



Charlie Crist
Governor

Dr. Ana M. Viamonte Ros, M.D., MPH
Secretary

INSTRUCTIONS FOR COMPLETING YOUR SEPTIC TANK APPLICATION

PLEASE READ EACH ITEM CAREFULLY

1. Obtain a **Zoning Compliance Form** from the County Building Department for a new septic tank application.
2. Obtain a photocopy of the **overlay aerial map** for your property from the County Property Appraiser's office.
3. Attach a copy of your **property deed**, or survey, verifying property size or acreage. If the property deed is not in your name, please have the property owner provide a copy of the deed and complete attached **Statement of Land Conveyance**.
4. **Site Plan.** This is the most important part of your permit application. Please take the time to accurately put on the site plan form exactly what you propose to do on your site. **THE SITE PLAN MUST BE DONE TO SCALE OR WE CAN NOT ACCEPT THE APPLICATION.** Remember to sign the form.

YOU WILL NEED A TAPE MEASURE TO COMPLETE YOUR SITE PLAN (Please see the attached example for help.)

5. Current **minimum setbacks** to septic tank or any part of the drainfield are:

50'	to a non-potable well	15'	to a storm sewer pipe
75'	to a private well	10'	to waterline
100'	to a limited-use public water well	75'	to a pond or surface water
200'	to a public water system	15'	to dry ditches
5'	to your house or mobile home, pilings, swimming pool, property lines		

6. **Floor Plan.** Attach a copy of your proposed floor plan for your house, trailer or business. (Please make sure dimensions, bedrooms and sq.ft. of your home is on plan)

7. PERMIT FEES:

New Application/Site Evaluation/Permit and Inspection	\$350.00
Local County Fee non-refundable	50.00
Total Permit Fee.	\$ 400.00
System Abandonment Permit	\$ 50.00
Any additional-Inspection Fee (per visit)	\$ 50.00
Site Re-evaluation.....	\$ 75.00

8. **The site must be cleared** to the area to be evaluated. You must make arrangements for gates, dogs, security and impassable driveways and roads so that we may conduct our site investigation.
9. **Flags will be provided** by the health department for the purpose of marking the driveway, well and proposed septic tank site. **The site inspection will not be completed until the flags are in place.**

Note: The applicant or their authorized agent is required to notify this office when the mobile home/dwelling, water lines and well is on the lot. **Final system approval will not be granted until the above is completed and the health department has inspected the property.**

I have read the above and understand the aforementioned regulations. Failure to complete any portion of the application may result in a delay in issuance of permits or final approval.

Applicant/Agent's Signature

Date



STATE OF FLORIDA
 DEPARTMENT OF HEALTH
 ONSITE SEWAGE TREATMENT AND DISPOSAL
 SYSTEM
 APPLICATION FOR CONSTRUCTION PERMIT

PERMIT NO. _____
 DATE PAID: _____
 FEE PAID: _____
 RECEIPT #: _____

APPLICATION FOR:

- New System Existing System Holding Tank Innovative
 Repair Abandonment Temporary _____

APPLICANT: _____

AGENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

=====

TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3) (m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

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PROPERTY INFORMATION

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PLATTED: _____

PROPERTY ID #: _____ ZONING: _____ I/M OR EQUIVALENT: [Y / N]

PROPERTY SIZE: _____ ACRES WATER SUPPLY: [] PRIVATE PUBLIC [] <=2000GPD [] >2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [Y / N] DISTANCE TO SEWER: _____ FT

PROPERTY ADDRESS: _____

DIRECTIONS TO PROPERTY: _____

BUILDING INFORMATION RESIDENTIAL COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table 1, Chapter 64E-6, FAC
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Floor/Equipment Drains Other (Specify) _____

