Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Tax Map Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear :

(Owner’s Name)

The item(s) marked below were either not included in your application or were not identified on the site plan you submitted with your application to evaluate your property for a wastewater system. Please complete these items and return your application and site plan to our office so that your application can be processed:

\_\_\_\_\_\_ - Please complete the highlighted items on the enclosed application.

\_\_\_\_\_\_ - 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.

\_\_\_\_\_\_ - Any proposed structures or improvements to the property such as garages, workshops, pools, etc.

\_\_\_\_\_\_ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line.

\_\_\_\_\_\_ - The location of any easements or rights of way on the property.

\_\_\_\_\_\_ - The location of any designated wetlands on the property.

If you have any questions, please feel free to contact me at XXX-XXXX between X:XX and X:XX a.m.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Environmental Health Specialist

**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.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USE THIS SPACE TO DRAW YOUR SITE PLAN: