

SOIL/SITE EVALUATION PROCEDURES  
(5 LOTS OR MORE)

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(s) for each site that an application is submitted.
3. The applicant must provide a plat of the proposed division of land, and the lots must be staked in the field to match the proposed division.
4. The site plan must include proposed house location with distances clearly shown from two different property lines. The site plan shall also show any existing or proposed wells, 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. The site plan may also be returned if it does not match what is staked out in the field.

PREPARING THE SITE:

1. Mark the property lines clearly, every 50-100 feet to maintain line of site between corners.
2. Stake house location clearly using 3' stakes and flagging. The site must be staked to match the approved site plan that was submitted.
3. Backhoe pits shall be required to evaluate the soil; pits shall be 48 inches deep and 24 inches wide with a step to access the pit excavation. **(DO NOT DIG PITS UNTIL YOU HAVE SPOKEN WITH THE SUBDIVISION COORDINATOR)**
4. The developer shall have a backhoe and operator on site to dig pits as needed.
5. Heavy vegetation may have to be cleared to determine the topography and overall site suitability.

GETTING ON THE LIST TO BE EVALUATED:

1. The developer or his representative shall meet or talk with the Subdivision Coordinator prior to be given a date that the evaluation(s) will begin.
2. 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; and corresponding structures staked out on site. **(DO NOT DIG PITS)**
3. Mail or fax the signed "**Site Ready Card**" to the Randolph County Health Department. (include the lots that are ready for an evaluation)
4. You will be provided with an **approximate** time frame for the evaluation(s) to be performed, and the date we will begin to perform the evaluation(s).
5. You will be notified if we visit your site and it is found to be improperly prepared, 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. In some cases the Improvements Permit only will be issued, and not the Authorization for Wastewater System Construction. No Building Permits can be obtained until the Authorization for Wastewater System Construction is issued.
3. Due to complexity in permitting, inspecting the installation, and on going monitoring requirements, some systems require additional fees to be paid prior to the issuance of the Septic Permits.
4. 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

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 for 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.

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(Detach)

**SITE READY CARD**

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

APPLICATION NUMBER: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**date**