SIGNATURE: _____ DATE: _____

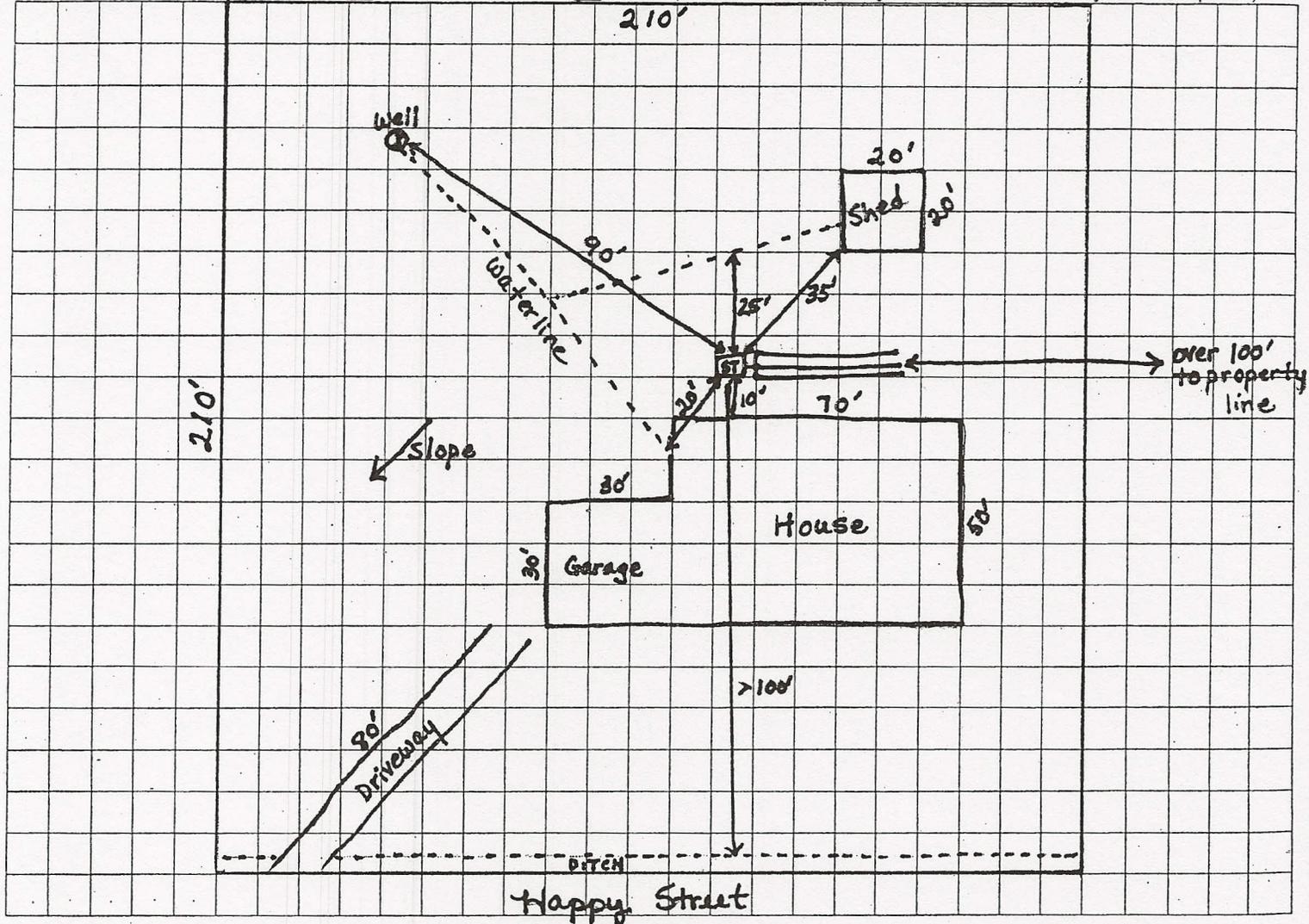
EXAMPLE

STATE OF FLORIDA
DEPARTMENT OF HEALTH
APPLICATION FOR ONSITE SEWAGE DISPOSAL SYSTEM CONSTRUCTION PERMIT

Permit Application Number _____

----- PART II - SITEPLAN -----

Scale: Each block represents 10 feet and 1 inch = 40 feet. (You MUST specify the scale used in your site plan!)



Notes: 1 acre drawn of 10 acres total. See aerial map for location of 1 acre within 10 acre parcel.

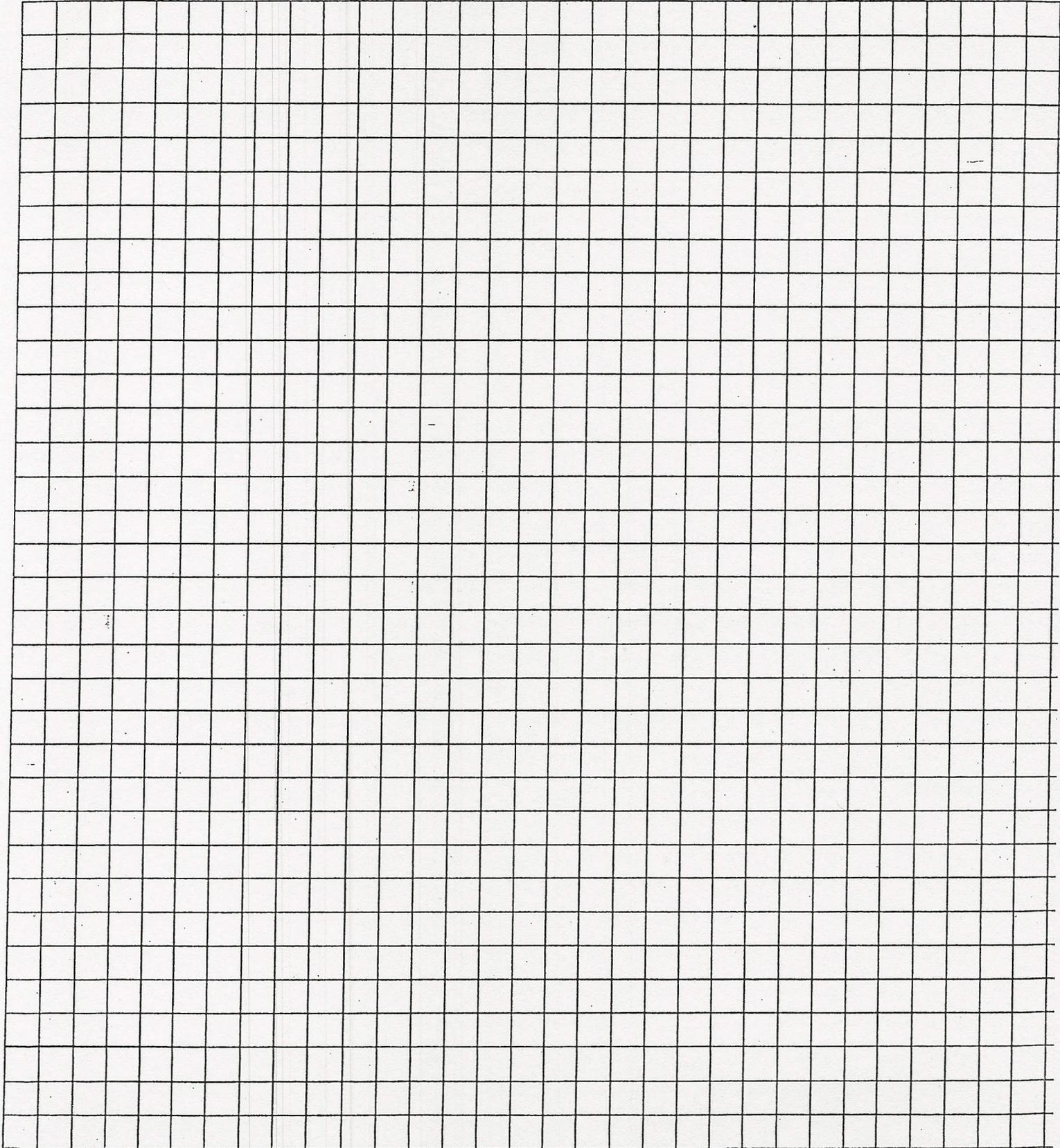
Site Plan submitted by: John + Jane Homeowner Date 5/5/05
 Plan Approved _____ Not Approved _____ Date _____
 By _____ County Health Department

