

STEPS TO BUILDING A NEW HOME IN RURAL DARKE COUNTY

- A** – There is a 1.5 acre minimum for any lot to be built on in Darke County that has no access to city water/sewer. This acreage should not include any right-of-way acreage. Anything less would require a variance. If your lot is less than 1.5 acres, please consult with the Health Department on variance requirements.
- B** – Schedule an appointment with a sanitarian at the Health Department to discuss the Site Application process. 937-548-4196 ext. 209
- C** – Complete Site Application (attached). Once you have all requested documents through Section #1, schedule an appointment with a sanitarian to submit the application, documents, and submit the \$200 application fee. The Health Department has 30 days from this point to review the application.
- D** – Complete Section #2 of Site Application and schedule a time for a sanitarian to conduct a site inspection on your property.
- E** – Contact Building Regulations at 937-547-7379 to discuss what documentation they will need in order to obtain a building permit.
- F** – To confirm your lot is zoned for building and to obtain a zoning permit, see pages 8-9 of the Site Application.
- G** – Complete Section #3 of the Site Application and schedule a time with a sanitarian to obtain sewage and water permits. An Authorization to obtain a Building Permit will be given to at this time.
- H** – Take the Authorization to Obtain a Building Permit and all other building regulation required paperwork to purchase your building permit.
- I** – Your Registered Plumber at this time can schedule an appointment with Joe Nugent, Certified Plumbing Inspector at the Health Department to submit plans for the plumbing permit.
- J** – Occupancy will not be granted by Building Regulations until all health department inspections (sewage, water, plumbing) are complete.



Darke County General Health District
300 Garst Avenue
Greenville, Ohio 45331
937-548-4196
www.darkecountyhealth.org

BUILDING SITE APPLICATION

2017 APPLICATION FEE (ALL FEES ARE NON-REFUNDABLE)

Site Application Fee	\$200.00
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SECTION #1

Prior to submitting the above fee and the evaluation of your lot, the following must be complete:

Application submitted by (circle one): Builder Homeowner Installer

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner's Name: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

Site Address: _____

City: _____ Township: _____

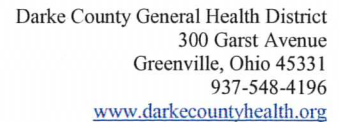
Directions to property: _____

Total Acreage (**minimum of 1.5**): _____ 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: _____



A.) Stream located on property

B.) County tile/county ditch located on property. Name of County tile/ditch: _____

C.) Existing tile to county tile, county ditch, or stream (must have recorded easement)

D.) New tile to be installed to county tile, county ditch, or stream (must have recorded easement)

Please note, **potable water** means water used for drinking, cooking, and domestic purposes; including flushing toilets and doing laundry. Irrigation would be considered non-potable.

- ☐ Horizontal Closed Loop
- ☐ Vertical Closed Loop
- ☐ Pond or Lake, Closed Loop
- ☐ Open Loop System with a Well

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



_____ Submit a site plan or site drawing with proposed location of house, septic, well, etc.

The site plan must be **drawn to scale** and must include the following (if applicable):

- The dimensions of the lot or the proposed lot.
- Right-of-way location and width
- Any other structures to be located on the lot.
- Any site disturbances, existing or proposed driveways or other hardscapes
- Location of soil boring and or excavation locations for attached soil evaluation
 - designate the areas for which the soil profiles are representative on the plan
- 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 a copy of the blueprints or the floor plan of the proposed home.

*The size of your septic system depends on the number of possible bedrooms in your home.
Please see page 8 for what will be considered a bedroom.*

_____ 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.



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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.

Owner/Applicant signature

Date

SECTION #2

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).



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SECTION #3

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.



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FOR OFFICE USE ONLY

Driver's License # _____

Site Receipt #: _____

Date Paid: _____

Date of Appointment: _____

Time: _____

Lot is: ☐ Approved **Approval Expiration Date:** _____
☐ Pending (*need documentation:* _____)
☐ Disapproved (*reasons:* _____)

Inspector

Date

System to be installed:

Number of Bedrooms: _____ **Square Footage:** _____ **System Flow (GPD):** _____

Type of installation: New Replacement Alteration **Estimated Cost:** _____

Type of soil: _____ **Installer:** _____

Limiting Condition & Depth: _____ **Vertical Separation Distance:** _____

New Tank size: _____ **Existing Tank Size:** _____

Pretreatment? Yes No **Depth credit/sizing reduction:** _____

Drain Type: None Perimeter Interceptor Engineered Other

Drain spacing & depth (required for engineered drainage): _____

☐ **Leachfield**

Trench depth: _____ **Trench width:** _____ **Number of Trenches:** _____

Trench Length: _____ **Chambers:** Y or N

☐ **Mound**

Attach design

☐ **NPDES Aeration**

Manufacturer: _____

NPDES Permit #: _____ **Date Issued:** _____

☐ **Other**

System description: _____



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Additional Information

2017 Septic Permit Fee: \$419.00 Alteration: \$335.00 Operation Sewage Permit Fee: \$5.00
2017 Well Permit Fee: \$400.00 Alteration: \$235.00 \$25.00 for each additional water sample
2017 Plumbing permit fee: \$60.00 plus \$13.00 per fixture \$25.00 plan review fee

