



## SITE EVALUATION APPLICATION

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### 2016 APPLICATION FEE (ALL FEES ARE NON-REFUNDABLE)

Site Evaluation Fee	\$200.00
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- Make an appointment with a sewage inspector to submit this application to the Darke County Health Department. While you are in the office, it may be helpful to you to obtain the business card of the inspector that will be guiding you through this process.
- Applications are reviewed in the order in which they are received, and site visits are scheduled in relationship to other appointments and events.
- Please plan to allow **45 days** for the Health Department to review this application.
- Incomplete applications will not be accepted.
- You should have a copy of the proposed blueprints or the floor plan of the home reviewed by the sewage inspector prior to having the soil tested or the septic system designed to ensure they are adequately sized or size the system for a large home. Please note, an office, den, study, etc. and any room that can be reasonably used as a bedroom is counted as a bedroom. Larger homes may require larger lots.
- If a stream, county tile, or county ditch is not located on your property, an easement must be obtained from all properties to such drainage. The easement area must include the area the existing or proposed tile is located. The easement must be recorded at the recorder's office in the courthouse prior to approval of the application.
- Information on county tiles and county ditches may be obtained at the Darke County Engineer's office.
- Lists of potential septic designers, installers, service providers, haulers, plumbing contractors and private water system contractors are available at the health department



Darke County General Health District  
300 Garst Avenue  
Greenville, Ohio 45331  
937-548-4196  
[www.darkecountyhealth.org](http://www.darkecountyhealth.org)

Application submitted by (circle one):      **Builder**      **Homeowner**      **Installer**

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

How would you like to receive your evaluation report?      **Mail**      **Fax**      **Email**

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ Township: \_\_\_\_\_

Directions to property: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Township #: \_\_\_\_\_ Range #: \_\_\_\_\_ Section #: \_\_\_\_\_

Has the lot already been split, platted & recorded?      **Y**      **N**      If yes, date recorded: \_\_\_\_\_

Is the lot going to be split in the immediate future?      **Y**      **N**      Date anticipated: \_\_\_\_\_

Interceptor, gradient drain, or other surface water drains outlet to (circle only one):

- A.) Stream located on property
- B.) County tile/county ditch located on property
- C.) Existing tile to county tile, county ditch, or stream with recorded easement
- D.) New tile to be installed to county tile, county ditch, or stream with recorded easement





- Location of primary and reserve septic systems
- Identify any areas that would impact or prohibit the siting of the septic systems
- Location of well and other wells located within 50ft of lot
- Location of cistern for potable and/or non-potable use
- Geothermal Systems
- North orientation arrow.
- Vegetation present, approximate slopes, and drainage features
- Drainage tiles
- Any easements located on the property

\_\_\_\_\_ Submit surveyed copy of the plat (*Obtain from County Engineer's office located in basement of courthouse.*)

\_\_\_\_\_ Submit a copy of the blueprints or the floor plan of the proposed home.

\_\_\_\_\_ Submit a design or layout plan for the septic system.  
(*If the person designing the system is different than the person installing the system, you must also submit a statement from the installer stating that they can install the system in accordance with the design and the home sewage treatment system rules.*)

Closest public sewage system \_\_\_\_\_

Distance to closest public system \_\_\_\_\_ (feet, yards, or miles)

*You may be required to obtain a letter from the public sewer entity stating that the proposed lot or subdivision will not be allowed to connect or is not accessible to the sewer based upon the distance of the public sewer from the proposed lot or subdivision. Subdivisions with 25 or more lots must be reviewed by the Ohio EPA to determine sewer accessibility and written documentation provided.*

**In addition to submission of the previous documentation, the following must be done prior to scheduling the site visit:**

\_\_\_\_\_ Location of home must be staked (corners)

\_\_\_\_\_ Property lines must be clearly marked

\_\_\_\_\_ Lot must be cleared of crops or high weeds. The vegetative cover on the lot (high weeds, crops, etc. must not exceed 12-inches in height or the property cannot be reviewed. If the lot(s) are heavily wooded, you may be asked to cut trails on the lot(s) to allow us to review the topography of the lot(s).



**Once the site is approved, the following must be submitted to obtain health department permits:**

\_\_\_\_\_ Name of septic installer: \_\_\_\_\_

\_\_\_\_\_ Estimated cost of septic system installation : \_\_\_\_\_

\_\_\_\_\_ Name of the well driller: \_\_\_\_\_

\_\_\_\_\_ Name of the well pump/pitless adapter installer: \_\_\_\_\_

\_\_\_\_\_ Name of builder & foundation contractor: \_\_\_\_\_

\_\_\_\_\_ Name of plumbing contractor: \_\_\_\_\_

\_\_\_\_\_ The zoning permit or un-zoned township approval letter (*Obtain from zoning inspector or township trustee if in an un-zoned township, see attached information*)

\_\_\_\_\_ The address (*Obtain from the county engineer's office*)

\_\_\_\_\_ Recorded easements (if applicable) (*Obtain from recorder's office located in the courthouse. Many times it is located on the deed for the property*)

\_\_\_\_\_ Name of Service Provider: \_\_\_\_\_

*All septic systems are required to have routine maintenance. Lists of service providers and septic haulers are available at the Health Department. The design plan and operational permit should specify the type of maintenance involved with your system.*

**Schedule an appointment** with the inspector that completed your site evaluation to obtain your septic and well permit and authorization to obtain a building permit. Your plumber will obtain your plumbing permit. Permits are valid for one year from the date they are issued.

