



1) We require an original of your **PERCOLATION (PERC) TEST** with an original licensed engineer's (PE) stamp and signature as well as a plot of the percolation test hole locations with measurements from a fixed reference point. (A faxed copy directly from the engineering firm to this office is acceptable.)

2) **PROPERTY ADDRESS OR LOT NUMBER MUST BE POSTED AND CLEARLY VISIBLE FROM ROAD. PERC HOLES MUST BE CLEARLY MARKED OR AN ADDITIONAL CHARGE FOR A RETURN TRIP TO THE SITE MAY BE ASSESSED.**

3) A **PLOT PLAN** must be drawn (not to scale) on an 8 ½ x 11 inch sheet of paper. The plot plan must include:

- |                               |                                 |                                 |
|-------------------------------|---------------------------------|---------------------------------|
| 1) a north bearing            | 5) proposed septic system site  | 8) Distance of percolation test |
| 2) property lines             | 6) alternate septic system site | to two property lines.          |
| 3) property dimensions        | 7) driveway (proposed or        |                                 |
| 4) all buildings (proposed or | existing and name of adjoining  |                                 |
| existing)                     | street)                         |                                 |

4) Initial any of the following features that apply to your property and **INCLUDE** them on your **PLOT PLAN**.

- |                                  |  |  |
|----------------------------------|--|--|
| <input type="checkbox"/> Well(s) | <input type="checkbox"/> Adjacent property well(s) | <input type="checkbox"/> Subsoil drain |
| <input type="checkbox"/> Cistern | <input type="checkbox"/> Water line                |  |

5) Initial any of the following that are within 100 feet of your proposed septic system and **INCLUDE** on your **PLOT PLAN**.

- |  |   |
|--|---|
| <input type="checkbox"/> Spring(s)     | <input type="checkbox"/> Lake(s)                    |
| <input type="checkbox"/> Pond(s)       | <input type="checkbox"/> Stream(s)                  |
| <input type="checkbox"/> Dry Gulch(es) | <input type="checkbox"/> Natural drainage course(s) |

6) **GIVE COMPLETE DIRECTIONS TO THE PROPERTY FROM A MAIN HIGHWAY**