



**IREDELL COUNTY HEALTH DEPARTMENT**  
**ENVIRONMENTAL HEALTH DIVISION**  
**PAGE 2: SITE PLAN WORKSHEET**

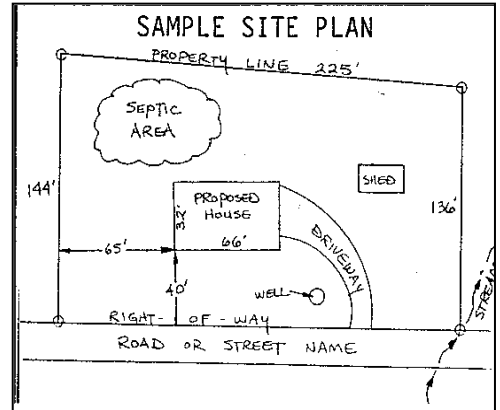
**SEE THE "SAMPLE SITE PLAN" BELOW. INCOMPLETE SITE PLANS WILL BE RETURNED TO YOU FOR COMPLETION AND MAY RESULT IN A DELAY IN THE ISSUANCE OF YOUR SEPTIC SYSTEM PERMIT!!!**

Place an (X) beside each item as you complete the site plan:

- Property Line measurements are clearly identified
- All proposed structures are indicated
- Front and side setbacks from property line
- Preferred driveway location and well location
- Area you prefer your septic system to be placed
- North arrow, or other sufficient indicator of direction

Circle N/A on the following if appropriate:

- Location of septic systems and wells within 100' of your property    N/A
- Location of easements and rights of ways on your property            N/A
- Location of any designated wetlands on the property                    N/A



**USE THIS SPACE TO DRAW YOUR SITE PLAN**

*Show: proposed house or business footprint, wells, water lines, patios, pools and decks, and any other item that will occupy space on the site*

**Signature:** \_\_\_\_\_  
 Property owner or owner's legal representative signature (**SIGNATURE REQUIRED**)

\_\_\_\_\_ DATE

**DOCUMENTATION TO AUTHORIZE AN OWNER'S LEGAL REPRESENTATIVE**  
*(Check and sign only ONE of the options below)*

1. \* **APPLICANT AND OWNER ARE THE SAME.** \* *(Sign here)* \_\_\_\_\_

Applications for permits require the "signature of the owner or owner's legal representative" (15A NCAC 18A .1937). If the owner does not sign the application himself or herself, they can submit any one of the following documents to designate their legal representative: *Power of Attorney; Real Estate Contract; Estate executor; Bankruptcy trustee; Court ordered guardianship*. In the absence of the above documentation, the property owner may provide the local health department with documentation that designates a legal representative. A property owner may:

Complete this form to document his or her legal representative, or provide his or her own form that contains the information in this form. If there are multiple property owners, then all property owners must sign the form that designates a legal representative.

**By signing a form that designates a legal representative for purposes of 15A NCAC 18A .1937, the property owner authorizes that representative to act on their behalf in matters pertaining to the application and permitting process, including signing or receiving any application, document or permit. The owner retains full responsibility to meet all permit conditions specified by the local health department.**

2. I, \_\_\_\_\_, am the legal owner(s) of the property located at \_\_\_\_\_, identified as

PIN (Parcel Identification Number) \_\_\_\_\_, located in Iredell County, North Carolina.

I do hereby authorize (**print legal representative/company name**) \_\_\_\_\_,

\_\_\_\_\_ to act as an agent on my behalf in applying for/signing/obtaining any of the documents described below.

- Application for Improvement Permit (IP) / Authorization to Construct (AC)
- Improvement Permit (IP) / Authorization to Construct (AC)
- Application for soil-site evaluation (new/repair)
- Application/permit for private drinking water well/well abandonment
- Application for Compliance Inspection

I agree to abide by all decisions and/or conditions between the legal representative acting on my behalf and the Iredell County Department of Public Health, Environmental Health Division.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

**Mooreville - Environmental Health**

Fax: 704-662-3239  
610 E. Center Avenue, Mooreville, NC 28115

**Statesville - Environmental Health**

[ronda.hart@co.iredell.nc.us](mailto:ronda.hart@co.iredell.nc.us)  
Fax: 704-871-3483  
349 N. Center Street, Statesville, NC 28677

