

## Required Application Checklist for the following types of Applications:

Septic System Improvement Permit (Evaluate and Permit New Septic System, or Expand/Relocate current Septic System, Septic System Construction Authorization (Permit to Install a New, Expansion or Relation of a Septic System), Septic System Repair Permit (Current Septic System is not working and needs repair/replacement), Reuse of Existing Septic System or Well (Compliance Permit for an Addition to Property or Change of Use), Well Permit (Permit in install/repair a drinking water well)

All required documentation must be submitted at the time of application. To apply online via the COAST Portal, please go to: <https://www.nhcgov.com/coast/>.

- Yes  N/A I have completed and signed the Septic & Well Permit Application. (Application for On-Site Water Protection Program (OSWP Septic and/or Well))
- Yes  N/A Included Documentation to Authorize an Owner's Legal Representative (N/A if the owner of the property is the applicant)
- Yes  N/A Provided a site plan, survey or plat of the property which includes all the following that are applicable to the property.
- Property dimensions and boundaries
  - All easements (utility, drainage, access, etc.)
  - All existing and proposed facilities, structures, and additions with measurement to the property lines
  - Any other appurtenances (including driveways, walkways, sheds, decks, porches, steps/landings, swimming pools underground storage tanks, etc.)
  - Surface waters, ponds, streams, ditches, swales, creeks, marshes, wetlands, storm water areas, mean high water lines, CAMA setbacks, etc.
  - Existing septic system; show setbacks to property line and other fixed reference points
  - All wells within 50-100' of the property lines
  - All plumbing connections to public sewer and water
  - Include an arrow showing the direction of North
- Yes  N/A Completed Homeowner Interview form (N/A unless applying for a Septic System Repair Permit)
- Yes  N/A Email or other written documentation from CFPUA or Aqua (nearest provider of sewer and/or water) stating that public sewer and/or public water is NOT available to the property. (We cannot proceed without this documentation).
- Yes  N/A A map from the nearest public sewer provider (CFPUA or Aqua) showing the location of existing and/or proposed sewer mains, manholes, and lift stations. Any sewer easements on or within 100 of the property must be shown (*Required for Well Permits*).
- Yes  N/A I have contacted a utility locator service who has/or will locate all underground public utilities on the following date: \_\_\_\_\_ (A Date is Required for Septic System Re-Use, Repairs, Expansion, or Replacements Applications.)

- Yes N/A The property is clearly staked and accessible. Includes: clear identification of all property corners, sidelines, and easements, all underbrush removed or thinned. (*Flags are available: See below for directions*)
- Yes N/A Proposed addition(s) to the property must be flagged or staked in the exact location on the site. (*Flags are available in the lobby of Environmental Health located at 230 Government Center Dr.*)
- Yes N/A If the reuse of an existing septic tank is proposed, the top of the tank must be exposed for inspection. (*Expose the top of the tank to the invert of the inlet and outlet of the tank (approximately 9-12" around) and (If tank is not stamped, verification of liquid volume of the tank may be needed).*)
- Yes N/A All underground well heads must be exposed to verify location(s).
- Yes N/A If applicable, approved or permitted storm water plans for subdivisions and commercial developments are required prior to the issuance of a Septic Construction Authorization. (Mark N/A if not applicable).

**(Please be advised, if any of the above field items are not complete prior to the site visit by the Environmental Health Specialist, a reinspection fee of \$70.00 may be assessed and you will be notified as to which field items are to be completed prior to the next site inspection.)**

I, \_\_\_\_\_ certify that I have fulfilled the above-referenced application requirements and the property is prepared for a site evaluation.  
*Please print/type full name of applicant/owner*

\_\_\_\_\_  
 Signature of applicant/owner (If completing online, please type name) \_\_\_\_\_  
Date

**\*Please note a separate fee (based on the type of septic system to be installed) is required for the Septic Construction Authorization (CA) permit time of issuance.**