



On-site Sewage Program Information for the Site Evaluation Process

Many parcels of land available for private residential homes are not served by a public sewer or water system. Homes in these areas use an on-site septic tank and absorption field system for wastewater disposal and a private well for water. The WUPHD evaluates property to determine if it is suitable for an on-site sewage/water supply system. The Superior Environmental Health Code regulates on-site sewage and water supply systems for one and two family homes. The Code applies to most residential building sites and describes the minimum standards required for each sewage system including size and isolation distances. It also requires installers of sewage and water supply systems to be licensed and knowledgeable about the code. A copy of the code is available upon request.

During the site evaluation, you will need to arrange to have a backhoe at the property and the Sanitarian will use the “Site Plan Layout” drawing you provide to determine if the site meets the requirements of the Code. The Sanitarian will ask the backhoe operator to dig one or more holes to a depth of approximately four feet for the soil evaluation. If the soils and isolation distances meet the requirements of the Code, and there is adequate space for an absorption field sized for the number of bedrooms in the proposed home, the site will be approved. For approved sites, the Sanitarian will provide you with a site evaluation report, blank construction permit applications, and instructions for proceeding with the permitting process within a week of the site evaluation date. If your preferred sewage system location does not meet the Code requirements, you, your sewage system installer, and the Sanitarian can discuss and evaluate alternate locations on the property. When a building lot does not meet the requirements of the Code, the Sanitarian will provide you with a site evaluation report and letter which documents the results of the evaluation and explains the reasons why the site is not suitable for an on-site sewage system.

Existing System Inspection

Existing system inspection is the observation, assessment, and documentation of existing sewage and/or water supply system, primarily for the purposes of real estate transactions, or for planned increases of sewage flow to an existing sewage system. Existing system inspections may also be required for certain State-funded care programs. The existing system inspections are conducted by staff of the WUPHD, Environmental Health Division. Contact should be made with the Hancock office to begin the process.

Additional Information:

- ◆ Contact should be made with the Hancock office at the earliest possible time to determine what information is available in the archive files, including permits and plans showing the location and construction details of the existing sewage and water supply systems.
- ◆ After the request form has been received by the department, the owner/realtor/agent has the responsibility to schedule the system inspection date. The owner/realtor/agent **MUST** be present at the time of the system inspection(s).
- ◆ When an existing sewage system inspection is requested, the owner/realtor/agent is responsible to obtain a licensed septage hauler to pump the existing septic tank. The septic tank must be pumped at the time of the scheduled inspection, in the presence of the health department representative.
- ◆ Existing sewage systems will be inspected for compliance with the local Superior Environmental Health Code.
- ◆ Existing water supply systems will be inspected for compliance with the Michigan Water Well Construction and Pump Installation Code. The following water tests are collected and sampled for coliform bacteria, partial chemistry (chloride, fluoride, hardness, iron, nitrate, nitrite, sodium, & sulfate), and uranium.
- ◆ The minimum time required to complete an inspection is approximately five (5) business days depending on the time we receive the water sample results. Upon completion of the evaluation, a report will be generated and provided to the applicant.
- ◆ Applications containing incomplete or inaccurate information may result in return of application, and subsequent delay in processing.

| WUPHD 2018 Fee Schedule for Sewage & Water Supply Programs: | WUPHD Fees |
|--|-------------------|
| Sewage System Site Evaluation Fee: | \$250 |
| Sewage System Construction Permit Fee: | \$250 |
| Well Construction Permit Fee (includes site evaluation) | \$285 |
| Existing Sewage System Inspection | \$255 |
| Existing Well System Inspection: | \$308 |
| Existing Sewage and Water Supply System Inspection (includes water samples): | \$338 |
| Sewage System Site Evaluation—Revisit Fee: | \$150 |
| Privy Permit, Composting Toilet Permit Fee: | \$150 |