**Because it is important to the health and safety of the occupants that the water, septic and plumbing systems are approved prior to occupancy, occupancy will not be granted by Building Regulations until all health department inspections are complete.**



**Owner/ applicant acknowledgement:**

To the best of my knowledge, the information included in this application is complete and accurate. I understand and agree that approval for development will be subject to all applicable laws, regulations, and policies. I also understand that if changes occur which would make this application inaccurate, approvals will be void/ revoked until the new changes have been reviewed and new approvals granted. I also certify that the siting of a sewage system on this lot does not violate paragraph (B) of Section 3701-29-8.1 of the Darke County Home Sewage Treatment Rules.

Once the septic system is approved, an operational permit will be issued. The permit will be valid for the time frame issued on the permit. **An inspection will be conducted between 12 to 18 months after the system has been approved. When the inspection is complete, you will be sent a bill for the next operational permit period.** At that time, you may be required to submit supporting documentation that you have operated your system in accordance with the maintenance requirements listed in the system’s design.

Please note the health department may, at any reasonable time, inspect any household sewage treatment system or part thereof, sample the effluent, or take any other steps which may be necessary to insure proper compliance with Ohio Administrative Code Chapter 3701-29-01 through 3701-29-18. This will be done at the discretion of the department and may involve additional work to be done, paperwork to be filed, and may incur additional fees and/ or costs to be paid.

All permits may be revoked if the submitted plans are altered without prior approval from the health department.

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Owner/Applicant signature

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Date





### Additional Information

2016	Septic Permit Installation Fee: \$385.00	Partial: \$300.00
2016	Operational Sewage Permit Fee: \$5.00	
2016	Well Permit Fee: \$368.00	Alteration: \$214.00 \$25.00 for each additional water sample
2016	Plumbing permit fee: \$60.00 plus \$13.00 per fixture	\$25.00 plan review fee

### Other Handouts Available at the Health Department:

- Well isolation distance and other requirements
- Septic installation guidance documents
- Information on care and maintenance of your septic system
- List of Registered Plumbing Contractors
- List of Registered Septic Installers
- List of Registered Septic Pumpers
- List of Registered Service Providers
- List of System Designers
- List of Soil Evaluators

*The Health Department may not recommend and does not guarantee the competency of those individuals on the list. If you know of someone who wishes to be included on the list, let us know.*





**CONTACT INFORMATION**

**Health Department**

*Health Commissioner:* T.L. Holman, DVM, RS  
*Environmental Director:*  
*Environmental Secretary:* Teresa Plessinger 937-548-4196 ext. 209  
*Sewage Inspectors:* Roberta Mangen, RS, MPH 937-548-4196 ext. 203  
Sophie O'Connor, RS 937-548-4196 ext. 208  
*Plumbing Inspector:* Joseph Nugent, CPI 937-548-4196 ext. 207  
*Sanitarians:* Corrie Holthaus, RS, Megan Kaiser, SIT

**County Engineer:** James Surber 937-547-7375  
*Located in the Basement of the County Courthouse, Greenville, Ohio 45331*

**Planning Commission/Review Board:** Curtis Yount 937-547-7381  
*Located in the Basement of the County Administration Building, Greenville, Ohio 45331*

**Building Regulations:** Sally Keiser 937-547-7379  
*Located in the Basement of the County Administration Building, Greenville, Ohio 45331*

**Zoning:**

Curtis Yount, 937-547-7381 for: *Adams, Brown, Butler, Franklin, Greenville, Harrison, Jackson, Liberty, Neave, Twin, Van Buren, Wayne & Wabash Townships*

Scott Peele, 937-947-1769 for *Monroe Township*

Roy Cardone, 937-423-3879, [roy@roysplace.us](mailto:roy@roysplace.us) for *Wayne Lakes*

**Unzoned Townships:** Contact any of the listed trustees

		<u>Phone:</u>			<u>Phone:</u>
<i>Allen:</i>	Neal Sieftring	338-6113	<i>Richland:</i>	Matthew Oliver	564-4299
	Chris Mestemaker	338-6138		Bruce Knick	337-8081
	Jerry Bergman	338-5575		Robert Wagner	337-7491
<i>Mississinawa:</i>	Tim Stump	459-0735	<i>York:</i>	Roger Heckman	526-5260
	Jeffrey Keller	467-3628		James Zumbrink	336-7932
	Eric Barga			Bill Barga	336-6573
<i>Patterson:</i>	Samuel Polhman	582-2703	<i>Washington:</i>	Joe Martin	548-3068
	Steven G. Puthoff	582-2007		William Hart	968-6047
	Steve Hoelscher	582-3202		Mark Cox	316-6224



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### Un-zoned Township Letter

*For homes to be built or remodeled in Allen, Mississinawa, Patterson,  
Richland, Washington or York Townships*

*To be completed by a township trustee in the respective township.*

**Submit a copy to:**

Darke County Health Department  
300 Garst Avenue  
Greenville, Ohio 45331

&

Darke County Building Regulations  
520 S. Broadway  
Greenville, Ohio 45331

This is to notify you that the Trustees of \_\_\_\_\_ Township, Darke County, Ohio, have inspected the proposed building site or sites of: \_\_\_\_\_ located at, \_\_\_\_\_ and do hereby make the following recommendations:

Proposed site does/does not have drainage problems with the following exceptions:

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Proposed site does/does not have driveway distance problems with the following exceptions:

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Other related comments:

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This form is submitted for information purposes only. The Trustees acknowledge that they have no obligation to regulate the building site, drainage, or driveway sight distances in regards to this property.

\_\_\_\_\_  
(Township Trustee or authorized signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Date)

Send copy to: \_\_\_\_\_ (Owner or building contractor)