

# Buncombe County Health Center

## Instructions for Applicant

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In order to make to best use of your time and to assist the staff in completing applications quickly we ask that the items provided below be completed prior to the scheduled visit. By completing these items it reduces the time on site and the need for return visits. We appreciate your assistance and cooperation.

If you are applying for an Improvement Permit you will only need to complete items 1-6. For an Authorization to Construct please complete items 1-5,7,8.

1. \_\_\_\_ I have completed the "Application for Improvement Permit/Authorization to Construct".
2. \_\_\_\_ I have provided a scaled map of the property (other than a tax map) with dimensions or a survey plat. If you are unable to provide an accurate plat or map please discuss options and alternatives with the Environmental Health Specialist prior to the scheduled visit.
3. \_\_\_\_ I can accurately identify to the Specialist, on site, and/or have marked all property corners and boundaries.
4. \_\_\_\_ I have located all wells, springs, or surface waters on the property or within 50' of the property boundaries.
5. \_\_\_\_ I have completed the Site Plan Worksheet.
6. \_\_\_\_ I have indicated on site the approximate location and size of the proposed building.

**Note:** All property corners, lines/boundaries must be clearly marked or otherwise identified. It is recommended that visible flagging be used every 50 feet where property lines are within 100' of the proposed building site.

7. \_\_\_\_ I have staked all proposed structures in their exact location on the site.

**Note:** All proposed structures, including decks, porches, garages etc. must be staked out on the site with stakes or flags. The Specialist must be able to identify these proposed structures before site evaluation can be performed.

8. \_\_\_\_ I have staked off the location of the driveway.

**Note:** 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 and design the system along contours.

**Note:** Under certain circumstances the owner or applicant may be required to have test pits dug before the evaluation can be completed.

**[ Above items must be completed or the evaluation cannot be conducted. Please [ be advised that a revisit fee may be assessed if site visit is made and above items are not completed.**

Please call your assigned Environmental Health Specialist at the Buncombe County Health Center after above items are completed to schedule an appointment. **An appointment will not be scheduled until the Specialist is contacted by the applicant.**

**Please be advised that there are several options for septic drainfield material on the market today. You may specify any particular product or material at any time during or after the permitting process. Approval of a specific drainfield type will be based on soil and site criteria of the property and applicable state rules.**

I understand the statement above and agree to complete the requirements listed above and have the property prepared for a soil/site evaluation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your Environmental Health Specialist Will Be: \_\_\_\_\_

\_\_\_\_\_  
EH Specialist

\_\_\_\_\_  
Phone