

CHECKLIST FOR APPLYING FOR IMPROVEMENT PERMIT

NOTE: Your property will not be scheduled for an evaluation until all of the following items have been completed.

- ___ (1) Obtain a Zoning Permit or a Site Evaluation Form for Improvement Permit from the Gaston County Code Enforcement Department (128 W. Main Street, Gastonia), local municipality, or town having zoning jurisdiction where you propose to place a septic tank system.
- ___ (2) Pay for an Improvement Permit at the Gaston County Environmental Health Department (991 W. Hudson Blvd., Gastonia, NC).
- ___ (3) Complete an application for an Improvement Permit, which includes drawing a detailed site plan for the proposed site.
- ___ (4) Any applicant other than the current property owner must complete an Authorization Form.

PLEASE COMPLETE THE FOLLOWING AT YOUR PROPERTY BEFORE RETURNING THE PAPERWORK TO THE ENVIRONMENTAL HEALTH DEPARTMENT:

- ___ (1) Clearly identify property lines and property corners using fixed reference points in the field. Fixed reference points may include permanent or semi-permanent horizontal or vertical controls that are replicable and maintained until septic system is installed and Operation Permit is issued. Examples of fixed reference points include: Surveyed points, existing structures, stakes, iron pins or monuments.
- ___ (2) Clearly stake all corners of the proposed structure (house, manufactured mobile or modular home (including decks and patios, building, garage, outbuilding or pool).
- ___ (3) Site must be cleared of undergrowth to allow easy accessibility and at least 50 feet visibility in any direction.
- ___ (4) Clearly identify the property by placing a sign with your name and/or address on the property.

Once all the above items have been completed, please bring the Application, Site Plan, Zoning Permit or Site Evaluation Form, Authorization Form (if necessary), to the Gaston County Environmental Health Department. Please enter the building from the back (Turn onto Lyon Street and take first left onto Henderson Street, and another left into the parking lot - See Map on Back).

Please understand that if you want to be present the day your property is evaluated, we will attempt to contact you the morning the evaluation is scheduled. Make sure to list on the Application a telephone number you can be reached between 8:00 and 9:00 a.m. Monday - Friday.

When an Improvement Permit is issued, any modifications (grading, etc.) to the septic system area will void the Permit. Changing the location of the proposed structure can also void the Permit. If the Authorization for Construction is not issued at the time the Improvement Permit is issued, then a Building Permit cannot be obtained.

If the septic tank includes a pump, all accessory items associated with the pump system must be installed prior to the Environmental Health Division inspection of the system. This includes the pump, floats, NEMA 4X Box mounted outside the pump tank, and high water alarm. These items must be inspected before an Operations Permit will be issued. An Operation Permit is required before a Certificate of Occupancy will be issued by the Gaston County Building Inspections Department.

**Gaston County Environmental Health Department
Application for
Improvement Permit and/or Authorization to Construct**

IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVEMENTS PERMIT IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE IMPROVEMENTS PERMIT AND AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID. The permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration)

APPLICANT INFORMATION

Applicant	Address	Home & Work Phone
Owner	Address	Home & Work Phone

PROPERTY INFORMATION

Street Address	City	Zip
Subdivision Name	Section/Phase/Lot #	Tax ID # (PID/PIN)

Detailed Directions to Site:

DEVELOPMENT INFORMATION

New Single Family Residence House Mobile, Manufactured, or Modular Home
 Expansion of Existing System Max number of bedrooms: _____
 Repair to Existing Subsurface Sewage Disposal System Max number of occupants: _____
 Non-Residential Type of Structure If expansion: Current number of bedrooms: _____
 Will there be a basement? yes no If no, then crawl space ____ or slab ____.
 Plumbing in basement? yes no Garbage disposal? yes no Jacuzzi or spa? yes no
 Has any grading or removal of soil been done to this property? yes no
 Has any fill material been added to this property? yes no

Water Supply:

New well Existing Well Community Well Public Water

Please Indicate Desired System Type(s): (systems can be ranked in order of your preference)

_____ Alternative _____ Conventional _____ Innovative _____ Modified Conventional _____ Other (specify)

Do you want to be present the day of the evaluation is performed? yes no You will be contacted the day of the evaluation.

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.

yes no Does the site contain any jurisdictional wetlands?
 yes no Is any wastewater going to be generated on the site other than domestic sewage?
 yes no Is the site subject to approval by any other public agency?

I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed.

Property owner's or owner's legal representative signature (required)** **Date**

**Must provide documentation to support claim as owner's legal representative.

SITE PLAN WORKSHEET

Place an X beside each item that has been indicated on your site plan.

A site plan must show the following items:

Draw:

Proposed lot showing lot dimensions and orientation to streets and roads.

Proposed structure (house, mobile home, building include decks, patios, walkways etc) showing all dimensions and distances from property lines.

Proposed driveway location and dimensions.

All wells, both proposed and existing, including those on adjacent property.

Any underground storage tanks such as gasoline tanks, heating oil tanks, or septic tanks.

Any other proposed structure garage, shed, outbuilding, pool, etc. which will occupy space on the proposed lot.

Any streams, ponds, or springs on the property or within 100 feet of your property.

Any right of ways or easements located on the property.

If you wish you may use a surveyor's plat drawn to a scale of one inch equals no more than sixty feet for the site plan. If you do use the plat it must include all the items listed above.

USE THIS SPACE TO DRAW YOUR SITE PLAN (If additional space is needed attach necessary sheets.)

Signature

Date

GASTON COUNTY
Environmental Health
991 W. Hudson Blvd- Gastonia, NC 28052
(704) 853-5200 / Fax (704) 853-5231

AUTHORIZATION FORM

Property Address: _____

Property Tax ID: _____
PID or PIN

I, _____, the agent of the owner of the above-referenced property hereby request a representative of the Gaston County Health Department to evaluate this property to determine the suitability for sub-surface wastewater disposal. I authorize representatives of the Gaston County Health Department to enter the property and use whatever methods are reasonably necessary to make this determination.

Agent's Name Print

Agent's Name Signature

Date

Telephone #

Owner's Name Print

Owner's Signature

Date

Telephone #