# ENVIRONMENTAL HEALTH REQUIREMENTS for SEPTIC and WELL PERMITS

**The following items must be completed *PRIOR* to the *SUBMITTAL* of any Environmental Health Application. Incomplete applications will be returned to the applicant and cannot be processed or placed on the work list.**

**\*\* Initial all lines below to indicate you have submitted each form and completed every site requirement \*\***

\_\_\_\_\_ **Complete all Environmental Health forms:**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Site Plan including the dimensions of proposed structure, addition, pool etc.
- \_\_\_\_\_ Documentation to Authorize Owner Agent (even if the property owner is the applicant – complete section 1 or 2)
- \_\_\_\_\_ Copy of Zoning Permit when applicable
- \_\_\_\_\_ Sign this sheet after you have completed all items

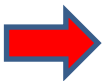
\_\_\_\_\_ **Lot must be cleared of heavy undergrowth.** In order to evaluate the lot, the footprint of the proposed structure must be visible. Adequate area for the septic drain field and repair area must be sufficiently cleared of heavy undergrowth, with 50 feet of visibility in all directions. Inspectors must be able to evaluate the property, shoot laser level elevations, layout the drain field, do soils work, etc. **If the lot is not cleared sufficiently, then a \$100 site revisit fee will be charged and the evaluation will be put on HOLD until the requirement is met.**

\_\_\_\_\_ **Clearly mark all property corners by locating existing iron or concrete markers.** Flag all property lines every 25 feet if adjacent corners are not visible when standing on any given corner. Property lines must be flagged by a licensed NC surveyor & easily identified **prior to application submittal** (exception may apply for septic repair evaluations only). 'Mow lines' and/or fence lines do NOT constitute marked lines. **If the property lines are not properly marked when the lot is ready to be evaluated, then the application will be put on HOLD and a \$100 site revisit fee charged.**

\_\_\_\_\_ **Stake or flag the footprint of the proposed structure, addition, pool etc. to match the site plan submitted.** The proposed structure, etc. must be staked out on the property as per the site plan.

\_\_\_\_\_ **If an Authorization to Construct (AC) is desired,** submit a recorded copy of the plat for newly created or subdivided lot(s) and a LEGIBLE copy of the basic floor plan no larger than 8 ½" x 14" for each floor of the structure including decks, porches, etc. **The overall dimensions must be clearly noted & the rooms labeled.**

***Any site not meeting the above requirements when staff arrives for the evaluation will result in a \$100 site revisit fee being charged and the request being placed on HOLD. This will delay the processing of the application. Once work by Environmental Health staff begins, the up-front fees paid toward securing any health department permit are nonrefundable. Refunds for work not started, due to a customer changing their mind or plans, are subject to an administrative fee of \$50 to defray a portion of the costs of processing the refund.***



**Backhoe pits are required for all applications that require a soils evaluation. DO NOT DIG PITS UNTIL THE EH SPECIALIST HAS AUTHORIZED AND SCHEDULED YOUR EVALUATION TIME.**

- **All utilities shall be marked before pits are dug. Call NC 811 for this service.**
- The applicant/agent is responsible for securing these services
- Backhoe pits are to be dug at the locations and depths determined by the Environmental Health Specialist or a NC Licensed Soil Scientist. A minimum of four pits must be dug.
- The EH specialist will contact you when your application is ready to be processed for pit scheduling.
- Your backhoe operator must be on site during the EH Specialist's evaluation to prevent your operator from having to return to the property for additional work.

**By signing below, I am acknowledging the above specifications have been met and the site is READY to be evaluated AND I understand the backhoe pit requirement and will secure those services (if applicable).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Contact the Environmental Health Offices below:

**Statesville Office**

349 North Center Street (2<sup>nd</sup> Floor Building Standards)  
Statesville, NC 28677-4063  
Phone: (704)878-5305 ext. 3456

**Mooresville Office**

610 East Center Avenue (2<sup>nd</sup> Floor Govt. Center South)  
Mooresville, NC 28115-2548  
Phone: (704)660-3625