

INSTRUCTIONS FOR APPLICATION

- Get Zoning and Watershed Permits or the Site Evaluation form (if applicable) and a Map of the property from the County Office building, second floor, room 214 (Planning, and Zoning). You may use a current survey map if you have one. **The map you submit must show property line dimensions and a directional arrow.** (If the property is in the jurisdiction of the town of Wilkesboro or North Wilkesboro, please check with the town, you may also need Zoning and Watershed permits from the town. If you have recently purchased the property and your name is not shown as the owner of the property on the zoning and watershed permits or the site evaluation form, bring your deed with you to prove you are the current owner.)
- Follow the instructions you have been provided to prepare your site.
- Draw your site plan and submit your drawing with the completed application.
- If applying for repair of an existing septic system: Complete the Homeowner Questionnaire and submit with your application.
- If applying for a church or business: Complete a Fact Sheet and Letter of Intent and submit with your application.

Turn in the application packet and all the required forms. ***Incomplete applications will not be accepted.*** A fee will be collected when you submit the application. A receipt and a copy of the application will be provided.

Contact (336) 651-7530 if you have questions regarding the application or fee schedule.

IMPORTANT NOTICES

AUTHORIZATION TO ACT AS AGENT:

If you wish to sign forms and are not the owner of the property; or if you own the property and want someone else to sign the necessary forms, see the Authorization to Act as Agent form included.

1080 ELEVATION RULE:

The U. S. Army Corps of Engineers has determined that no structure (house, septic tank, septic nitrification field, lines, well, etc.) can be located below the elevation of 1080 feet for W. K. Scott Dam and Reservoir, applicant will need to contact the U. S. Army Corps of Engineers to determine whether or not the "1080 Elevation Rule" applies to their property,

SITE PREPARATION AND SITE PLAN DRAWING:

Applicants are responsible for preparing the site for the evaluation and for drawing the site plan (if required). ***Do not draw your site plan on the map you are submitting.*** Grading, excavation, or clearing with heavy equipment may remove or compact the soil required for septic systems and therefore is not recommended prior to evaluation.

REVISIT FEE:

An incomplete evaluation could result if any of the following apply when a representative of this department makes a site visit.

- The site was not prepared as specified (i.e. property lines not flagged, etc.).
- There is insufficient area clear enough to evaluate.
- Another area within the designated two acre area needs to be evaluated but is not cleared or was inaccessible during the initial visit.

The evaluation will remain incomplete and be put on hold until the needed site preparation is complete and the revisit fee is paid. Once taken off hold status, applications will be placed at the back of the line and will have to wait their turn.

**THIS IS THE SECOND PAGE OF A TWO-PAGE APPLICATION FORM.
SIGNATURE AND DATE ARE REQUIRED FOR ALL APPLICATION TYPES.**

DEVELOPMENT INFORMATION FOR WELLS
(Required if applying for a well permit.)

Well to be used for:

- Individual Well for Residence
- Business
- Shared Well
- Special Use (Foster Homes, Migrant, etc.)
- Other (Specify) _____
- _____ Number of Units on Well
- _____ Number of People Served by Well

**IF CHURCH OR BUSINESS:
(ATTACH THE LETTER OF INTENT)**

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 Are there any storage tanks (above or underground) on this property?
- Yes No Are there any improperly abandoned wells on this property?
- Yes No Are there any unused wells on this property?
- Yes No Are there any existing or proposed wastewater (septic) systems (including repair areas) within 100 feet of proposed well?
- Yes No Are there any other known sources of contamination within 500 feet of the proposed well?
- Yes No Are there any current or pending restrictions regarding groundwater use as specified in G.S. 87-88(a)?
- Yes No Are there any variances regarding well construction or location issued under 15A NCAC 02C .0118?

