



**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.

<b><u>WUPHD 2019 Fee Schedule for Sewage &amp; Water Supply Programs:</u></b>	<b>WUPHD Fees</b>
Sewage System Site Evaluation Fee:	\$250
Sewage System Construction Permit Fee:	\$250
Well Construction Permit Fee (includes site evaluation)	\$285
Existing Sewage System Inspection	\$250
Existing Well System Inspection:	\$300
Existing Sewage and Water Supply System Inspection (includes water samples):	\$350
Sewage System Site Evaluation—Revisit Fee:	\$150
Privy Permit, Composting Toilet Permit Fee:	\$150
Less than 24 hour notice of cancellation for confirmed appointments	\$100



# 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: \$ \_\_\_\_\_  Case #: \_\_\_\_\_
  - 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
- For:  Real Estate Transaction  Building Permit Approval



### **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 # \_\_\_\_ Length/Width: \_\_\_\_\_

### **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.

Residential: # of Bedrooms(Current) \_\_\_\_\_ Proposed # of Bedrooms \_\_\_\_\_

Commercial: Sewage Flow from Facility(Current) \_\_\_\_\_ Proposed Flow from Facility \_\_\_\_\_

### **Application is to install:**

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

### **Check one of the following:**

- New Construction
- Repair or Replacement
- Other, explain \_\_\_\_\_

**Water Well Construction:**

- |  |                                       |                                      |
|--|---------------------------------------|--------------------------------------|
| <b>Check one of the following:</b>                 | <b>Construction Method:</b>           | <b>Type of Pump to be installed:</b> |
| <input type="checkbox"/> New Well Construction     | <input type="checkbox"/> Driven Point | <input type="checkbox"/> Electric    |
| <input type="checkbox"/> Repair or Replace Well    | <input type="checkbox"/> Drilled Well | <input type="checkbox"/> Hand Pump   |
| <input type="checkbox"/> Additional, explain _____ |                                       |                                      |

**Site Plan:**

Detail all of the following proposed and existing features:

- 1. Property Lines
- 2. Roads
- 3. Driveways
- 4. Houses
- 5. Outbuildings
- 6. Septic Tanks, Absorption Systems, Fuel and/or Chemical Storage Tanks (including those within fifty (50) feet of your property lines).
- 7. Active, proposed and abandoned wells (including those within fifty (50) feet of your property lines).
- 8. List all distances between the well and surface water, septic tanks, absorptions systems and fuel/chemical storage tanks.


**Site Evaluation Application Checklist**

- A complete application form has been provided to the health department.
- The property tax ID # has been included on the application.
- The applicable fee has been included with the application.
- For site evaluations a backhoe operator or licensed sewage system installer is present.

*MISS DIG must be contacted and the site flagged prior to our arrival. (Give at least 72 hour notice)*

*MISS DIG System, Inc. 1-800-482-7171*

**Existing System Application Checklist**

- A complete application form has been provided to the health department.
- The property tax ID # has been included on the application.
- The applicable fee has been included with the application.

I certify that the information provided is correct to the best of my knowledge. Owner hereby authorizes Western UP Health Dept. to access the above described property and involved or affected structures to determine its suitability for development plans indicated, to conduct such tests as may be necessary to obtain information required for this evaluation, and to conduct inspections of permitted lands and facilities. Owner additionally agrees to comply with the requirements of the Superior Environmental Health Code regulations and with the applicable laws of the State of Michigan.

Application Signature

Date



# 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

## Form #1

### Property Owner Authorization for a Representative to Sign for Permits

\_\_\_\_\_  
Date

I authorize \_\_\_\_\_ 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 the specified requirements on the permit.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Phone # of Property Owner

\_\_\_\_\_  
Signature



**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? \_\_\_\_\_