

Fee: \$150.00 - NON-REFUNDABLE  
Last Revised: 1/21/2010

Receipt # \_\_\_\_\_

## Darke County General Health District

300 Garst Avenue  
Greenville, OH 45331  
[www.darkecountyhealth.org](http://www.darkecountyhealth.org)

Phone: (937) 548-4196 ext 209 Fax: (937) 548-9654

### SITE EVALUATION APPLICATION

For a 1-3 family residence

**You must make an appointment with a sewage inspector, phone: 937-548-4196 extension 233 to submit this application to the Darke County Health Department. Applications will not be accepted without an appointment.**

Plan Submitter: Builder                      Homeowner                      Installer                      (circle one)

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Affiliation to Owner: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Township of site: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Township # \_\_\_\_\_ Range# \_\_\_\_\_ Section# \_\_\_\_\_

Has the lot already been split, platted, and recorded? Y N If yes, date recorded: \_\_\_\_\_

Interceptor, gradient drain, or other surface water drains outlet to (circle only):

- (A) Stream located on property
- (B) County tile/county ditch located on property
- (C) Existing tile to county tile, county ditch, or stream with recorded easement
- (D) New tile to be installed to county tile, county ditch, or stream with recorded easement

*If a stream, county tile, or county ditch is not located on your property an easement must be obtained from all properties to such drainage. The easement area must include the area the existing or proposed tile is located. This easement must be recorded at the recorder's office in the courthouse prior to permits being granted. Information on county tiles and ditches may be obtained at the county engineer's office. The Health Department will want to inspect any tile prior to granting approval for its use.*

Name of county ditch/ tile draining to:

Drainage easements to be obtained/already obtained from the following property owners:

- You should have a copy of the blueprints or the floor plan of the home reviewed by the sewage inspector prior to having the soil tested or the septic system designed to ensure they are adequately sized or size the system for a large home. Please note office, den, study, etc. and any room that can be reasonably used as a bedroom is counted as a bedroom. Larger homes may require larger lots.

**Prior to the evaluation of your lot, the following must be done:**

\_\_\_\_\_ Submit the site evaluation application and fee for building lot approval (*this form*)

\_\_\_\_\_ Submit the Site and Soil Evaluation Form (*A soil evaluator must complete this form. A list of potential soil evaluators is attached and most have these forms. All Soil Evaluators and Designers must meet the competency requirements of the rules. The Health Department may not recommend and does not guarantee the competency of those individuals on the list*).

\_\_\_\_\_ Submit a site plan or site drawing with proposed location of house, septic, well, etc.  
It must be **drawn to scale** and also must include the following:

- The dimensions of the lot or the proposed lot.
- Any other structures to be located on the lot.
- Any site disturbances, existing or proposed driveways or other hardscapes
- Location of soil boring and or excavation locations for attached soil evaluation  
-designate the areas for which the soil profiles are representative on the plan
- Location of primary and reserve septic systems
- Identify any areas that would impact or prohibit the siting of the septic systems
- Location of well and other wells located within 50ft of lot
- North orientation arrow.
- Vegetation present, approximate slopes, and drainage features
- Drainage tiles
- Any easements located on the property

\_\_\_\_\_ Submit a 1/4 section map with property owners indicated (1"=200 ft.). The section map must include an aerial map with plat overlay and soil profile. (*Obtain from GIS Map Office located on 1<sup>st</sup> floor of courthouse*)

\_\_\_\_\_ Submit surveyed copy of the plat (w/ site review letter from review board, if < 20 acres)  
(*Obtain from County Engineer's office located in basement of courthouse*)

\_\_\_\_\_ Submit a copy of the blueprints or the floor plan of the home to be built.