Once issued, the septic and /or well permit is good for a period of five years. Well owners must contact the Health Department when the pump is installed so the final inspection can be done and the Certification of Completion issued. **YOU WILL NOT BE ABLE TO GET PERMANENT ELECTRICAL SERVICE UNTIL THIS STEP IS COMPLETE.** Well owners must contact the Health Department again when power has been turned on to the pump so the water sample can be taken. The Health Department is required to obtain a water sample within thirty (30) days of the issuance of a Certification of Completion if at all possible. You will need to contact us if you wish to have a water sample taken after that time.

IF THE INFORMATION IN THIS APPLICATION IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE PERMITS SHALL BECOME INVALID.

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 evaluations and 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 complex site evaluation can be performed.

Signature of Owner, Owner's Authorized Agent, or Legal Representative (required) **Date**

MUST PROVIDE DOCUMENTATION TO SUPPORT CLAIM AS OWNER.

OFFICE HOURS ARE 8:30 AM THROUGH 5:00 PM, MONDAY THROUGH FRIDAY. APPLICATIONS ARE TAKEN BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM.

THIS APPLICATION AND FEES PAID WILL BE VALID FOR A PERIOD OF TWELVE MONTHS FROM DATE OF RECEIPT. IF ONE WISHES TO REAPPLY AFTER 12 MONTHS, A NEW APPLICATION MUST BE SUBMITTED. THE ORIGINAL FEE MAY BE APPLIED IF THE ORIGINAL RECEIPT IS SUBMITTED WITH THE NEW APPLICATION.

REFUND WILL REQUIRE THE ORIGINAL RECEIPT.

A REVISIT FEE OF \$100.00 WILL BE CHARGED TO EVALUATE SITES NOT PREPARED AS SPECIFIED ON INSTRUCTION SHEET. PLEASE PREPARE YOUR SITE PLAN ACCORDING TO INSTRUCTIONS BEFORE MAKING AN APPOINTMENT WITH AN ENVIRONMENTAL HEALTH SPECIALIST TO EVALUATE YOUR SITE. ****

REFERENCE NUMBERS

Environmental Health Dept.	651-7530	Register of Deeds	651-7351
Building Inspections	651-7303	Town of North Wilkesboro	667-7129
Mapping Department	651-7309	Town of Wilkesboro	838-3951
Planning Department	651-7350	U.S. Army Corps of Engineers	921-3390

**Wilkes County Health Department
Department of Environmental Health
306 College Street, Wilkesboro, NC 28697**

*(All forms requiring a signature must be signed by the owner or authorized agent. This form is required if you are **not** the owner of the property but wish to sign the application and/or pick up the permit; or if you **are** the owner of the property but wish to authorize someone else to sign all forms.)*

AUTHORIZATION TO ACT AS AGENT

I, _____, am the legal owner of the property,
(Owner – Print Name)
parcel # _____, consisting of _____ acres
and located: _____

Wilkes County, North Carolina. I do hereby authorize _____
(Owner – Print Authorized Agent Name)
to act as an agent on my behalf in applying for and obtaining, from the Wilkes County
Environmental Health Office, an Improvement Permit and/or Authorization for
Wastewater System Construction and/or Operation Permit for an on-site wastewater
treatment and disposal system and/or well construction for the aforementioned property. I
agree to abide by any and all decisions and/or conditions between the agent acting on my
behalf and the Wilkes County Environmental Health Office.

**ATTENTION: *Must submit original forms. Form requires four separate signatures.
One individual cannot witness both signatures.***

_____ (Signature of Owner or Spouse)	_____ (Date)
_____ (Witness to Signature of Owner or Spouse)	_____ (Date)
_____ (Signature of Authorized Agent)	_____ (Date)
_____ (Witness to Signature of Authorized Agent)	_____ (Date)

Comments: _____

SEPTIC SITE PLAN DRAWING INSTRUCTIONS

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(This form is required for new septic systems only.)

Do not draw your site plan on the map you are submitting.

NOTE: Our Environmental Health Specialists try to position septic tank and tail lines in area you choose. This is why we have you designate this on your site plan. However, if area chosen is not suitable, an alternate area within the two acre site will be evaluated for the septic system.

