



North Central District Health Department Environmental

Procedures for Site Evaluation

1. Applying for a site evaluation will require:
 - a. A completed application.
 - b. A copy of the plat with the dimensions of the property and directions to property.
 - c. \$250.00 Cash, check or credit card (visa, MasterCard, American Express & Discover; a processing fee applies)
2. You will be responsible for calling the health department to schedule the appointment and having an excavator (backhoe or other equipment with backhoe attachment per KAR 10:085) with an experienced operator at the site the day of the appointment. This appointment may be rescheduled due to inclement weather such as snow or rain. You or your designee **must** call to confirm your appointment the day of the scheduled site evaluation before 10 am.
3. Prior to the appointment, you **must** ensure the property lines are clearly marked and the lot is not overgrown (unless wooded,) knee high grass is acceptable. The proposed structure and all other pertinent structures (pools, barns etc.) **must** be staked or flagged. The location of the driveway is also helpful.
4. When the site evaluation is completed, you will receive a report including the system requirements and a sketch of the installation area. The installation area **must not** be used for any other purpose before or after construction. Failure to protect the area may deem it unusable and will void the evaluation.
5. Site evaluations will be honored for 2 years and are not transferable between owners and purchasers. One additional property visit, to explore additional areas or for clarification purposes will be made for free. Additional visits will incur a \$125 fee. Re-evaluation after 2 years is required and is also \$125.

Procedures for Onsite Sewage Disposal Permit & Inspection

1. Applying for an onsite sewage disposal permit will require:
 - a. A homeowner or certified installer to submit a permit application and a drawing of the proposed system indicating the tank type/size, filter, components, surface grade shots for lateral lines, all relevant length/width measurements for distances between components, as well as setback distances. A homeowner permit application may also require a flag check of the system layout prior to permit approval to ensure accuracy.
 - b. A \$250.00 fee payable by cash, check or credit card (a credit card processing fee applies)
 - c. The issuance of an onsite sewage disposal permit by the environmentalist after all requirements have been met. The permit is issued to the person installing the system, valid for 1 year, and is not transferrable. A homeowner may install their own septic system once every 5 years.
2. Inspection – Certified Installer:

Before backfilling a certified installer will fill out an installer's affidavit and call the health department for an inspection. Final approval is given once any deficiencies (cover soil, alarm, etc.) have been met.
3. Inspection – Homeowner:

A homeowner will:

 - a. Before installing materials in the trench/bed, call for an excavation inspection.
 - b. After completion of the installation, call for an installation inspection.

Final approval is given once any deficiencies (cover soil, alarm, etc.) have been met.



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APPLICATION FOR AN ON-SITE SOIL EVALUATION

County:

Henry

Shelby

Spencer

Trimble

Property Information:

Address: _____
(If the address has not yet been assigned, road name only is acceptable.)

City: _____ Zip Code: _____

Subdivision: _____ Lot Number: _____

Acreage: _____

Directions: _____
(Property location on the road. Example: next to 123 address, 3 miles on right, landmarks)

Applicant / Representative Information:

Name: _____

Address: _____ Zip Code: _____

Phone #: _____

Email: _____

Owner / Purchaser Information:

Same as Above

Name: _____

Address: _____ Zip Code: _____

Phone #: _____

Email: _____



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Facility Information: This information is required.

Type of Facility:

Residential	<input type="checkbox"/>	Food Service	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Other	<input type="checkbox"/>

Number of Bedrooms: _____

Garbage Disposal (under the sink):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Basement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Basement Plumbing:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Notes/Descriptions: _____

ATTACH TO THIS APPLICATION THE FOLLOWING:

1. Location map to reach the site.
2. Site drawing showing property lines and dimensions of same; location of existing structures; wells on or within 70' of property lines; geothermal wells; ponds; streams; etc.; easements; roads; right-of way.
3. Proposed (or existing) location of structure(s) to be served by the proposed system location.

I give/have permission to enter onto the property described for the purpose of on-site soil evaluation. I further state that the property lines and building location are clearly marked and that the property is sufficiently cleared to see the topography. I understand that when backhoe pits are needed to conduct the evaluation that the arrangement and payment for the backhoe is my responsibility. I understand that if these conditions are not met upon arrival to the lot, North Central District Health Department reserves the right to reschedule the evaluation.

I hereby swear and affirm that the above information and attachments are true and correct.

(Signature of Owner/Agent)

Henry County
75 Park Road
New Castle, KY 40050
(502) 845-7995

Shelby County
615 11th Street
Shelbyville, KY 40065
(502) 633-9377

Spencer County
88 Spears Drive
Taylorsville, KY 40071
(502) 477-2890

Trimble County
138 Miller Lane
Bedford, KY 40006
(502) 255-4851