



**DEPARTMENT OF HEALTH**  
**Sanitary Engineering Program**  
**On-Site Sewage Disposal System (OSDS)**

**SITE PLAN CHECKLIST**

For a new single family dwelling or a building addition, your site plan must be to scale and shall contain all information required by the Department of Health. Eight site plans must be submitted that contain the following information:

1. \_\_\_ Percolation test application number.
2. \_\_\_ Scale used. Engineer's scale only (1 inch = 10, 20, 30, feet, etc., No larger than 1 inch = 60 feet).
3. \_\_\_ If necessary, a vicinity map no smaller than 4" x 4" at a scale of 1" = 2000'.
4. \_\_\_ A title block which identifies owner, house number, street, subdivision name, lot number, block, section number or total acreage, tax map, block, and parcel.
5. \_\_\_ The location, name and width of any abutting streets or right of ways.
6. \_\_\_ Indicate North with arrow.
7. \_\_\_ A legend, as needed.
8. \_\_\_ Show the proposed onsite septic system as described in the attached site plan letter. If a site plan letter is not available, contact the Department of Health, Bureau of Environmental Health.
9. \_\_\_ Show and label all structures, existing and proposed.
10. \_\_\_ Indicate all the dimensions of the property lines, house, accessory structures and house setbacks (front, sides and rear) Existing structures must be shaded or hatched. **Note: No site plan can be approved unless all house setbacks are clearly indicated.**
11. \_\_\_ If waterfront property, show name of waterway, location of mean high water line, 100' setback from the waterline.
12. \_\_\_ If applicable, show the critical area boundary on the lot.
13. \_\_\_ The location of all percolation test(s), both passing and failing.
14. \_\_\_ The location of all existing water wells and septic systems within one hundred (100) feet of the property line. The well tag number must be supplied with addresses or lot numbers for all adjacent property.
15. \_\_\_ The existing and final topography at one or two foot intervals designating 25% or greater slopes (five foot contours may be used for slopes over 25%) of the area surrounding the house, septic system and its replacement(s), water well, and any abrupt changes of grade such as retaining walls, terraces, etc. Contour lines or arrows must show how, after grading, surface water will flow to or from the street, on or off the property, and away from the septic area and well.
16. \_\_\_ The location of a 100-year floodplain, including FEMA floodplain.
17. \_\_\_ The elevation of the basement and ground-floor level of the house and the location and elevation of the waste line from the house, septic tank and septic system.
18. \_\_\_ The location of the platted 10,000 square foot sewage disposal area.
19. \_\_\_ Location of any easement(s) and right-of-way(s) affecting the property.
20. \_\_\_ Location of any water well(s) and water line(s) existing or proposed on the property. If property is served by public water, show the proposed connection between the public water line and the house.
21. \_\_\_ Location of the existing and proposed on-site storm water management structures and storm drains.
22. \_\_\_ Location of walks, driveways, parking areas, steps, decks, terraces, porches, retaining walls, overhangs, and projections (existing and proposed).

For large sites two scales may be used. The scale of 1 inch = 100 or 200 feet may be used to show the location of the house on the property and all neighboring wells or septic system within 100 feet of the property lines. The scale of 1 inch = 10, 20, 30 feet, etc. could show the area around the house which should include the proposed well and septic area.

All site plans will be field verified. Incomplete or inaccurate site plans will be returned to the applicant, which may delay approval of the Perc Application or Building Permit.

If the site plan is acceptable, the percolation application is approved and the applicant may apply for a building permit. An approved percolation application is valid for two years from approval date.

If a building permit is not obtained within two years of the approval date, the percolation application will expire and a new percolation application and site plans must be submitted. Additional perc tests may be required at the discretion of the Department of Health for the issuance of the new Perc Application.