



APPLICATION FOR WELL / SEPTIC PROJECT - RESIDENTIAL

I certify the information provided is complete and accurate. I acknowledge I am the property owner or am acting as an authorized representative on behalf of the property owner. I understand that sewage system work must be performed by a Washtenaw County Certified Sewage System Installation and Repair Contractor, and that any permit issued as a result of this application will be considered property of the property owner. I understand it is the responsibility of the contractor or property owner to contact Miss Dig at 811 or 800-482-7171 and comply with all requirements of the Miss Dig Underground Facility Damage Prevention and Safety Act before starting any excavation work.

Applicant Signature: _____

Date: _____

Application Type (Check all that apply. See back side for instructions and required documents.)

<input type="checkbox"/> Soil Evaluation - Conventional (A)	<input type="checkbox"/> Sewage Permit - New (D)	<input type="checkbox"/> Test Well (G)
<input type="checkbox"/> Soil Evaluation - Alternative (B)	<input type="checkbox"/> Sewage Permit - Replacement <u>with</u> Soil Evaluation (E)	<input type="checkbox"/> Well Permit - New (H)
<input type="checkbox"/> Septic Tank Only Permit (C)	<input type="checkbox"/> Sewage Permit - Replacement <u>without</u> Soil Evaluation (F)	<input type="checkbox"/> Well Permit - Replacement (I)
<input type="checkbox"/> Other (J): _____		Are you currently out of water? <input type="checkbox"/> Yes <input type="checkbox"/> No

Property Information (Permits will not be issued without the correct address assigned by the township or local utility company.)

Property Tax ID #	Township	
Property street address	City	Zip
Nearest two crossroads		
Description of property (check one): <input type="checkbox"/> Metes & Bounds - Acres: _____ <input type="checkbox"/> Subdivision/Site Condo - Name: _____ Lot/Unit: _____		
Type of building/structure (check one): <input type="checkbox"/> New single-family dwelling: _____ bedrooms; _____ bathrooms (including rough-in plumbing) <input type="checkbox"/> Existing single-family dwelling: _____ bedrooms; _____ bathrooms (if addition, _____ total bedrooms; _____ total bathrooms) <input type="checkbox"/> Other: _____		
Municipal sewer available? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it connected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Municipal water available? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it connected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this application the result of a Time of Sale inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant Information

Name			
Street address	City	State	Zip
Phone	Email		

Owner Information (if applicant is not owner)

Name			
Street address	City	State	Zip
Phone	Email		

Office Use Only

Receipt

Case #	CSS
Case #	Sanitarian

Instructions for Completing Application for Well / Septic Project – Residential

An application will only be accepted if it is **complete** and if it includes **all** required documentation as noted below. Please contact the Washtenaw County Environmental Health Division at 734-222-3800 with questions.

For all applications:

- a. Check prior records and maps for helpful information about the property, and for assistance in creating a site plan.
 - **OnBase** - Previous site plans; well, septic, building inspection, and soil erosion permits. For the best results, only enter the street # of the address and click on search: www.washtenaw.org/permitrecords
 - **MapWashtenaw** - Parcel maps and property data: www.washtenaw.org/mapwashtenaw
 - **Site Plan Tutorial** - Video showing how to use MapWashtenaw to create a site plan: <http://bit.ly/siteplanmap>
- b. When submitting large or blueprint size plans (anything larger than 11"x17"), submit 2 copies of the plans to our office. For anything 11"x17" or smaller, submit 1 copy, as we can make additional copies in the office.
- c. The contractor or owner must contact Miss Dig at 811 or 800-482-7171 to have underground utilities marked before digging.

A. Soil Evaluation – Conventional

- a. Completed application.
- b. Preliminary site plan drawn to scale showing proposed structures/features on the property, including home, garage/outbuildings(s), driveway, well, and drainfield. Keep in mind that desired locations may need to change due to site conditions. This requirement may be waived if the evaluation is for speculative purposes with no home construction planned.
- c. Survey, if available.
- d. Recommend property owner/authorized representative be on site during the soil evaluation inspection to make decisions on home and sewage system locations.
- e. Fee due when application submitted.

B. Soil Evaluation – Alternative

- a. Completed application.
- b. Preliminary designer layout (may be emailed).
- c. Fee due when application submitted.

C. Septic Tank Only Permit

- a. Completed application.
- b. Site plan drawn to scale that includes all home, well, and septic system location details. Be sure to show locations and sizes of any existing and proposed septic tanks.*
- c. Fee due when application submitted.

D. Sewage Permit – New

- a. Completed application. Be sure to indicate accurate number of bedrooms.
- b. Proof of accurate address (official document on Township letterhead indicating address).
- c. Site plan drawn to scale that includes all proposed home, well, and septic system location details.*
- d. Any plans/blueprints submitted to the building inspection department.
- e. Survey and legal description.
- f. Fees may need to be calculated by Sanitarian; can be paid at time of permit release.

E. Sewage Permit – Replacement with Soil

Evaluation (No reserve/replacement drainfield area designated on file.)

- a. Completed application. Be sure to indicate accurate number of bedrooms.
- b. Site plan drawn to scale that includes all home, well, and septic system location details.*
- c. Fee due when application submitted.

F. Sewage Permit – Replacement without Soil

Evaluation (A reserve/replacement drainfield area is designated on file.)

- a. Completed application. Be sure to indicate accurate number of bedrooms.
- b. Site plan drawn to scale that includes all home, well, and septic system location details.*
- c. Fee due when application submitted.

G. Test Well

- a. Completed application.
- b. Site plan drawn to scale that includes any known or proposed sources of contamination within 200 feet.
- c. Fee due when application submitted.

H. Well Permit – New

- a. Completed application. Be sure to indicate accurate number of bedrooms.
- b. Proof of accurate address (official document on Township letterhead indicating address).
- c. Site plan drawn to scale that includes all proposed home, well, and septic system location details.*
- d. Survey and legal description.
- e. Fees may need to be calculated by Sanitarian; can be paid at time of permit release.

I. Well Permit – Replacement

- a. Completed application. Be sure to indicate accurate number of bedrooms.
- b. Site plan drawn to scale that includes all home, well, and septic system location details. Be sure to show locations of any existing and proposed wells.*
- c. Fee due when application submitted.

J. Other Application – Seasonal High Water Table Evaluation, Site Drainage Improvement, Drainfield Repair Permit, Feasibility Study, Site Inspection

- a. Consult with the Sanitarian for your township regarding specific application requirements.

*Be sure to include **ALL** existing and proposed locations of any home, well, septic system, outbuilding, pool, fuel tank, and geothermal well/loop on the site plan.

Updates can be made to an existing site plan if one is on file with our office. Check our online permit database, OnBase, at www.washtenaw.org/permitrecords for existing records.