

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.)