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

Health Department

Health Commissioner: T.L. Holman, DVM, RS
Environmental Director: Ginger Magoto, MS, RS
Environmental Secretary: Teresa Plessinger 937-548-4196 ext. 209
Sewage Sanitarian: Sophie Hurley, RS 937-548-4196 ext. 208
sophie.hurley@darkecountyhealth.org
Grace Winhoven, SIT 937-548-4196 ext. 203
grace.winhoven@darkecountyhealth.org
Plumbing Inspector: Joseph Nugent, CPI 937-548-4196 ext. 207
Sanitarians: Brittany Weitzel, SIT, Megan Kaiser, SIT, Laura Schwieterman, SIT

County Engineer: James Surber 937-547-7375 Located in the Basement of the County Courthouse, 504 S. Broadway St. Greenville, Ohio 45331

Planning Commission/Review Board: Curtis Yount 937-547-7381 Located in the Basement of the County Administration Building, 520 S. Broadway St. Greenville, Ohio 45331

Building Regulations: 937-547-7379 Located in the Basement of the County Administration Building, 520 S. Broadway St. Greenville, Ohio 45331



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Rooms that will be considered a possible bedroom:

- Anything labeled a bedroom or sleeping room
- Office, den, study, library, sewing room, bonus room, game room, or any of these type rooms that are over 70 sq. ft. in size.
- Up to 2,000 sq. ft. (unfinished) in a basement is equal to 1 bedroom
- Greater than 2,000 sq. ft (unfinished) in a basement is equal to 2 or more bedrooms depending upon the size or walls.
 - o In addition to the above, if separate rooms exist in the basement that are not for the furnace, water heater, or other utilities, and at least 1 bathroom is in the basement, an additional bedroom will be counted for every room separation.

*Contact the health Department for full bedroom policy approved by the Board of Health

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 for *Wayne Lakes*

Unzoned Townships: Contact any of the listed trustees to fill out Unzoned Township Letter on following page.

		<u>Phone:</u>			<u>Phone:</u>
<i>Allen:</i>	Neal Siefring	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 Pohlman	582-2703	<i>Washington:</i>	William Hart	968-6047
	Steven Puthoff	582-2007		Mark Cox	316-6224
	Steve Hoelscher	582-3202		Joe Martin	548-3068



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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	&	Darke County Building Regulations
300 Garst Avenue		520 S. Broadway
Greenville, Ohio 45331		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:

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

Other related comments:

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.

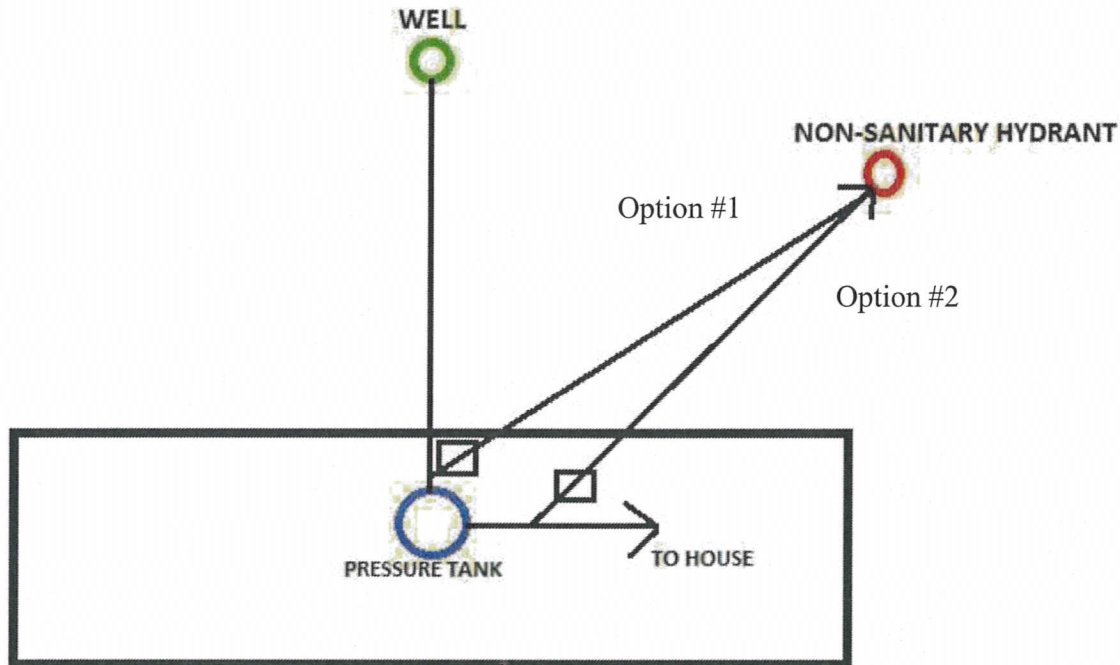
(Township Trustee or authorized signature)

(Address)

(Phone number)

(Date)

Send copy to: _____ (Owner or building contractor)



Option #1 – Non-sanitary hydrants that are plumbed in water line before the pressure tank need a backflow device that meets ASSE 1024, 1015, or 1013 standards. A well alteration permit is needed for this connection if the well is existing and there is no permit already.

Option #2 – Non-sanitary hydrants that are plumbed in the water line going to the rest of the house after the pressure tank needs a backflow device that meets ASSE 1024, 1015, or 1013 standards. This connection requires a plumbing permit.

Option #3 – Install sanitary yard hydrants with built-in backflow devices. A well alteration permit is needed for this type of hydrant if the well is existing and there is no permit already.