



**HENRY
COUNTY
HEALTH
DEPARTMENT**

1843 Oakwood Avenue
Napoleon, Ohio 43545
Phone: (419) 599-5545
Fax: (419) 592-6400
E-mail: healthdt@henrycoh.org

Site Evaluation Application for Household Sewage System

OFFICE USE ONLY
SITE EVAL # _____
DATE PAID: _____
REC. BY: _____

Check which applies and provide complete information below

- New home site and new Sewage System.
- Existing Sewage System/Remodeling or Reconstructing a Home.

Is there a problem with the existing sewage system? If so describe it here

The property is located on what road? _____ Township: _____

Further describe the property location, i.e. between what two crossroads? Next to an existing address? At a corner?

Address of property if known: _____

Requestor Mailing Address: _____

Requestor Name: _____ Contact Phone: _____

Proposed Owner of Property (if different from requestor): _____

Please provide a sketch with the following items

- Property dimensions and location of the road.
- Dimensions and location of the house. Indicate the setback distance to the road, back and side property lines.
- Adjacent homes, water supplies, and / or sewage systems, including approximate distances.
- Proposed or existing outbuildings, underground utilities, streams, forested areas, etc.

# of Bedrooms _____	Pond? Yes <input type="checkbox"/> No <input type="checkbox"/>	Water Supply? Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Pond <input type="checkbox"/> Other <input type="checkbox"/>	Geothermal System? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Site Plan Proposal (use this area, on reverse side, or attach a separate sheet)

- Property lines must be staked and/or the lot clearly identified prior to requesting an evaluation. The backhoe operator must be present during site evaluation to excavate test pit(s). An incomplete application or unidentified lot may cause delays.
- I authorize representatives of the Henry County Health Department to enter the property referenced above for the purpose of conducting a site evaluation.
- Submit Site Evaluation Fee of **\$150** with the completed application to the Henry County Health Department.
- After submitting site evaluation application and fee, **call the health dept. to set up appointment with sanitarian.**

Requestor's Signature _____ Date: _____

Henry County Health Department

Procedure for Household Sewage Systems: New Home Construction

- Step 1: The applicant completes a Site Evaluation Application.
- Step 2: During the site evaluation, typically 1-3 six foot deep test pits may be excavated to find suitable areas for sewage soil absorption. The person who will be excavating the test pits must contact the health department for an appointment (419-599-5545).
- Step 3: The Health Department will prepare a written evaluation of the site based on the soil type, water table, available drainage, and any other information. The site evaluation will detail the location of the test pits, the minimum sewage system that would be approved for installation, major structures proposed or present, location of all known wells within 100 feet, lot dimensions, and location of any known buried structures such as buried fuel tanks or utility lines. A copy of the site evaluation will be sent to the requestor and a copy will be kept on file at the health department. The site evaluation will be valid for two years.
- Step 4: The household sewage permit application is then completed if the applicant plans to install the sewage system within 18 months. The application must also include a layout drawing from the installation contractor and an estimated cost to install the system. The installation permit is valid for one year from the date of issue unless a request is made for an extension (maximum extension is six months). The contractor may install the sewage system once the permit is issued.
- Step 5: If sand fill material is required, the installer contacts the Health Department to approve the placement of this material before proceeding. After the installation, the health department is contacted by the installer for inspection of the system. To enable a thorough and accurate inspection of the installation, we request that at minimum, the header pipe and ends of the tile disposal field be left uncovered as well as sites throughout the field. The building sewer must be left uncovered. All lids on the septic tank must be uncovered of dirt and not secured until after the inspection. The diversion device lid must be easily removed. Any deficiencies must be corrected and re-inspected to verify compliance. After the sewage treatment system installation is approved, the contractor may cover the system, weather permitting.

NOTE: If you are installing a new water system, the well or pond location should be determined before the septic system is installed and the house is constructed. Drilled or driven wells and ponds require a minimum of 50 feet distance from a sewage treatment system and its replacement area. An augured shallow well installation requires a minimum of 100 feet distance from a sewage treatment system and its replacement area. A private water system permit application is required and is valid for one year unless a request is made for an extension (maximum extension is six months).

Procedure for Household Sewage Systems: Replacing or altering sewage system

Procedure is often the same as above. Some lots with too small or unsuitable areas may not need a soil evaluation or require that you use a qualified soil scientist and/or designer to propose a system that will comply with current household sewage requirements. The Sanitarian will inform you of any other special requirements which may include dye testing the existing system or the need to apply to the Henry County Board of Health for a variance.