

## **INSTRUCTIONS FOR APPLICATION**

- Contact Planning and Zoning at (336) 651-7350 to ensure compliance with all regulations and requirements.**
- Submit a map of the property with property line dimensions and a directional arrow.** (If the property is in the jurisdiction of the town of Wilkesboro or North Wilkesboro or Ronda, please check with the town, you may also need Zoning and Watershed permits from the town. If you have recently purchased the property and your name is not shown as the owner in the Wilkes County GIS system please provide a copy your deed to provide proof of ownership)
- Follow the instructions you have been provided to prepare your site.
- Draw your site plan and submit your drawing with the completed application.
- If applying for repair of an existing septic system: Complete the Homeowner Questionnaire and submit with your application.
- If applying for a church or business: Complete a Fact Sheet and Letter of Intent and submit with your application.

Turn in the application packet and all the required forms. ***Incomplete applications will not be accepted.*** A fee will be collected when you submit the application. A receipt and a copy of the application will be provided.

Contact (336) 651-7530 if you have questions regarding the application or fee schedule.

## **IMPORTANT NOTICES**

### **DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE:**

If you wish to sign forms and are not the owner of the property; or if you own the property and want someone else to sign the necessary forms, see the Document to Authorize an Owner's Legal Representative form included.

### **1080 ELEVATION RULE:**

The U. S. Army Corps of Engineers has determined that no structure (house, septic tank, septic nitrification field, lines, well, etc.) can be located below the elevation of 1080 feet for W. K. Scott Dam and Reservoir, applicant will need to contact the U. S. Army Corps of Engineers to determine whether or not the "1080 Elevation Rule" applies to their property,

### **SITE PREPARATION AND SITE PLAN DRAWING:**

Applicants are responsible for preparing the site for the evaluation and for drawing the site plan (if required). Do not draw your site plan on the map you are submitting. Grading, excavation, or clearing with heavy equipment may remove or compact the soil required for septic systems and therefore is not recommended prior to evaluation.

### **REVISIT FEE:**

An incomplete evaluation could result if any of the following apply when a representative of this department makes a site visit.

- The site was not prepared as specified (i.e. property lines not flagged, etc.).
- There is insufficient area clear enough to evaluate.
- Another area within the designated two acre area needs to be evaluated but is not cleared or was inaccessible during the initial visit.

**The evaluation will remain incomplete and be put on hold until the needed site preparation is complete and the revisit fee is paid. Once taken off hold status, applications will be placed at the back of the line and will have to wait their turn.**

## **If Property is Located in a Subdivision**

### **Subdivision Evaluations**

Subdivision lots will be evaluated by Wilkes County Environmental Health Specialists when the following conditions are met, along with the filing of an application for a new wastewater system. Site preparation as specified in the new system application packet including:

- Site plan must be to scale (1 inch equals no less than 60 feet).
- All property corners (irons, monuments, etc.) must be set by a licensed surveyor (i.e. no prospective or hypothetical property lines). Any material change to the site (house site moved, driveway moved, etc.) will require a new application to be filed for all affected lots.
- Proposed drainfield and repair area must be flagged on contour and a minimum of 3 pits must be dug within this area. The pits must be spaced to provide a representative sample of the soil within the area. The pits must be excavated to a depth specified by the Environmental Health Specialist, and a step must be provided to allow the EHS to safely enter and exit the pit. It shall be the responsibility of the applicant to keep pits accessible until the evaluation is completed.
- Drainfield area, house site, and path from house site to drainfield area must be cleared of undergrowth, fallen trees, etc. There must be a clear line of sight from drainfield area to a property iron or monument. If there is no iron or monument within 100 feet of the drainfield, a reference corner must be set by a licensed surveyor.
- Lot numbers must be clearly posted on each lot.
- Applicant must provide directions (road names and mileage) from subdivision entrance to each lot. Each application shall contain this information.



