage.
- The requirement for pits was set by the Board of Health and approved by the county commissioners in early 2005. Since then, turnaround time for septic permits has been significantly decreased, as less time is needed to evaluate the soil.
- NC law requires backhoe pits for any soil containing saprolite, which occurs in approximately 50-75% of soil evaluations. Having pits initially eliminates the need for revisits every time saprolite is found, also speeding up the process.

How do I dig pits?

- Pits can be dug with a backhoe or trackhoe. These can be dug by the property owner, the septic contractor or any trackhoe operator. They need to be 4' deep, 4' long, and 2-4' wide, depending on the width of the bucket. Dig them with the contour of the land and don't forget to make a step for easy entrance and exit.
- If necessary, pits can be hand-dug with a shovel, or post-hole diggers. They need to be 4' deep by 2' square.

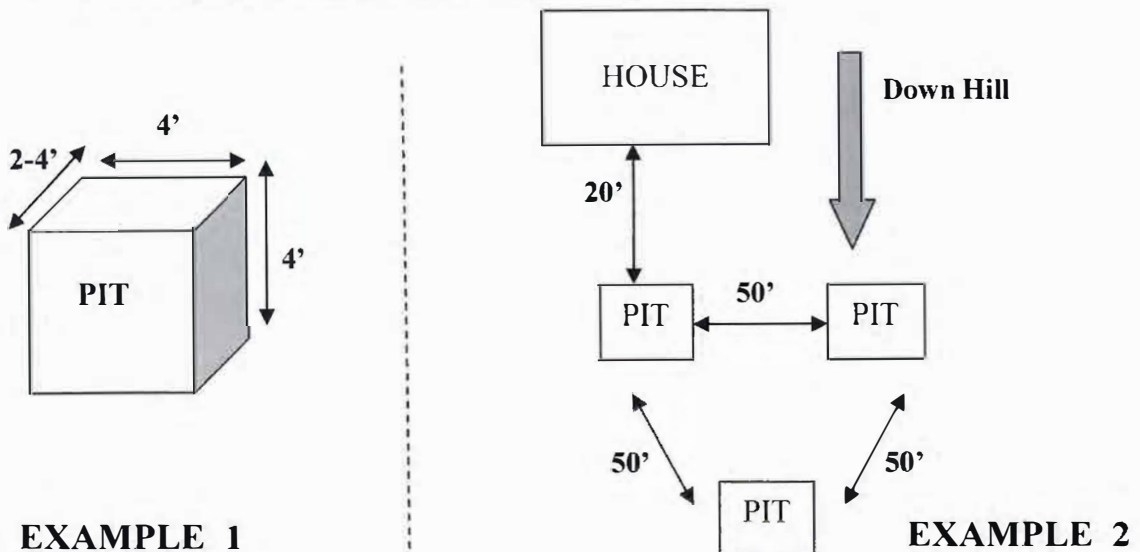
Where do I dig pits?

- For a proper soil evaluation, 2 pits are required in the area of initial septic drainfield, approximately 50' apart, and one pit in the repair area, 50' from the previous 2 pits (see example 2).

What if I'm still not sure where to dig pits?

- See below for an example or contact your Septic Contractor to show you where to dig the pits. This usually speeds up the process even more and may save you money if one or more of the first pits are unsuitable. Also, you can cover the pits up once they are checked you won't have to leave an open hole.

Make sure the house, property line, drive, etc are properly flagged and the undergrowth is cleared. See next page to help you place flags for septic sites.



Where to place flags for septic sites

1. Locate and label **property pins** and flag property lines.
2. Flag and label all wells, springs, surface water areas, other septics, etc.
3. Flag and label the proposed house site...all four corners.
4. Flag and label any proposed buildings, garages, decks, etc.
5. Flag and label the location of the drive way...especially at the entrance to the property.
6. Please post the supplied pink sign somewhere where it can be seen, so that the EH Specialist can identify that it is a property being inspected for a septic.

*Please be sure that all undergrowth is cleared to the point that the property is accessible. The EH Specialist must have clear visibility for at least 100 feet from any one location in order to take accurate measurements and design the system along contours.

*Septic areas must be a minimum of 20 feet away from all parts of other septic systems and 100 feet away from all wells.

*Septic areas must be a minimum of 50 feet away from any creek, branch, pond, etc—unless it is a spring being used for drinking, in which case it would need to be a minimum of 100 feet away.

*Septic areas must be a minimum of 10 feet away from any property line or right of ways.

*Septic areas must be a minimum of 5 feet away from the house foundation (without a basement, or any other under ground areas), or any above ground pools.

*Septic areas must be a minimum of 15 feet away from house foundations that include a basement (or any other under ground areas), or any below ground pools.