

Randolph County Health Department

Environmental Health

204 East Academy Street

Asheboro, NC 27203



Phone (336) 318-6262

Fax (336) 318-6265

SOIL/SITE EVALUATION PROCEDURES (EXPANSION APPLICATION)

SUBMITTING APPLICATION:

1. The owner or the owner's legal representative must complete an application, providing all necessary information for proper evaluation and sizing of the septic system.
2. Provide an approved site plan for each site that an application is submitted.
3. The applicant must provide a plat or preliminary plat if they are proposing a division of the tract, and the site must be flagged to match the preliminary plat
4. The site plan must include proposed house location and/or additions with distances clearly shown from two different property lines. The site plan shall also show any existing or proposed wells, buildings, additions to buildings, surface waters, driveways, sidewalks, and other structures that may affect the septic system area on this or all adjoining lots. The site plan may be returned if it is unclear as to where everything is to be located.

PREPARING THE SITE:

1. Mark the property lines clearly, every 50-100 feet to maintain line of site between corners.
2. Stake house or addition location clearly using 3' stakes and flagging. The site must be staked to match the approved site plan that was submitted.
3. Heavy vegetation may have to be cleared to determine the topography and overall site suitability.
4. **Backhoe pits will be required when the design flow exceeds 600 gallons per day. Contact RCHD to determine the exact design flow, (i.e. > 5 bedrooms or > 24 employees)**

GETTING ON THE LIST TO BE EVALUATED:

1. Before the lot(s) will be considered ready, and put on the list, all of the above steps must be complete including the approved site plan staked out on site.
2. Mail or fax the signed "**Site Ready Card**" to the Randolph County Health Department. Fax (336) 318-6265
3. You can be provided with an **approximate** time frame for the evaluation to be performed, and the Environmental Health Specialist who will perform the evaluation, upon request.
4. You will be notified if we visit your site and it is found to be improperly prepared or the site plan does not match what is staked on site. It will not be consider ready until it has been **properly prepared**.

PERMITTING

1. All zoning requirements must be met, and permits must be issued prior to issuance of the Septic Permit.
2. Due to complexity in permitting, inspecting the installation, and on going monitoring requirements, some systems require additional fees be paid prior to the issuance of the Septic Permits.
3. If the site is denied an Improvements Permit, you will be notified in writing of our findings. You have the right to an in house review, if the site is still denied you may request in writing a formal review by the State Regional Soil Specialist
4. If the Expansion Application was to increase the number of bedrooms for a mobile home, that was going to be moved onto the site, and you wish to still move in a mobile home with not increase in the number of bedrooms; an Application for an Authorization to Connect to an existing system will have to be completed and the necessary fees paid.

GENERAL INFORMATION:

1. The application is valid for one year, in order to obtain a permit all necessary fieldwork must be complete and any fees must be paid for before the application expires.
2. The application is for the lot or tract of land that is specified on the application. This does not preclude the possibility of off site evaluation, however, there will be additional fees required along with all other requirements of this document which must be completed prior to performing the evaluation.
3. The lot or tract of land will be evaluated up to two (2) acres in a single visit, after that you may prepare another site plan and site for evaluation, hire a backhoe operator to meet the Environmental Health Specialist, or hire a private Soil Scientist to attempt to locate an approved area. We will then evaluate that area.

(detach)

SITE READY CARD

I have read and understand the above conditions that must be completed, and the procedure for which the evaluation will occur and hereby inform the Randolph County Health Department that my site is ready for the a soil/site evaluation. I further understand that all activity regarding my application and site must be complete within one year of the date of my application or I will be required to submit a new application.

APPLICATION NUMBER: _____

_____ **signature**

_____ **date**