

## INSTRUCTIONS WHEN APPLYING FOR EXPANSION OF AN EXISTING SEPTIC SYSTEM

**NOTE:** The last permit issued for the existing system needs to be pulled. We will need the name of the individual the permit was issued to or the parcel number at the time it was issued. Be prepared to provide this information.

### SITE PREPARATION

1. Flag any property lines and property corners every 50' if they are within 100' of the proposed septic system expansion.
2. Mark the location of the proposed addition to the building/home and/or placement of any other new or proposed structures (pool, garage, building, deck, etc.) or mobile homes.
3. Mark the location of any proposed driveways, underground utilities, or easements or rights-of-ways.

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

### SITE PLAN DRAWING INSTRUCTIONS

Indicate on your site plan drawing any of the following that apply to your site:

Property lines  
Easements or Rights of Way  
Underground Utilities  
Existing or Proposed Wells  
Existing Septic Systems  
Proposed Drive Way Location  
Desired Location of Septic Expansion  
Any Proposed Grading or Filling

### EXAMPLE SITE PLAN DRAWING