\_\_\_\_\_ Submit the design or layout plan for the septic system.  
*(If the person designing the system is different than the person installing the system, you must also submit a statement from the installer stating that they can install the system in accordance with the design and the home sewage treatment system rules.)*

Company designing system: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address of designer: \_\_\_\_\_ Phone number: \_\_\_\_\_

*Allow thirty days for the Health Department to review a design plan prior to issuing permits. A designer, a septic installer, or a homeowner who knows how to design or install septic systems may prepare the design. Lists of potential designers and septic installers are available at the health department. Designs must meet the Darke County Home Sewage Treatment Rules, Section 3701-29-9.1. A complete copy of these rules is available on the Darke County Health Department's website: [www.darkecountyhealth.org](http://www.darkecountyhealth.org)*

\_\_\_\_\_ Location of home must be staked (corners)

\_\_\_\_\_ Property lines must be clearly marked.

\_\_\_\_\_ Lot must be cleared of crops and high weeds. The vegetative cover on the lot, i.e., high weeds, corn, soybeans, etc. must not exceed 12 inches in height or the property cannot be reviewed. If the lot(s) are heavily wooded, you may be asked to cut trails on the lot(s) to allow us to review the topography of the lots(s).

Closest public sewage system: \_\_\_\_\_

Distance to closest public system: \_\_\_\_\_ (feet, yards, or miles)

You may be required to obtain a letter from the public sewer stating that the proposed lot or subdivision will not be allowed to connect or is not accessible to the sewer based upon the distance of the public sewer from the proposed lot or subdivision. Subdivisions with 25 or more lots must be reviewed by the Ohio EPA to determine sewer accessibility and written documentation provided.

**Owner/ applicant acknowledgement:** To the best of my knowledge, the information include in this application is complete and accurate. I understand and agree that approval for development will be subject to all applicable laws, regulations, and policies. I also understand that if changes occur which would make this application inaccurate, approvals will be void/ revoked until the new changes have been reviewed and new approvals granted. I also certify that the siting of a sewage system on this lot does not violate paragraph (B) of Section 3701-29-8.1 of the Darke County Home Sewage Treatment Rules.

\_\_\_\_\_  
Owner/ applicant signature

\_\_\_\_\_  
Date

If for any reason you need to cancel or reschedule your site appointment, you must call at least 24 hrs prior to the original appointment time. The Darke County Health Department has forty five calendar days upon acceptance of a complete application to determine whether approval may be granted. Health department building lot approvals are valid for one year from the date of approval.

**Once the site is approved, the following must be submitted to obtain health department permits:**

\_\_\_\_\_ Blue print or floor plan of the home if not already submitted.

\_\_\_\_\_ Name of the septic installer: \_\_\_\_\_

\_\_\_\_\_ Name of the well driller: \_\_\_\_\_

\_\_\_\_\_ Name of the well pump/ pitless adapter installer: \_\_\_\_\_

\_\_\_\_\_ The zoning permit or the un-zoned township approval letter (*Obtain from zoning inspector or township trustee if in an un-zoned township, see information attached*)

\_\_\_\_\_ The address (*Obtain from county engineer's office*)

\_\_\_\_\_ Recorded easements (if applicable) (*Obtain from recorder's office located in courthouse  
Many times it is located on the deed for the property*)

\_\_\_\_\_ Name of Service Provider: \_\_\_\_\_

*All septic systems are required to have routine maintenance. Lists of service providers and septic haulers are available at the Health Department. The design plan and operational permit should specify the type of maintenance involved with your system.*

**You must schedule an appointment to obtain your well and septic permits.** Most of the time the inspectors are in the field and the secretaries cannot issue you permits. At the time you purchase your well and septic permit, a building authorization will be issued so you may obtain your building permit from the building department. Your plumber will have to obtain your plumbing permit. Permits are good for one year from the date they are issued.

**Occupancy will not be granted by Building Regulations until all health department inspections are complete.**

Once the septic system is approved, an operational permit will be issued. The permit will be valid for the time frame issued on the permit. **An inspection will be conducted between 12 to 18 months after the system has been approved. When the operational permit expires, you will be sent a bill for the next operational permit period.** At that time, you may be required to submit supporting documentation that you have operated your system in accordance with the maintenance requirements listed in the system's design.

