

**IMPROVEMENT PERMIT AND/OR CONSTRUCTION AUTHORIZATION APPLICATION**

Applying For: ☐ Improvement Permit ☐ Construction Authorization

-Office Use Only-

Date Application Received: _____

Amount Paid: _____

Receipt #: _____

Applicant: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone #: _____

Email: _____

Owner: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone #: _____

Email: _____

PIN/Lot Identifier: _____ Property Acreage: _____

Date Parcel Originally Deeded and Recorded: _____

Property Address: _____

Subdivision (if applicable) _____ Lot #: _____ Block: _____ Section: _____

Directions to property: _____

Wastewater System Request: ☐ New ☐ Expansion ☐ System Relocation ☐ Change of Use ☐ Repair

Facility Type (House, Restaurant, Office, etc.): _____

Number of bedrooms: _____ Number of Occupants: _____ Other: _____

Number of seats: _____ Number of Employees: _____ Other: _____

Basement? ☐ Yes ☐ No Basement Fixtures? ☐ Yes ☐ NoCrawl Space? ☐ Yes ☐ No Slab Foundation? ☐ Yes ☐ NoIs a grinder pump proposed before the septic tank? ☐ Yes ☐ NoType of Water Supply: ☐ Private well ☐ Public well ☐ Shared well ☐ Municipal Supply ☐ Spring ☐ Other: _____Are there any existing wells, springs, or existing waterlines on this property? ☐ Yes ☐ No**If applying for a Construction Authorization, please indicate desired system type(s):**☐ Accepted ☐ Conventional ☐ Innovative ☐ Other _____ ☐ Any

If the answer to any of the following questions is "yes", applicant must attach supporting documentation.

☐ Yes ☐ No

Does the site contain any jurisdictional wetlands?

☐ Yes ☐ No

Is any wastewater going to be generated on the site other than domestic sewage?

☐ Yes ☐ No

Is the site subject to approval by any other public agency?

☐ Yes ☐ No

Are there any easements or right of ways on this property?

☐ Yes ☐ No

Has 811 been contacted and identified any underground utilities on the property? If yes, please list

Ticket reference number: _____ Visit by Date: _____

I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. I understand that if the information in the application is falsified, changed, or the site is altered, then the Improvement Permit and/or Construction Authorization shall be invalid. I understand that the permit is valid for either 60 months or without expiration depending upon documentation submitted. (complete site plan = 60 months; complete plat = without expiration) This application if pending for which the LHD is awaiting action by the applicant shall expire 12 months from the date of application.

Property owner's signature (required)_____
Date_____
Applicant's signature (required)_____
Date***Must provide documentation to support claim as owner's legal representative.**



Clay County Health Department Environmental Health Division
PO Box 55, 345 Courthouse Drive, Hayesville NC 28904 (828)389-8326

SITE PLAN WORKSHEET

Place a mark (X) beside each item that will be indicated on your site plan and property. Incomplete site plans will be returned to you for completion. **Remember:** Your property will not be scheduled for an evaluation until we have received a completed application, site plan, and all proposed items are marked on the property with existing or proposed improvements.

- _____ - The dimensions of the property on site plan.
- _____ - All property lines and corners shall be visibly marked and identified on the property.
- _____ - The proposed location of all existing structures (e.g.: house, commercial building, wells, water lines, outbuildings, pools, ponds). Show the distances from the road and the side property line to all structures. Be sure and give the dimensions for all the structures. If you are unsure as to the structure size, please show the dimensions of the MAXIMUM area on the lot that you anticipate the structure will cover.
- _____ - Proposed footprint of house site flagged or staked out on the property.
- _____ - The property shall be accessible for evaluation. Clearing, under-brushing, and Mowing may be needed for site evaluation.
- _____ - The preferred location for septic system.
- _____ - The preferred driveway location and/or parking areas.
- _____ - The proposed well location.
- _____ - A north arrow or other sufficient directional indicator.
- _____ - Entrance gate to property with lock. Shall provide the code or a key. **Code** _____
- N/A _____ - The location of any existing septic tank systems and wells on your property and on the adjoining property within 100' of your property line. **If there are none, circle N/A.**
- N/A _____ - The location of any easements or rights of way on the property. **If there are none, circle N/A. **Mark on the property (in field) & on site plan.***
- N/A _____ - The location of all underground utilities (power, phone, cable, internet, water lines etc.) shall be marked on the property. **If there are none, circle N/A. **Mark on the property (in field) & on site plan.***
- N/A _____ - The location of any designated wetlands on the property. **If there are none, circle N/A. **Mark on the property (in field) & on site plan***
- N/A _____ - Is there any known buried streams, creeks, or farm drains on this property? **If there are none, circle N/A **Mark on the property (in field) & on site plan***

Incomplete site plans will be returned for completion. Incomplete site work on the property such as clearing, marking locations of all structures, or marked property lines will result in your application being denied or placed in an inactive status. A revisit fee may be charged prior to our office returning to the property.

***ATTACHED SITE PLAN ***



SITE PLAN

Please include on this site plan:

- dimensions of the property;
- existing and proposed facilities, structures, appurtenances, and wastewater systems;
- proposed wastewater system showing setbacks to property line(s) or other fixed reference point(s);
- existing and proposed vehicular traffic areas;
- existing and proposed water supplies, wells, springs, and water lines; and
- surface water, drainage features, and all existing and proposed artificial drainage, as applicable;

A large, empty rectangular box with a black border, intended for the site plan drawing.