

**Alexander County Environmental Health
Application, Evaluation, and Permitting Procedures
For Septic Systems and Well Construction**

A. Applications

1. Complete applications must be submitted for Improvement Permit (IP), Authorization to Construct (AC), or Well Permit as applicable for proposed use. The owner or his authorized agent must sign all applications.
2. The current fee for each improvement permit must be paid at the time the application is submitted. Applications will not be accepted until all fees are paid.
3. Complete applications must be accompanied by a plat prepared by a surveyor on a scale of no less than 1"= 60', or a site plan prepared by the applicant. A separate plat or site plan must be submitted for each lot application. Plats or site plans must show all proposed property lines, lot corners, home locations, all roads, bodies of water (creeks, streams, lakes, ponds), existing wells within 200', all lot dimensions, easements, and right of ways.
4. Applications will be considered on a first-come, first-serve basis and will be activated only when complete applications are received. **Incomplete applications will not be activated.**

B. Evaluations

1. All lots must be properly prepared for evaluation in the following manner:
 - a. All lots must be fully accessible. Access roads must be at least "roughed in." Overgrown or very thickly wooded lots must be adequately cleared prior to evaluation to allow for proper access.
 - b. All lot corners must be true corners (iron pins, axles, etc.) and must be marked and readily identified in the field. All lot sidelines are to be flagged or strung the entire length and width of the lot. Exceptions to flagging lot sidelines may be made if all corners can be seen from any part of the lot.
 - c. Proposed "cut out" lots must be marked as indicated on site plan or plat for IP only and will be required to be surveyed and recorded at the Register of Deeds before an AC will be issued.
 - d. All home sites, and accessory structures (garages, out- buildings, pools, etc) as indicated on the plat, must be staked or flagged on the lot at the time of evaluation.
Note: Items not flagged or indicated on the site plan may not be considered in the evaluation and may subject the applicant to additional fees and delays.
 - e. **Improperly prepared lots will not be evaluated and will be placed in an inactive status.** Applications will be reactivated when all required preparations are complete.
2. Prior to the lot evaluation, you must notify the Environmental Health Specialist assigned to your case that all required preparations are complete. The Environmental Health Specialist will then schedule a time to meet with the owner, the owner's authorized agent , or septic contractor on the property. The Environmental Health Specialist will then either flag areas where "soil test" holes are to be dug for the soil evaluation or direct the contractor on where to dig backhoe pits for the soil evaluation. **The owner/applicant is responsible for the soil excavation .**
Test holes or pits shall be dug in the following manner:
 - a. Holes must be located as near as possible to the previously placed flags.
 - b. Holes or pits must be a minimum of 4' deep. For safety reasons, at no time should the pit be deeper than 5' unless specifically requested by the Environmental Health Specialist.
 - c. After holes are dug, the applicant will notify the Environmental Health Specialist and an evaluation will be scheduled.
3. The soil site evaluation will be conducted by evaluating each previously dug hole or pit in the manner prescribed by current state rules. A soil profile from each will be described on a soil evaluation form for each lot application submitted. The soil evaluation form will include, but not be limited to, the following:
 - a. Soil profile description to include soil depth and characteristics
 - b. Topographical features
 - c. Usable soil areas and locations
 - d. Possible system type(s)

- e. Problems and/or unsuitable characteristics
 - f. Determination of suitability for system and repair areas
4. Well construction applications will be evaluated based on required location criteria as established by state well regulations and local ordinances.

C. Permitting

1. Lots determined to be suitable or provisionally suitable for a wastewater disposal system, well, etc., may be issued applicable permits.
2. A letter of denial will be issued for lots that are considered unsuitable for a wastewater system. The following conditions or characteristics may result in lots considered unsuitable:
 - a. Soil wetness conditions (shallow seasonal water tables)
 - b. Unsuitable topography (irregular topography, excessive gullies, ravines, excessive slopes, depressions, etc.)
 - c. Shallow soil depths
 - d. Unsuitable soil characteristics (expansive clays, poor structure, etc.)
 - e. Inadequate space available for the installation of a complete system and repair area to serve the proposed facility.
3. Permit denial letters shall be required to adequately describe the site and soil conditions leading to the denial as well as the owner or applicants appeal rights and processes.
4. Improvement permits shall indicate system location, required setbacks, home location, general system requirements, etc., on scale drawings.
5. When an application for an Authorization to Construct is submitted, the Authorization to Construct shall indicate all system specifications, location of components, permit conditions, and installation criteria.
6. Well site location(s) will be indicated as appropriate on the IP or AC.

D. Notification

The Environmental Health Specialist, upon completion of permits, etc., shall notify the owner or applicant (as indicated on the application) when permit(s) or denial letter(s) are completed.

These procedures will be required for all applications subject to approval under the current North Carolina Laws and Rules for Sewage Treatment and Disposal Systems (15A NCAC 18A .1900) and North Carolina Well Construction Standards (15A NCAC 2C .0100)