Western Upper Peninsula Health Department

Main Office | 540 Depot Street | Hancock, MI 49930 | 906.482.7382

303 Baraga Avenue L'Anse, MI 49946 906.524.6142

210 N. Moore Street Bessemer, MI 49911 906.667.0200

408 Copper Street Ontonagon, MI 49953 906.884.4485

On-Site Sewage Program & Well Program Request for Service

- Raw Land Site Evaluation Only: \$ _____
 - On-Site Sewage System Permit: \$ _____ New Replacement Privy Tank Only
 - Well Construction Permit: \$ _____ New Replacement
 - Existing Sewage or Water System Supply Inspection: \$ _____ Sewage System Water Supply
- Receipt#: _____ Date: _____

Applicant Information: Owner Contractor Buyer Real Estate Agent

Name: _____

Mailing Address: _____ City, State & Zip _____

Home Phone: _____ Cell/Work: _____ Email: _____

Property Owner Information (if different than applicant)

Name: _____

Mailing Address: _____ City, State & Zip _____

Home Phone: _____ Cell/Work: _____ Email: _____

Property Information (For which this service request is intended)

Property Address: _____ City: _____ Zip: _____

Michigan Tax ID Number (Required): _____ Acres: ____ If less than one acre date split: _____

(For lots which are less than 1 acre in size and were split after July 28, 1997, MDEQ Administrative Rules for On-site Water Supply and Sewage Disposal for Land Divisions and Subdivisions apply)

County: _____ Township: _____ Section: _____ T _____ N R _____ W

Subdivision Name: _____ Assessor's Plat Name: _____ Lot # _____

Property Directions

Include name of public roads at closest intersection and distance and direction from intersection:

Preliminary Site Evaluation For:

- On-site Waste Disposal Water Supply Both Existing Sewage or Water Supply

Sewage Disposal System Construction:

To serve: Single Family Residence Commercial estimated flow _____ gallons.

Number of Bedrooms: _____ Garbage Grinder: Yes No Installer: _____

Application is to install:

- Complete System (Septic Tank & Absorption System)
- Septic Tank Only
- Absorption System Only
- Vaulted or Earth Pit Privy
- Other

Check one of the following:

- New Construction
- Repair or Replacement
- Other, explain _____



FORM #1

Property Owner Authorization for a Representative to Sign for Permits

Date: _____

I authorize _____ (Licensed Installer) _____ (Phone Number)

To act as my representative who may sign for my well and/or septic permit application for my property

Located at: _____

In doing so, I agree to review the permit and abide by the specified requirements on the permit.

Name: _____

Signature: _____

Phone # of Property Owner: _____

Superior Environmental Health Code

SECTION 5.3 PERMITS

5.3.1.2 An Application for a permit to construct, alter, extend or replace a sewage system shall be submitted to the department by the property owner or his authorized representative.



Form #2—Existing On-Site Sewage System Inspection Questionnaire

The following survey is an important part of the application for an existing system inspection request. This information is critical for determining whether a system is functioning properly, was properly maintained, and is properly constructed. Omissions and incorrect information submitted will adversely affect the evaluation process.

1. Approximately how old is the current on-site sewage system? _____

2. How many bedrooms are in the house? 1 2 3 4 5 6+

3. Does the house have a garbage disposal? Yes No

4. Does the house have a water softener? Yes No

If yes, is it plumbed into the sewage system? Yes No

5. How many people currently live in the house? 1 2 3 4 5 6+

6. Is the house currently occupied? Yes No If yes: All Year Seasonally

7. How long have you owned this house? _____

8. Are you the original owner of the house? Yes No

If no, what is the name of the original owner? _____

9. When was the last time the septic tank was pumped and by whom? _____

10. How often has the septic tank been pumped? _____

11. Has the sewage system had problems in the past? _____

12. Has the sewage system ever been replaced and why? _____

13. Is laundry water plumbed in to the sewage system? Yes No

14. Are roof drains, footing drains, or sump pump discharge plumbed into the sewage system? Yes No

If yes, what is plumbed in? _____

15. What is the approximate size of the drainfield? _____