Your site plan drawing should include all the following items that apply to your site:

- The dimensions of the prepared site.
- The dimensions of the home (including deck) and the preferred location.
- The proposed septic system location.
- The proposed well location.
- The proposed driveway location.
- The reference point.
- The proposed location of any structures or improvements to property, such as (garages, workshops, pools, etc.).
- The location of any existing wells or septic tank systems (including repair area) on your property and on adjoining property within 100' of the site to be evaluated.
- The location of any easements or rights of way on the property.
- The location of any streams, rivers, ponds, etc. on the property.
- The location of any designated wetlands on the property.
- If grading has been done or is to be done, fill material, or where fill material is to be placed is indicated on the drawing.
- **Is your property larger than 2 acres?** Draw the site boundaries and property lines you have flagged on your site plan (see site preparation instructions for new septic systems) and indicate the distance of the site boundaries to the nearest property lines. Also draw an asterisk "*" on the map you are submitting to indicate the location of your site.
- **If applying for a well and septic permit, only one site plan drawing is necessary but must include any items from the septic and well site plan drawing instructions that apply to your site.**
- Directional arrow (North)

By signing this you certify that you have read the above and all that apply are included on your site plan drawing, and accurate measurements have been taken.

Signature of Owner, Owner's Authorized Agent, or Legal Representative
WELL SITE PLAN DRAWING INSTRUCTIONS

Date

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Rev. 12/08/10

(This form is required for new wells only.)

Do not draw your site plan on the map you are submitting.

Using the Setbacks for Well Placement as a guide, indicate on your site plan drawing the location and distance from your proposed well to any features on the Well Setbacks list that exist or are proposed on your property. Also include on your site plan drawing:

- Any property lines within 100 feet of the proposed well
- The location of any easements or rights of way on the property
- Directional arrow (North)

**SETBACKS FOR WELL PLACEMENT IN WILKES COUNTY
(15A NCAC 02C WELL CONSTRUCTION STANDARDS)**

➤ Building foundations, excluding the foundation of a structure housing the well head	25 Ft.
➤ Septic Tank, Septic Pump Tank, Septic Drainfield, Septic Repair Area, or any other portion of a Septic System	100 Ft.
➤ Other subsurface ground absorption waste disposal system	100 Ft.
➤ Industrial or municipal sludge-spreading or wastewater-irrigation sites	100 Ft.
➤ Water-tight sewage or liquid-waste collection or transfer facility	50 Ft.
➤ Other sewage and liquid-waste collection or transfer facility	100 Ft.
➤ Other sewage and liquid-waste collection or transfer facility	100 Ft.
➤ Cesspools and privies	100 Ft.
➤ Animal feedlots or manure piles	100 Ft.
➤ Fertilizer, pesticide, herbicide or other chemical storage areas	100 Ft.
➤ Non-hazardous waste storage, treatment or disposal lagoons	100 Ft.
➤ Sanitary landfills	500 Ft.
➤ Other non-hazardous solid waste landfills, such as Land Clearing and Inert Debris (LCID) land fields	100 Ft.
➤ Animal barns	100 Ft.
➤ Surface water bodies which act as sources of groundwater recharge, such as ponds, lakes and reservoirs	50 Ft.
➤ All other surface water bodies, such as brooks, creeks, streams, rivers, springs, sounds, bays, and tidal estuaries	25 Ft.
➤ Chemical or petroleum fuel underground storage tanks regulated under 15A NCAC 2N: with secondary containment	100Ft.*
➤ Chemical or petroleum fuel underground storage tanks regulated under 15A NCAC 2N: without secondary containment	500 Ft.*
➤ Above ground or underground storage tanks which contain petroleum fuels used for heating equipment, boilers, or furnaces	50 Ft.
➤ All other potential sources of groundwater contamination	50 Ft.

Your proposed well must meet all these setbacks. By signing this you certify that you have read the above and your new well site meets or exceeds these setbacks, and all that apply are included on your site plan drawing.

Signature of Owner, Owner's Authorized Agent, or Legal Representative

Date