**THIS IS THE SECOND PAGE OF A TWO-PAGE APPLICATION FORM.  
SIGNATURE AND DATE ARE REQUIRED FOR ALL APPLICATION TYPES.**

**ADDITIONAL DEVELOPMENT INFORMATION FOR WELLS  
(Required if applying for a well permit.)**

Well to be used for:

- Individual Well for Residence
- Business
- Shared Well
- Special Use (Foster Homes, Migrant, etc.)
- Other (Specify) \_\_\_\_\_
- \_\_\_\_\_ Number of Units on Well
- \_\_\_\_\_ Number of People Served by Well

**IF CHURCH OR BUSINESS:  
(ATTACH THE LETTER OF INTENT)**

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

- Yes     No    Are there any storage tanks (above or underground) on this property?
- Yes     No    Are there any improperly abandoned wells on this property?
- Yes     No    Are there any unused wells on this property?
- Yes     No    Are there any existing or proposed wastewater (septic) systems (including repair areas) within 100 feet of proposed well?
- Yes     No    Are there any other known sources of contamination within 1000 feet of the proposed well?
- Yes     No    Are there any current or pending restrictions regarding groundwater use as specified in G.S. 87-88(a)?
- Yes     No    Are there any variances regarding well construction or location issued under 15A NCAC 02C .0118?
- \_\_\_\_\_ (Initials) **I/we have acknowledged that I/we have received the Known Sources of Contamination Report of known contaminants within a 1,000' radius of my property and I/we wish to proceed in filing for a well permit.**

Once issued, the septic and /or well permit is good for a period of five years. When an Existing Wastewater System Permit is issued, it is valid for 1 year. The permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration). Well owners must contact the Health Department when the pump is installed so the final inspection can be done and the Certification of Completion issued. **YOU WILL NOT BE ABLE TO GET PERMANENT ELECTRICAL SERVICE UNTIL THIS STEP IS COMPLETE.** Well owners must contact the Health Department again when power has been turned on to the pump so the water sample can be taken. The Health Department is required to obtain a water sample within thirty (30) days of the issuance of a Certification of Completion if at all possible. You will need to contact us if you wish to have a water sample taken after that time.

I \_\_\_\_\_ as property owner/applicant have determined compliance with all applicable laws and rules with the planning and zoning department necessary for this application.

**IF THE INFORMATION IN THIS APPLICATION IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE PERMITS SHALL BECOME INVALID.**

I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted right of entry to conduct necessary evaluations and 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 complex site evaluation can be performed.

\_\_\_\_\_  
Signature of Owner, Owner's Authorized Agent, or Legal Representative \_\_\_\_\_  
Date

- MUST PROVIDE DOCUMENTATION TO SUPPORT CLAIM AS OWNER.**
- OFFICE HOURS ARE 8:30 AM THROUGH 5:00 PM, MONDAY THROUGH FRIDAY. APPLICATIONS ARE TAKEN BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM.**
- THIS APPLICATION AND FEES PAID WILL BE VALID FOR A PERIOD OF TWELVE MONTHS FROM DATE OF RECEIPT. IF ONE WISHES TO REAPPLY AFTER 12 MONTHS, A NEW APPLICATION AND FEE MUST BE SUBMITTED. AFTER A PERMIT IS ISSUED A REFUND WILL NOT BE GRANTED.**
- REFUND WILL REQUIRE THE ORIGINAL RECEIPT.**
- A REVISIT FEE OF \$100.00 WILL BE CHARGED TO EVALUATE SITES NOT PREPARED AS SPECIFIED ON INSTRUCTION SHEET. PLEASE PREPARE YOUR SITE PLAN ACCORDING TO INSTRUCTIONS BEFORE MAKING AN APPOINTMENT WITH AN ENVIRONMENTAL HEALTH SPECIALIST TO EVALUATE YOUR SITE. \*\*\*\***

**DOCUMENTATION TO AUTHORIZE AN OWNER’S LEGAL REPRESENTATIVE**

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

- 1. Power of Attorney
- 2. Real Estate Contract
- 3. Estate executor
- 4. Bankruptcy trustee
- 5. Court ordered guardianship

In the absence of the above documentation, the property owner may provide the local 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 in this form.