Please note the health department may, at any reasonable time, inspect any household sewage treatment system or part thereof, sample the effluent, or take any other steps which may be necessary to insure proper compliance with Ohio Administrative Code Chapter 3701-29-01 through 3701-29-18. This will be done at the discretion of the department and may involve additional work to be done, paperwork to be filed, and may incur additional fees and/ or costs to be paid.

All permits may be revoked if the submitted plans are altered without prior approval from the health department.

\_\_\_\_\_  
Owner/ applicant signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

DATE OF APPOINTMENT: \_\_\_\_\_ TIME: \_\_\_\_\_

Lot is: Approved \_\_\_ Pending Submission of Documents  
Disapproved \_\_\_ for the following reason(s): (See below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspector Date

**Type of System:**

Aeration \_\_\_\_\_ Lineal Feet 18" 36" Split Field \_\_\_\_\_  
Tank \_\_\_\_\_ gal. w/risers \_\_\_\_\_ Graveless 18" 36" Interceptor Drain \_\_\_\_\_  
Existing \_\_\_\_\_ Upflow Filter Gradient/ Curtain Drain \_\_\_\_\_  
\_\_\_\_\_ Mound System \_\_\_\_\_ Drip System Inspection Port \_\_\_\_\_  
Other \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ Type of installation: New Replacement or Alteration

**System Type Code (Circle):**

- 1. Soil Absorption
- 2. NPDES discharging

**Soil Credit Used (Circle):**

- 1. One foot credit used
- 2. Two foot credit used

**System Description Code (Circle):**

- 1. Septic tank to shallow leach lines
- 2. Pretreatment to shallow leach lines
- 3. Septic tank to 18"-30" leach lines
- 4. Pretreatment to 18" - 30" leach lines
- 5. Septic tank to sand mound
- 6. Pretreatment to sand mound
- 7. Septic tank to drip distribution
- 8. Pretreatment to drip distribution
- 9. NPDES System
- 10. Other

**System Flow (GPD):** \_\_\_\_\_

**Vertical Separation Distance (VSD):** \_\_\_\_\_ Ft.

**Estimated Cost:** \_\_\_\_\_

**Easement:** Y N

**Operational Permit Fee:** \_\_\_\_\_

**O/M Description (circle):** Conventional  
Mechanical

Notes: \_\_\_\_\_

DATE PERMITS ISSUED: \_\_\_\_\_ Plumbing permit needed: YES or NO



### Additional Information

- 2010 Septic Permit Installation Fee: \$300.00 Partial: \$200.00
- 2010 Operational Sewage Permit Fee: \$15.00 per year conventional  
\$55.00 per year mechanical \$5.00 per year aeration with service contract  
Re-inspection fees: \$55.00 Experimental: fee varies
- 2010 Well Permit Fee: \$326.00 Alteration: \$140.00 \$60.00 for additional waters samples
- 2010 Plumbing permit fee: \$40.00 plus \$12.50 per fixture \$25.00 plan review fee

### Other Handouts Available at the Health Department:

- Well isolation distance and other requirements
- Septic installation guidance documents
- Information on care and maintenance of your septic system
- List of Registered Plumbing Contractors
- List of Registered Septic Installers
- List of Registered Septic Pumpers
- List of Registered Service Providers
- List of System Designers

### Soil Evaluators for Household Sewage Treatment Systems

Business Name	Address	Phone Number
Greg Buckingham	419 N. High Street Union City, Ohio 47390	765 964-3323
Hull & Associates (Shawn McGee and Bill Petruzzi)	3401 Glendale Avenue, Suite 300, Toledo, Ohio 43614	419 385-2018
Soil and Environmental Consulting Services, Inc. (Steve Miller and Kirk Hines)	1974 N. 3 Bs and K Road Sunbury, Ohio 43074	614 579-1164
Thomas Winemiller & Associates, Inc. (David Winemiller)	34 East National Road, Vandalia, OH 45377	937-898-5862
Deaton Soil Services (Matthew H. Deaton)	690 Skodborg Drive, Eaton, OH 45320-2654	937-533-9991

