

**WESTERN U.P. DISTRICT HEALTH DEPARTMENT  
EVALUATION REQUEST FORM  
ON-SITE SEWAGE AND/OR WATER SUPPLY SYSTEM(S)**

**Gogebic Office**  
W.U.P.D.H.D.  
210 N. Moore  
Bessemer, MI 49911  
(906)667-0200

**Baraga, Houghton, & Keweenaw  
Office**  
W.U.P.D.H.D.  
540 Depot Street  
Hancock, MI 49930  
(906)482-7382

**Ontonagon Office**  
W.U.P.D.H.D.  
408 Copper Street  
Ontonagon, MI 49953  
(906)884-4485

**Type of Evaluation Requested** (Check Appropriate Box):

**Reason for Evaluation** (Check Appropriate Box):

- Sewage System **and** Well Site Evaluation
- Sewage System Site Evaluation Only
- Well Site Evaluation Only
- Site Evaluation **Revisit**

- Evaluate Vacant Lot
- Replace Existing Sewage System
- Replace Existing Well
- Privy     Compost Toilet

<p><b>Applicant Information:</b> Applicant Name: _____ Mailing Address: _____ _____ Telephone Numbers: Work _____ Home _____</p> <p><b>Property Owner Information (if different from above):</b> Property Owner Name: _____ Mailing Address: _____ _____ Telephone Numbers: Work: _____ Home: _____</p> <p><b>Proposed Development:</b></p> <p><input type="checkbox"/> New Single Family Home Number of Bedrooms Proposed: _____</p> <p><input type="checkbox"/> Remodel Existing Home Number of New Bedrooms Proposed: _____</p>	<p><b>Property Information:</b> County Name: _____ Township Name: _____ Section #: _____ Township #: _____ Range #: _____ Property Tax ID #: _____ Fire # or Street Address: _____ Size of Property: _____ Acres _____ Length x _____ Width Cross St. 1: _____ Cross St. 2: _____ Additional Information: _____ _____ <b>MISS DIG must be contacted and the site flagged prior to our arrival. (Give at least 72 hour notice) MISS DIG System, Inc. 1-800-482-7171</b></p>
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**Parcel Status (check only one)**

I hereby verify that the parcel of land to be evaluated:

- \_\_\_ Existed prior to March 31, 1997, which is the effective date of Michigan's "Land Division Act", P.A. 591, of 1996; has an existing dwelling; or is 40 acres or greater in size.
- \_\_\_ Has been approved by the governing municipality having jurisdiction as a Land Division under P.A. 591; is a Land Division approved under P.A. 87 of 1997 (eff. July 28, 1997); or is a lot in a recorded subdivision plat.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Provide a Map to the Property and a Proposed Site Layout on the back of this form.**

<b>HEALTH DEPARTMENT USE ONLY</b>		Client ID: _____	Case No.: _____
<input type="checkbox"/> Site Evaluation:	Amount Paid: \$ _____	Receipt #: _____	Date: _____ Received By: _____
<input type="checkbox"/> Sewage Permit:	Amount Paid: \$ _____	Receipt #: _____	Date: _____ Received By: _____
<input type="checkbox"/> Well Permit:	Amount Paid: \$ _____	Receipt #: _____	Date: _____ Received By: _____

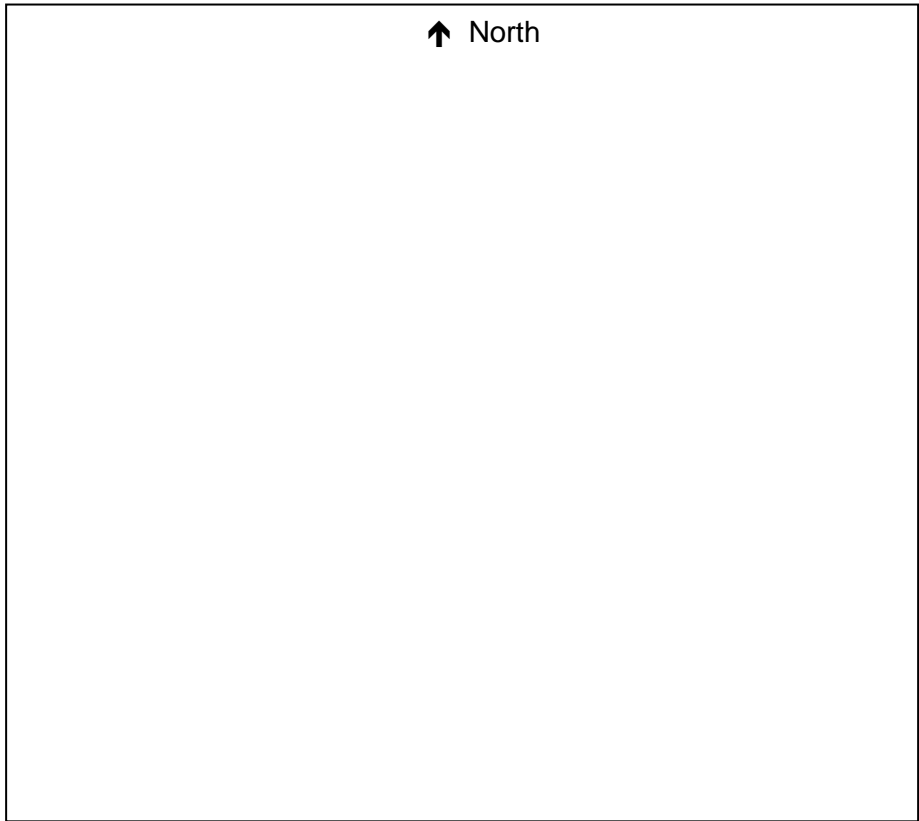
Return evaluation request form and associated fee(s) to the appropriate Health Department Office listed above.  
Make checks payable to W.U.P.D.H.D.

## MAP TO PROPERTY

### Include on Map:

1. Your Fire Number/address
2. Landmarks that can assist us in finding your property.

↑ North

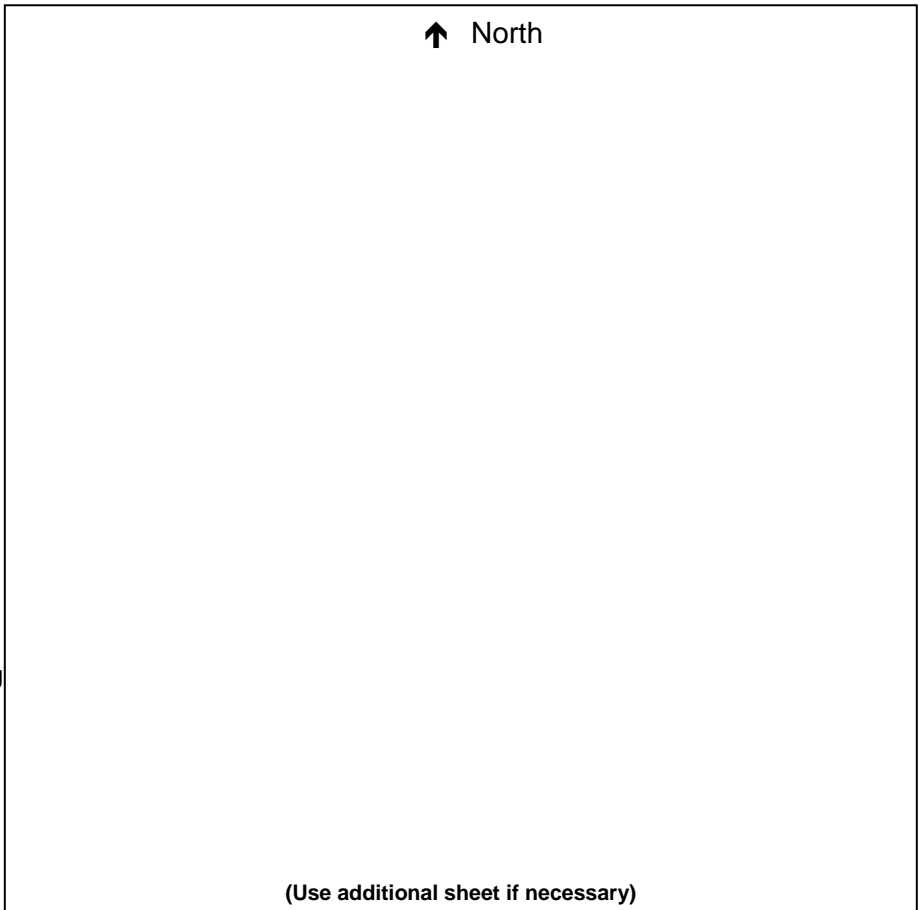


## PROPOSED SITE LAYOUT

### Include on Layout:

3. Property lines/Dimensions
4. Location of all buildings
5. Well location and Distance to Septic/Drainfield
6. Neighboring Well/Septic System
7. Location (s) of Streets/Roads
8. Location (s) of Body (s) of water
9. Location (s) of underground fuel storage tanks
10. Driveway Location
11. Any Buried Utilities (Cable, Gas, Electric, etc.)

↑ North



**Miss Dig must be contacted and the site flagged prior to our arrival. \***

**(1-800-482-7171)**

**Call Miss Dig at least three working days prior to the site evaluation.**

\* Have all property information available before calling Miss Dig. Typically the work area will be site wide.

**(Use additional sheet if necessary)**

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EVALUATION REQUEST FORM INSTRUCTIONS  
ON-SITE SEWAGE AND/OR WATER SUPPLY SYSTEM(S)**

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On-site Sewage Program Information for the Site Evaluation Applicant

Many parcels of land available for private residential homes are not served by a public sewer system or a public water system. Homes in these areas use an on-site septic tank and absorption field system for wastewater disposal and a private well for a water supply system. The Western Upper Peninsula District Health Department will evaluate your property to determine if it is suitable for an on-site sewage and water supply system. The Superior Environmental Health Code regulates on-site sewage and water supply systems for one and two family homes. The Code applies to most residential building sites and describes the minimum standards required for each sewage system including size and isolation distances. It also requires installers of sewage and water supply systems to be licensed and knowledgeable about the code. A copy of the code is available upon request.

Some vacant parcels of land are not suitable, or at best are marginal, for an on-site sewage system. Many property owners assume that soils are all more or less alike. However, because differences in soil properties can occur within short distances, a building site must be carefully evaluated to determine the soil type and presence of limiting conditions such as seasonal high ground water or bedrock. The soil in the area of an on-site sewage system must be capable of percolating the daily quantity of sewage flows expected from the home, and treating the wastewater before it enters the water table. Seasonal high ground water interferes with the operation of sewage disposal systems and may cause premature failure of the system. Water table and bedrock located near the ground surface, or excessively permeable soils, may allow sewage to contaminate nearby wells and surface water.

The process used by the Western U.P. District Health Department for conducting site evaluations and issuing construction permits is explained below and requires information from you to begin the process. After we receive an application form from you, expect the site evaluation and permitting process to take two to three weeks. The time can be reduced if you plan carefully and provide all of the information requested.

Site Evaluation Process

You will need to complete both sides of the application form and return it to the department. Be sure to provide all of the information requested. Miss Dig must be contacted and the site flagged prior to our arrival. Your site evaluation will not be scheduled or will be delayed if the form is not complete or if Miss Dig hasn't been contacted. An Environmental Health Secretary will call you to schedule the site evaluation date and time.

You will need to arrange for a backhoe to be at the property for the site evaluation. During the evaluation we will use the "proposed site layout" drawing that you provide to the department on your application form to determine if the site you would like to be used for the sewage system meets the requirements of the Superior Environmental Health Code. The EH Sanitarian will ask the backhoe operator to dig one or more holes to a depth of approximately six feet for the soil evaluation. If the soils and isolation distances meet the requirements of the Code, and there is adequate space for an absorption field sized for the number of bedrooms in the proposed home, the site will be approved. For approved sites, the EH Sanitarian will provide you with a site evaluation report, blank construction permit applications, and instructions for proceeding with the permitting process within a week of the site evaluation date.

Approximately ten percent of the sites evaluated by the department do not meet the requirements of the Code. It is very helpful if you are at the site during the evaluation. If your preferred sewage system location does not meet the Code requirements, you, your sewage system installer, and the Sanitarian

can discuss and evaluate alternate locations on the property. When a building lot does not meet the requirements of the Code, the EH Sanitarian will provide you with a site evaluation report and letter which documents the results of the evaluation and explains the reasons why the site is not suitable for an on-site sewage system.

New Requirements for Subdivisions, Condominium Plats and Land Divisions with  
Parcels Less Than 1 Acre in Size Created After July 28, 1997

New rules governing on-site water supplies and sewage treatment systems were promulgated by the State of Michigan and took effect in February 2001. These rules affect all lots located in subdivisions, condominium plats and also lots located in land divisions when the lots are less than 1 acre in size. If you are developing a lot in a land division which is less than 1 acre in size and it was approved by the township after July 28, 1997 you may be affected.

For lots which are less than 1 acre in size and were split from a parent parcel after July 28, 1997, Michigan Department of Environmental Quality’s “Administrative Rules for On-site Water Supply and Sewage Disposal for Land Divisions and Subdivisions” regulate the approval process. These rules also apply to lots located in condominium plats and subdivision plats. Copies of the MDEQ rules are available upon request.

In order to determine if the Superior Environmental Health Code or the MDEQ Administrative Rules apply to your lot, **all site evaluation applicants need to include a copy of a legal description, survey, or land description as found on a tax notice or recorded deed with the site evaluation application. The township having jurisdiction can also provide you with the date the parcel was recorded and approved.**

Site Evaluation Application Checklist

- A complete application form has been provided to the health department.
- The site evaluation fee has been included with the application.
- A copy of a legal description, survey, or township approval letter is attached to the application.
- A backhoe operator or licensed sewage system installer has been hired for the site evaluation.
- Miss Dig has been contacted a minimum of three working days prior to the evaluation.

WUPDHD 2008 Fee Summary

The department’s fees for the residential on-site sewage and water supply programs are summarized in the table and examples provided below.

The total amount in fees a property owner is required to pay for construction permits for a sewage system and a well is \$601 (\$165 site evaluation + \$218 sewage system permit + \$218 well permit).

The total amount due for a sewage system permit (a well is not needed) is \$383 (\$165 site evaluation + \$218 permit fee).

The total amount due for a well permit (a sewage system is not needed) is \$218.

<b>WUPDHD 2008 Fee Schedule Summary Residential On-site Sewage and Water Supply Programs</b>	
Sewage System Site Evaluation Fee	\$ 165
Sewage System Site Evaluation –REVISIT	\$ 110
Sewage System Construction Permit Fee	\$ 218
Privy Permit, Compost Toilet Permit Fee	\$ 81
Well Construction Permit Fee (site evaluation cost included in permit fee)	\$ 218