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

By signing a form that designates a legal representative for purposes 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 local health department.

I, \_\_\_\_\_, am the legal owner(s) of the property located at \_\_\_\_\_, identified as (Parcel Identification Number) \_\_\_\_\_, located in Wilkes County, North Carolina.

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

- Application for Improvement Permit (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 well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the Wilkes County Department of Public Health, Environmental Health Division.

Signature of Owner(s)	Date	Signature of Witness	Date
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## SEPTIC SITE PLAN DRAWING INSTRUCTIONS

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*(This form is required for new septic systems only.)*

**Do not draw your site plan on the map you are submitting.**

***NOTE: Our Environmental Health Specialists try to position septic tank and tail lines in area you choose. This is why we have you designate this on your site plan. However, if area chosen is not suitable, an alternate area within the two acre site will be evaluated for the septic system.***

**Your site plan drawing should include all the following items that apply to your site:**

- The dimensions of the prepared site.
- The dimensions of the home (including deck) and the preferred location.
- The proposed septic system location.
- The proposed well location.
- The proposed driveway location.
- The reference point.
- The proposed location of any structures or improvements to property, such as (garages, workshops, pools, etc.).
- The location of any existing wells or septic tank systems (including repair area) on your property and on adjoining property within 100' of the site to be evaluated.
- The location of any easements or rights of way on the property.
- The location of any streams, rivers, ponds, etc. on the property.
- The location of any designated wetlands on the property.
- If grading has been done or is to be done, fill material, or where fill material is to be placed is indicated on the drawing.
- **Is your property larger than 2 acres?** Draw the site boundaries and property lines you have flagged on your site plan (see site preparation instructions for new septic systems) and indicate the distance of the site boundaries to the nearest property lines. Also draw an asterisk "\*" on the map you are submitting to indicate the location of your site.
- **If applying for a well and septic permit, only one site plan drawing is necessary but must include any items from the septic and well site plan drawing instructions that apply to your site.**
- Directional arrow (North)

By signing this you certify that you have read the above and all that apply are included on your site plan drawing, and accurate measurements have been taken.

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Signature of Owner, Owner's Authorized Agent, or Legal Representative

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Date

*(This form is required for new wells only.)*

**Do not draw your site plan on the map you are submitting.**

Using the Setbacks for Well Placement as a guide, indicate on your site plan drawing the location and distance from your proposed well to any features on the Well Setbacks list that exist or are proposed on your property. Also include on your site plan drawing:

- Any property lines within 100 feet of the proposed well
- The location of any easements or rights of way on the property
- Directional arrow (North)

