

## INSTRUCTIONS WHEN APPLYING FOR A NEW SEPTIC SYSTEM

### SITE PREPARATION

1. If property is two acres or less; consider the entire property your site and flag all property corners and property lines every 50'.
2. If property is larger than two acres; designate an area up to two acres as the site you want evaluated and flag the boundaries of this area every 50'. (Two acres is approximately 300' x 300' or equivalent area.) *Draw an asterisk "\*" on the map you are submitting to indicate the location of the site.*
3. To clear the area you want evaluated for your drain field, remove undergrowth, high weeds, or briars. (Undergrowth = shrubs, small trees less than 2" in diameter, and other vegetation growing among or under larger trees.) Since accurate measurements must be taken along contours, there should be good visibility and ease of movement in the cleared area.
4. **Pits are required for all new septic permits. Pits should be 4'-5' deep and 3' wide with a step or slope at one end for entry. Pits must be dug on contour (along the hill, not up and down hill).**

**We will evaluate cleared area only up to two acres per application. If you elect to clear and flag an area less than two acres, we will only evaluate the clear area during our visit.**

**In addition to marking the site boundaries, the following items must also be staked:**

- Proposed Building/Home (Including Decks)
- Driveway Location
- Proposed Septic Tank Location
- Proposed Well Location
- Select a reference point and flag it. (A reference point could be a tree, iron post or stake on the corner, light pole, etc.)
- Any other proposed structures (pool, garage, building, etc.)

Site Plan drawing shall contain a directional arrow, and distance from reference point to proposed septic tank, nearest corner of house, and well. Also need the distance from house to nearest site line or property line.

**Once all the above are staked or flagged at your site, accurate measurements should be taken while on site for use on your site plan drawing.**

### EXAMPLE SITE PLAN DRAWING

