



**Directions to Property: (please include map if property is difficult to find)**

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**Site Plan Direction: (please include and show all in site plan area)**

Prominent landmarks on or nearby the site (surface waters, fences, large trees, buildings, neighboring houses, etc.)

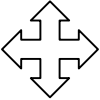
Site boundaries/Property boundaries

Show location of buildings and driveway (proposed and existing)

Show location of the proposed well and sewage treatment system and any existing well and/or septic systems

**PLEASE show as much detail as possible on the site plan drawing.**

Please indicate **NORTH** on site plan

	<b>Site Plan Area</b>

**District Health Department # 10**

Crawford County  
202 Meadows Dr.  
Grayling, MI 49738  
(989)348-7800  
(989)3485346 fax

Kalkaska County  
625 Courthouse Dr.  
Kalkaska, MI 49646  
(231)258-8669  
(231)258-2805 fax

Lake County  
5681 S. M-37  
Baldwin, MI 49304  
(231)745-4663  
(231)745-2501 fax

Manistee County  
385 Third St.  
Manistee, MI 49660  
(231)723-3595  
(231)723-1477 fax

Mason County  
916 Diana St.  
Ludington, MI 49431  
(231)845-7381  
(231)845-0438 fax

Mecosta County  
14485 Northland Dr.  
Big Rapids, MI 49307  
(231)592-0178  
(231)796-7864 fax

Missaukee County  
6180 W Sanborn Dr Suite 1  
Lake City, MI 49651  
(231)839-7167  
(231)839-7908 fax

Newaygo County  
PO Box 850  
White Cloud, MI 49349  
(231)689-7300  
(231)689-7382 fax

Oceana County  
3986 N. Oceana Dr.  
Hart, MI 49420  
(231)873-2193  
(231)873-4248

Wexford Count  
521 Cobbs St.  
Cadillac, MI 49601  
(231)775-9942  
(231)775-5372

**DISTRICT HEALTH DEPARTMENT #10**  
**Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee**  
**Newaygo, Oceana, and Wexford Counties**

**PERMIT APPLICATION INSTRUCTIONS**

**HEALTH DEPARTMENT REQUIREMENTS FOR WATER SUPPLY SYSTEMS, SEWAGE TREATMENT SYSTEMS, AND SOIL EVALUATIONS**

You may apply for your on-site water supply and sewage treatment system permit by completing the attached application according to these instructions.

1. Complete the application areas on the application and sign.
2. It is required the applications contain the parcel number (Tax I.D. number), a street address of the property. The parcel number can be obtained from you tax bill. **(INCOMPLETE APPLICATIONS WILL BE RETURNED)**
3. Complete a plot plan on the permit application, identify well(s) and septic system(s) within 50 feet of the property. Also, write directions to and/or description of the property.
4. Flags should mark the location of the driveway, proposed location of your well and septic system of your home. It is not necessary for you to be present at the time of the site investigation. **The property is to be flagged prior to submitting the application.**
5. If the property is not flagged you will be contacted by the sanitarian and a re-inspection fee will need to be submitted to the health department prior to the site visit.
6. Submit the required fee with the application. All checks must be payable to District Health Department #10 (DHD#10). **(APPLICATIONS WITHOUT A FEE WILL BE RETURNED)**
7. Sewage Disposal Contractor Licensing – The Sanitary Code for District Health Department #10 requires that “Any person, firm, company, or corporation who shall engage in the business of installation of a sewage disposal system, or any part thereof under the provisions of this sanitary code **MUST** be licensed by District Health Department # 10.
8. Send the completed application (with payment) to the county office that the permit will be issued from. Office locations are listed on the back of the application.

Once the properly completed application (along with appropriate fees) has been received, a sanitarian will make a field investigation to determine soil suitability and other factors pertinent to compliance with health code standards. If conditions are favorable, a permit will be mailed to you. If you have any questions regarding this process, you may call or contact our office in person between the hours of 8:00 a.m. - 4:30 p.m. (8:30 a.m. – 5:00 p.m. for Mecosta County)

**OTHER PERMITS**

Each location is a specific site and may require a number of other permits not granted by this department. These include but are not limited to: a township zoning permit; soil and erosion permit; wetlands permit; a driveway permit; etc. Please contact the appropriate agency for these determinations.

### MINIMUM ISOLATION DISTANCE REQUIREMENT

Isolation From Septic Tank	Distance	Drain Bed **	Distance
Property Line .....	5'	.....	10'
Basement Wall .....	10'	.....	10'
Lake or Stream .....	50'	.....	100'
Bank or Drop Off .....	10'	.....	15'
Residential Well Only .....	50'	.....	50'
Non-Community Well .....	75'	.....	75'
Water Line .....	10'	.....	10'
Swimming Pool .....	10'	.....	10'

\*\* The ZONING REQUIREMENTS OR RESTRICTIVE COVENANTS, OR RIVER ZONING MAY require greater distances, as well as requirements from other commercial facilities.

\*\* DISPOSAL METHODS other than a drain bed may require greater isolation distances.

### PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN

- The location of any existing building, wells, or sewage disposal facilities on the property, or no adjoining property if closer than 50' from your property.
- Show the location of the proposed new buildings, wells, sewage systems, drive ways etc. Identify well(s) and septic system(s) within 50 feet of property line.
- Please indicate any easement, utility lines, lakes, streams, ponds, etc.
- Indicate distances between wells and septic tanks, disposal fields, property lines, lakes, rivers, streams, drop offs, etc. and adjoining property within 50 feet of this site.
- Please show the measurements of the width and depth of your property and indicate how many acres therein.

**YOUR PLOT PLAN DRAWING SHOULD BE LEGIBLE AND RESEMBLE THE EXAMPLE SHOWN ON THE RIGHT.**

### EXAMPLE OF A PROPERLY COMPLETED PLOT PLAN

Site Plan

Show as much detail as possible on the site plan.

*Please Include:*

- Prominent landmarks on or nearby the site (surface waters, fences, large trees, buildings, neighboring houses, etc.
- Site boundaries
- Show location of buildings and drives.
- Show location of well and/or sewage treatment system.
- Indicate North

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**Map to Property**  
(Closest major cross road/streets)

Indicate Scale ( Square x Ft.)

Directions to and/or description of property

Follow M-37 south of Baldwin and travel to 76<sup>th</sup> Avenue. Turn right and travel 1 ½ miles – site on north side of road

I, the owner or the owner's representative, agree to allow the representative of the District Health Department #10 access to the described parcel to perform necessary test, and observations. The above information is true and correct to the best of my knowledge, I agree to install any permitted water supply and/or sewage treatment facility in accordance with the District Health Department #10 Environmental Health Code and applicable State Law.

John Doe  
Signature

January 31, 2008  
Date