**SETBACKS FOR WELL PLACEMENT  
(15A NCAC 02C WELL CONSTRUCTION STANDARDS)**

- |  |          |
|--|----------|
| • Septic tank and drainfield, including drainfield repair area   | 100 feet |
| • Other subsurface ground absorption waste disposal system   | 100 feet |
| • Industrial or municipal residuals disposal or wastewater-irrigation sites  | 100 feet |
| • Sewage or liquid-waste collection or transfer facility constructed to water main standards in accordance with 15A NCAC 02T .0305(g)(2) or 15A NCAC 18A .1950(e), as applicable   | 50 feet  |
| • Other sewage and liquid-waste collection or transfer facility  | 100 feet |
| • Cesspools and privies  | 100 feet |
| • Animal feedlots, as defined by G.S. 143-215.10B(5), or manure piles  | 100 feet |
| • Fertilizer, pesticide, herbicide or other chemical storage areas   | 100 feet |
| • Non-hazardous waste storage, treatment or disposal lagoons   | 100 feet |
| • Sanitary landfills, municipal solid waste landfill facilities, incinerators, construction and demolition (C&D) landfills and other disposal sites except   |          |
| • Land Clearing and Inert Debris landfills   | 500 feet |
| • Land Clearing and Inert Debris (LCID) landfills  | 100 feet |
| • Animal barns   | 100 feet |
| • Building perimeters, including any attached structures   | 25 feet  |
| • Surface water bodies which act as sources of groundwater recharge, such as ponds, lakes and reservoirs   | 50 feet  |
| • All other surface water bodies, such as brooks, creeks, streams, rivers, sounds, bays and tidal estuaries  | 25 feet  |
| • Chemical or petroleum fuel underground storage tank systems regulated under 15A NCAC 02N:  |          |
| (i) with secondary containment   | 50 feet  |
| (ii) without secondary containment   | 100 feet |
| • Above ground or underground storage tanks which contain petroleum fuels used for heating equipment, boilers or furnaces, with the exception of tanks used solely for storage of propane, natural gas, or liquefied petroleum gas | 50 feet  |
| • All other petroleum or chemical storage tank systems   | 100 feet |
| • Gravesites   | 50 feet  |
| • All other potential sources of groundwater contamination   | 50 feet  |
| • Swimming Pools   | 25 feet  |

Your proposed well must meet all these setbacks. By signing this you certify that you have read the above and your new well site meets or exceeds these setbacks, and all that apply are included on your site plan drawing.

\_\_\_\_\_  
Signature of Owner, Owner's Authorized Agent, or Legal Representative

\_\_\_\_\_  
Date

**WILKES COUNTY HEALTH DEPARTMENT**  
 Promoting health and preventing disease in our community.

**ENVIRONMENTAL HEALTH DEPARTMENT FEE SCHEDULE**

**WASTEWATER SYSTEMS – NEW**

**CURRENT**

SYSTEMS UP TO 480 GALLONS PER DAY...(1-4 BDR).....	\$240-480
SYSTEMS 481 TO 900 GALLONS PER DAY ..(5-7 BDR).....	\$481-900
SYSTEMS 901 TO 3000 GALLONS PER DAY .(PUMP SYSTEMS).....	\$901-3,000
SYSTEMS GREATER THAN 3000 GALLONS PER DAY .....	\$1.00 PER GAL/DAY

*FEEES BASED ON \$1.00 PER GALLON PER DAY, I.E. 3 BDR HOUSE REQUIRES 360 GALLONS PER DAY AND THE FEE WOULD BE \$360.00.*

**WASTEWATER SYSTEMS – EXISTING**

INSPECTION .....	\$100.00
EXPANSION .....	\$1.00 PER GAL/DAY
REPAIR .....	NO CHARGE

**WASTEWATER SYSTEMS – OTHER**

REDRAW FEE .....	\$ 50.00
PERMIT NAME CHANGE .....	\$ 15.00
PERMIT DENIAL RETENTION FEE.....	\$ 100.00

**WELL – OTHER**

ABANDONMENT .....	NO CHARGE
REPAIR .	

**MISCELLANEOUS**

MOBILE HOME PARK ANNUAL OPERATION PERMIT .....	\$100.00
MOBILE HOME MOVING PERMITS (HOMES USED FOR STORAGE)	\$ 25.00
REVISIT FEE (BROKEN APPOINTMENTS INADEQUATE PREP.)	\$100.00
WATER SAMPLES (BACTERIOLOGICAL, INORGANIC, Nitrate) .....	\$ 125.00
FOLLOW-UP BT FOR PERMITTED WELLS	\$ 50.00
RETURN CHECK FEE .....	\$ 25.00

***REFERENCE NUMBERS***

Environmental Health Dept.	651-7530	Register of Deeds	651-7351
Building Inspections	651-7303	Town of North Wilkesboro	667-7129
Mapping Department	651-7309	Town of Wilkesboro	838-3951
Planning Department	651-7350	U.S. Army Corps of Engineers	921-3390