

Jackson County Department of Public Health
Environmental Health - (828) 587-8250
Wastewater and Well Application Checklist

Site Evaluation

By submitting your application for an Improvement Permit, Construction Authorization and/or Well Permit, the following items are expected to be completed. Failure to have the items complete will delay processing of your application and may subject you to a fee for an unnecessary site visit by this department.

Checklist

1. As per 15A NCAC 18E .0202 and 15A NCAC 02C .0105 all applications for an Improvement Permit, Construction Authorization and/or Well Permit shall include a site plan or plat of the property. A site plan must include a survey of the property or a drawing of the property that shows the existing and proposed property lines with dimensions, the location of the facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters.
 - a. NOTE: A copy of an aerial from Jackson County Property Viewer will not be accepted. If a lot is denied an Improvement Permit for a wastewater system by a REHS, the applicant will be entitled to a refund of two-thirds (2/3) of the fee paid.
 - b. NOTE: A site plan or plat shall not be required with the application to repair a permitted wastewater system when the repairs will be accomplished on property owned and controlled by the owner and for which property lines are identified in the field.
2. **Locate and clearly flag all corners (pins) or proposed corners of lot to be evaluated. All property lines must be clearly identified and “flagged” or marked at a minimum interval of 25 feet.** If you are uncertain about the location of property corners, please have a professional land surveyor survey and flag the property prior to the site visit by Jackson County Department of Public Health (JCDPH).
3. **Locate and clearly flag all corners of the proposed structure(s) footprint or building envelope as represented on the submitted site plan.** The flagging or marking must include the entire foundation as well as any decks, patios, porches, etc.
4. Locate and clearly flag all wells, springs, surface waters and/or underground utilities within 100 feet of the property boundaries.
5. Undergrowth needs to be cleared to the point that the property is accessible. The Environmental Health Specialist must have clear visibility for at least 50 feet from any one location in order to take accurate measurements.
6. Under certain circumstances the owner or applicant may be required to have test pits (backhoe pits or hand dug pits) dug before an on-site wastewater evaluation can be completed; optionally, if you have test pits dug during the initial site visit you can increase the likelihood that your property can be permitted after the initial site visit, otherwise a return visit will have to be scheduled to examine test pits.

Above items **must** be completed or the **evaluation** cannot be conducted. Please be advised that a revisit fee (\$60.00 per application) may be assessed if the site visit is made and above items are not completed. Additional site visits will not be scheduled until revisit fee is paid.

Fee Guidelines

- **No full refund will be given**
- Fees can be transferred to another Parcel Identification Number (PIN) **once**.
- Prior to the Initial Site Visit:
 - If the applicant changes their mind and withdraws the application prior to the initial site visit, a \$60 Administrative Fee will be levied and the remaining balance can either be transferred or refunded.
 - A request for refund or transfer **must be made in writing** to the Environmental Health Office by email or in written statement within 90 days from the date of application and prior to any site visit.
- After one Initial Site Visit, but No Permit Issued:
 - If an applicant changes their mind and withdraws the application after a site visit is made, but no permit has been issued, \$90 will be levied (\$60 Administrative Fee + \$30 Site Visit Fee).
 - A request for refund or transfer **must be made in writing** to the Environmental Health Office by email or in written statement within 90 days from the date of initial site visit.
 - A **partial** transfer of fees from one application to another can occur **only if, after the initial** site visit, the applicant changes his/her mind and **only if** the REHS does not perform the tasks necessary for issuance of an improvement permit. (For example: An REHS only requests backhoe pits to be dug so a proper evaluation can be made). The amount of \$90 will be levied (\$60 Administrative Fee + \$30 Site Visit Fee) and the rest can be transferred to another application. All previous paperwork is to be voided.
- If a lot is denied an Improvement Permit for a wastewater system or a Well Permit by a REHS, the applicant will be entitled to a refund of two-thirds (2/3) of the fee paid.

An appointment will not be scheduled until all required documentation and fees are submitted to the JCDPH.

Current Laws and Rules can be found at: <https://ehs.ncpublichealth.com/rules.htm#oswprules>.