

## SETBACK SITE EVALUATION INSTRUCTION SHEET

1. Submit a completed application, accompanied by an acceptable site plan of your property and the appropriate fee. Upon submission of a completed application, the applicant will be contacted by an Environmental Health Specialist to be given an appointment. Prior to the appointment, the applicant is responsible for providing reasonable access to the area that includes the septic and house sites and for identifying the property boundaries and proposed structure, or swimming pool, storage building, etc., locations. **The Environmental Health Specialist cannot conduct the site evaluation and will cancel the appointment upon arrival at the property if the above requirements are not met. If the property is not properly prepared prior to the appointment, call 542-8208 to cancel and reschedule.**
2. Use flags or ribbons to identify the location of the septic area and the proposed improvement site.
  - ◆ **Minimum setback requirements for improvements:**
    - 25 feet from wells
    - 5 feet from septic system (15 feet if improvement is a swimming pool)
    - 10 feet from water line
    - Additional setback distances may apply, depending on location of property or type of improvement requested.

### SITE PLAN WORKSHEET

**Incomplete site plans will be returned to you for completion. Remember your Property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property.**

**The site plan needs to include the following:**

- The dimensions of the property.
- The location of all existing and proposed structures (e.g.: facility, wells, water lines, outbuildings, workshops, garages, pools) and the driveway location. Show the distances from the proposed improvement to any existing septic tank systems and wells. Indicate the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area of the lot that you anticipate the structure will cover.
- A north arrow or other sufficient directional indicator.
- The location of any easements or rights of way on the property.
- The location of any designated wetlands on the property.

### EXAMPLE OF A PROPERLY PREPARED SITE PLAN:

