

**Polk County Environmental Health Application,
Evaluation, and Permitting Procedures for Septic
Systems and Well Construction**

A. Applications

1. Complete applications must be submitted for Improvement Permit (IP), Authorization to Construct (AC), or Well Permit as applicable for proposed use. The owner or his authorized agent must sign all applications.
2. The current fee for each permit must be paid at the time the application is submitted. Applications will not be accepted until all fees are paid.
3. Complete applications must be accompanied by a plat prepared by a surveyor on a scale of no less than 1" = 60', or a site plan prepared by the applicant. A separate plat or site plan must be submitted for each lot application. Plats or site plans must show all proposed property lines, lot corners, home locations, all roads, bodies of water (creeks, streams, lakes, ponds), existing wells within 200', all lot dimensions, easements, existing utilities, and right of ways.
4. Applications will be considered on a first-come, first-serve basis and will be activated only when complete applications are received. Incomplete applications will not be activated.

B. Evaluations

1. All lots **must be properly prepared** for evaluation in the following manner:
 - a. All lots must be fully accessible. Access roads must be at least "roughed in." Overgrown or very thickly wooded lots must be adequately cleared prior to evaluation to allow for proper access.
 - b. **All lot corners must be true corners (iron pins, axles, etc.) and must be marked and readily identified in the field.** All lot sidelines are to be flagged (marked approximately every 50 feet) or strung the entire length and width of the lot. Exceptions to flagging lot sidelines may be made if property corners can be seen from one to the next.
 - c. Proposed "cut out" lots must be marked as indicated on site plan or plat for Improvement Permit only and will be required to be surveyed and recorded at the Register of Deeds before an Authorization to Construct permit will be issued.
 - d. All home sites and accessory structures (garages, out- buildings, pools, etc.) as indicated on the plat **must be staked or flagged on the lot at the time of evaluation.**

Improperly prepared lots will not be evaluated and will be placed in an inactive status. Applications will be reactivated when all required preparations are complete.

Note: Additional fees and delays may be incurred by the applicant if the lot has not been properly prepared for evaluation or if Items are not flagged on site, indicated on the site plan, or subsequently changed.

2. Prior to the lot evaluation, you must notify the Environmental Health Specialist assigned to your case, that all required preparations are complete. The Environmental Health Specialist (EHS) will visit the lot to auger and/or flag areas where “soil test” holes or pits are to be dug for the soil evaluation. The EHS will auger several holes with a 4ft or 5ft metal auger, then only if necessary flag test holes or pits.
3. **Test holes or pits may be necessary depending on site / soil conditions, and shall be dug in the following manner:**
 - a. **Holes or pits must be located as near as possible to the flagged location(s).**
 - b. **Holes or pits, if possible, shall be a minimum of 48 inches deep (upper sidewall depth), 4’ long, and 3’ wide with sloped or stepped access in and out.** For safety reasons, at no time should the pit be deeper than 48 inches (unless otherwise specified).
 - c. After holes or pits are dug, the applicant will notify the Environmental Health Specialist and an evaluation date(s) will be scheduled. **“Post holes” are not acceptable for soil evaluation pits.**
 - d. Exceptions to item 2.c., will be granted if a backhoe pit evaluation is scheduled with the Environmental Health Specialist evaluating your lot.
4. The soil site evaluation will be conducted by evaluating each previously dug hole, auger boring, or pit in the manner prescribed by current state rules. A soil profile from each will be described on a soil evaluation form for each lot application submitted. The soil evaluation form will include, but not be limited to, the following
 - a. Soil profile description to include soil depth and characteristics
 - b. Topographical features
 - c. Usable soil areas and locations
 - d. Possible system type(s)
 - e. Problems and/or unsuitable characteristics
 - f. Determination of suitability for system and repair areas
5. Well construction applications will be evaluated based on required location criteria as established by state well regulations.

*** It is the responsibility of the property owner or agent to mark all existing utilities, underground buried utility, tanks, etc. by calling 811 if necessary and show on plot survey when applicable. ***

C. Notification

The Environmental Health Specialist, upon completion of permits for approved lots, etc., shall notify the owner or applicant (as indicated on the application) when permit(s) are completed. Denial letter(s) explaining reasons for the denial and addressing the appeal process will be issued in a timely manner when lots are not approved for system installations.

These procedures will be required for all applications subject to approval under the current North Carolina Laws and Rules for Sewage Treatment and Disposal Systems (15A NCAC 18A.1900) and North Carolina Well Construction Standards (15A NCAC 2C.0100 and 15 NCAC 18A.1700)