*The Health Department may not recommend and does not guarantee the competency of those individuals on the list. If you know of someone who wishes to be included on the list, let us know.*

## CONTACT INFORMATION

### **Health Department Contact Information:**

*Health Commissioner:* T.L. Holman, DVM, RS

*Environmental Director:* Roberta Mangel, RS, MPH

*Environmental Secretary:* Teresa Plessinger 937-548-4196 ext. 209

*Sewage Inspectors:* Liz Farver 937-548-4196 ext. 233

Sophie O'Connor 937-548-4196 ext. 208

*Plumbing Inspector:* Lance Begoon, CPI 937-548-4196 ext. 207

*Sanitarians:* Corrie Holthaus, RS, Janel Hodges, RS

### **County Engineer:** James Surber

Location: Basement of County Courthouse

Greenville, Ohio 45331

937-547-7375

### **GIS Department**

Location: 1<sup>st</sup> Floor of County Courthouse

Greenville, Ohio 45331

937-547-7310

### **Planning Commission/ Review Board:**

Contact: Curtis Yount

Location: Basement of County Administration Building

520 S. Broadway, Greenville, Ohio 45331

937-547-7381

### **Building Regulations:**

Contact: Ron Francis

Location: Basement of County Administration Building

520 S. Broadway, Greenville, Ohio 45331

937-547-7379

**Zoning:** Adams, Brown, Butler, Franklin, Greenville, Harrison, Jackson, Liberty, Neave, Van Buren, Wayne, and Wabash Townships See Curtis Yount, 937-547-7381

*Monroe Township:* See Scott Peele, 9490 Grubbs-Rex Rd., Laura, OH 45337, Phone: 947-1769

*Twin Township:* Dennis Benedict, 2580 Tillman Road, Arcanum, OH 45304, Phone 692-5633

**Unzoned Townships:** Contact any of the listed trustees

<b>Allen:</b>	Neal Siefring	338-6113	<b>Richland:</b>	Ted Mangel	337-0184
	Paul Mestemaker	338-5837		Bruce Knick	337-8081
	Jerry Bergman	338-5575		Robert Wagner	337-7491
<b>Mississinawa:</b>	Robert Stump	375-4728	<b>York:</b>	Michael Mangel	526-3254
	Edward Rauh	375-4319		James Zumbrink	336-7932
	Roger Fortkamp	968-7408		Bill Barga	336-6573
<b>Patterson:</b>	Samuel Polhman	582-2703	<b>Washington:</b>	Joe Martin	548-3068
	Steven G. Puthoff	582-2007		William Hart	968-6047
	Kenneth Bohman	582-5944		Wayne Baker	548-5210

**Un-zoned Township Letter**

*For homes to be built or remodeled in Allen, Mississinawa, Patterson,  
Richland, York, or Washington Townships*

*To be completed by a township trustee in the respective township.*

**Submit a copy to:**

Darke County Health Department &  
300 Garst Avenue  
Greenville, Ohio 45331

Darke County Building Regulations  
520 S. Broadway  
Greenville, Ohio 45331

This is to notify you that the Trustees of \_\_\_\_\_ Township, Darke County, Ohio, have inspected the proposed building site or sites of: \_\_\_\_\_ located at, \_\_\_\_\_ and do hereby make the following recommendations:

Proposed site does/does not have drainage problems with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_

Proposed site does/does not have driveway distance problems with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_

Other related comments:

\_\_\_\_\_  
\_\_\_\_\_

This form is submitted for information purposes only. The Trustees acknowledge that they have no obligation to regulate the building site, drainage, or driveway sight distances in regards to this property.

\_\_\_\_\_  
(Township Trustee or authorized signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Street Address), (City)

\_\_\_\_\_  
(Phone number)

Send copy to: \_\_\_\_\_  
(Owner or building contractor)