DIRECTIONS FOR COMPLETING AN APPLICATION FOR
ON-SITE SEWAGE DISPOSAL OR A VACANT LAND EVALUATION

1. Fill out the top part of the enclosed application **COMPLETELY**. The application will not be processed until the fee is paid and the application is properly completed. **Incomplete applications will be returned.** The Parcel Identification Number (Tax ID Number) **MUST** also be provided. This number is available from the County’s Equalization Office. Also be sure to include the subdivision/condominium name and lot number if available.

2. Draw an accurate site plan with measurements. Please see the Helpful Hints for Completing a Site Plan. It is also recommended that the applicant supply a copy of any property survey, land division approval, subdivision plat or any related property documents they may have. If pertinent site features have not been identified, another site visit may be necessary which could delay the review process.

3. Be sure the road directions to the property are complete and clear.

4. The application **MUST** be signed by the applicant and dated.

5. Return the completed application, site plan, and appropriate fee to the District Health Department #4 office in your county.

6. A soil boring or excavation 4’ deep and at least 6” in diameter is required in the proposed septic area. Holes may be dug with a post hole digger, auger, backhoe, or similar device. It is recommended that test holes be covered with a board or plastic pail. **Mark the test hole with a site flag. Notify DHD4 when the test hole is ready.**

7. **Mark the well with a site flag.**

8. **Mark the site driveway with a site flag.**

9. Applications will be processed in the order in which they are received. A representative will contact you if additional information is needed.

Information about DHD4 and the On-Site Sewage Disposal Program may be obtained at www.dhd4.org

If you have any questions, do not hesitate to contact us at:

Alpena County 989-356-4507
Cheboygan County 231-627-8850
Montmorency County 989-785-4428
Presque Isle County 989-734-4723
DISTRICT HEALTH DEPARTMENT #4
VACANT LAND EVALUATION APPLICATION

Alpena County
100 Woods Circle
Suite 200
Alpena, MI 49707
989-356-4507

Cheboygan County
Doris E. Reid Center
825 S. Huron St.
Cheboygan, MI 49721
231-627-8850

Montmorency County
PO Box 183
12519 State St.
Atlanta, MI 49709
989-785-4428

Presque Isle County
106 E. Huron Ave.
Suite A
Rogers City, MI 49779
989-734-4723

Applicant Name: __________________________________________ Phone: ____________________________

Applicant Address: ____________________________ Street ____________________________ City ____________________________ State ______ Zip ____________________________

Property Owner: __________________________________________ Phone: ____________________________

Property Owner’s Permission to Make Evaluation: ____________________________
  ( ) Owner’s Signature —or— ( ) See attached document

Parcel ID #: __________________________________________ Township: ____________________________

T: _______ R: _______ Section: # _______ Subdivision: ____________________________ Lot: _______

Size of Lot ____________________________ feet by ____________________________ feet

Acres: ____________________________

ADDRESS OF SITE TO BE EVALUATED: __________________________________________

Street ____________________________ City ____________________________ State ______ Zip ____________________________

DIRECTIONS TO SITE: __________________________________________

                                                                                       

Signature of Applicant: ____________________________ Date: ____________________________

Phone number to call if questions: ____________________________

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MAIL REPORT TO:

Name: __________________________________________ Name: __________________________________________

Address: __________________________________________ Address: __________________________________________

City, State, Zip: __________________________________________ City, State, Zip: __________________________________________

Email: __________________________________________ Email: __________________________________________

Phone: __________________________________________ Phone: __________________________________________

Fee: $___________ Chk. # ___________ Rcpt. # ___________ Date: ___________ Received by: ___________

DHD No. 4 EH-25 Rev. 12/17
DISTRICT HEALTH DEPARTMENT NO. 4
SITE PLAN
(Proposal)

Date __________________ Onsite Sewage Permit # __________________

Water Well Permit # __________________

Owner Name _______________________________________________________

Applicant Name ____________________________________________________

Include: Lot dimensions, building, driveways, easements, water well, septic area and a replacement area, surface water, soil boring locations, etc.

Site plan accepted □ Site plan revised □ __________________ Date: ________________

Environmental Sanitarian

DHD No. 4 EH-98 R-07/02

Original - w/Septic Permit  Yellow - w/Water Permit  Pink - Owner/Applicant Septic  Gold - Owner/Applicant Water
HELPFUL HINTS FOR PREPARING A SITE PLAN

(Partial List)

1. In the space provided, draw an accurate dimensional site plan.
2. Include all existing and proposed features including garages, homes, sheds, neighboring and buried wells within 100 ft., septic tank/drainfield, driveways, ditches, utility or access easements, lot lines, swimming pools, buried utility lines, areas of flooding, subsurface drain tile, and any other significant details. Show natural features such as springs, streams, swamps, run-off areas and steep slopes.
3. Additional information which may be helpful to locate the site and test hole(s). (i.e. other structures on property, landmarks, trees)
4. Site plan drawing should be to scale (example: 1/4 inch = 10 ft.)
5. Locate replacement area of equal size.

<table>
<thead>
<tr>
<th>Isolation From</th>
<th>Septic Tank</th>
<th>Disposal Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Groundwater Table</td>
<td>NA</td>
<td>24”</td>
</tr>
<tr>
<td>*Foundation or Basement</td>
<td>5’</td>
<td>10’</td>
</tr>
<tr>
<td>*Property Lines</td>
<td>10’</td>
<td>10’</td>
</tr>
<tr>
<td>*Surface Water, Lake, Stream</td>
<td>75’</td>
<td>100’</td>
</tr>
<tr>
<td>*Residential Water Supply Suction Line</td>
<td>50’</td>
<td>50’</td>
</tr>
<tr>
<td>*Ditch or Drainline: Continuous Flow</td>
<td>75’</td>
<td>75’</td>
</tr>
<tr>
<td></td>
<td>50’</td>
<td>50’</td>
</tr>
<tr>
<td>*Bank, Drop-off</td>
<td>10’</td>
<td>20’</td>
</tr>
<tr>
<td>*Water Supply Pressure Line</td>
<td>10’ **</td>
<td>10’ **</td>
</tr>
</tbody>
</table>

*Slopes exceeding 25%

**Not specified in regulations, but may be included as a permit condition to protect water lines.

Note: Please check your deed restrictions for your subdivision/condominium as it may be more restrictive than the local health department requirements.

EXAMPLE: