



SITE EVALUATION INSTRUCTIONS

1. Complete Application Information:

- Name, address, and telephone number of applicant and owner (include site address if different)
- Water supply on property
- Tax Lot Number
- Subdivision Name - Lot and Block Number (if applicable)

2. Complete and Sign the Authorization of Representative Form (if applicable)

3. Attachments Required:

- Tax Lot Map (provided by Environmental Health)
- Vicinity Map (including entry point onto property and access to test site)
- Preliminary Site Development Map:
 - All property lines within 150 feet of test holes and easements
 - Arrow indicating North
 - Minimum of two test holes with distances of 75-100 feet apart (include distances to two adjacent property lines)
 - All wells or springs identified within 200 feet of test holes, including neighboring properties
 - Existing or proposed house/outbuilding locations, roads, and driveway locations
 - All temporary and permanent water runoff areas identified (i.e., ponds, ditches, streams, swales, etc.)
 - All soil cuts over 30 inches deep within 100 feet of test holes

4. At Site Location:

- The test pits need to be marked with a flag attached to a long pole. If the flags marking the pit location are not visible from the road, a trail of flags to the test pit sites will be required (see test pit preparation instructions).
- Property lines must be flagged
- Identify lot location by posting a clearly visible address sign near the entrance of the property

Note: Include all distances, setbacks, and lengths of drainlines.
For setback requirements see Table 1, Minimum Separation Distances.