****SITE PLAN MUST BE DRAWN TO SCALE OR APPLICATION CANNOT BE ACCEPTED.****
ALL CHANGES MUST BE APPROVED BY THE COUNTY HEALTH DEPARTMENT

STATE OF FLORIDA
DEPARTMENT OF HEALTH
APPLICATION FOR ONSITE SEWAGE DISPOSAL SYSTEM CONSTRUCTION PERMIT

Permit Application Number _____

Scale: Each block represents 10 feet and 1 inch = 40 feet.



Site Plan submitted by: Y Date: X
Plan Approved _____ Not Approved _____ Date _____
County Health Department

APPLICATION FOR: Check type of permit, if "Other" specify type in blank.

APPLICANT: Property owner's full name.

AGENT: Property owner's legally authorized representative.

TELEPHONE: Telephone number for applicant or agent.

MAILING ADDRESS: P.O. box or street, city, state and zip code mailing address for applicant or agent.

LOT, BLOCK, SUBDIVISION: Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.

DATE OF SUBDIVISION: Official date of subdivision recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership shall be considered a subdivision of the lot.

PROPERTY ID#: 27 character number for property. CHD may require property appraiser ID # or section/township/range/parcel number.

ZONING: Specify zoning and whether or not property is in I/M zoning or equivalent usage.

PROPERTY SIZE: Net usable area of property in acres (square footage divided by 43,560 square feet) exclusive of all paved areas and prepared road beds within public rights-of way or easements and exclusive of streams, lakes, normally wet drainage ditches, marshes, and other such bodies of water. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions may be included in calculating lot area.

WATER SUPPLY: Check private or public <= 2000 gallons per day or public > 2000 gallons per day.

SEWER AVAILABILITY: Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet.

PROPERTY ADDRESS: Street address for property. For lots without an assigned street address, indicate street road and locale in county.

DIRECTIONS: Provide detailed instructions to lot or attach an area map showing lot location.

BUILDING INFORMATION: Check residential or commercial.

TYPE ESTABLISHMENT: List type of establishment from Table II, Chapter 64E-6, FAC. Examples: single family single wide mobile home, restaurant, doctor's office.

NO. BEDROOMS: Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants.

BUILDING AREA: Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.

BUSINESS ACTIVITY: For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table II, Chapter 64E-6, FAC.

FIXTURES: Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.

SIGNATURE / DATE: Signature of applicant or agent. Date application submitted to the CHD with appropriate fees and attachments.

ATTACHMENTS: A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, features are within 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) showing number of bedrooms and building area of each unit. For nonresidential establishments, a floor plan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater.

AGENT AUTHORIZATION

DATE: _____

TO: DOH Madison County Health Department
800 Third Street
Madison, FL 32340

SUBJECT: Agent Authorization

I, _____, hereby authorize as my
agent _____ Said agent has my permission
to make any necessary decisions on my behalf concerning the onsite sewage treatment and
disposal system and any other required permits for my property located at:

Applicant's Signature

Date

MEMORANDUM

DATE: _____

TO: Madison County Health Department
Environmental Health
218 SW Third Ave.
Madison, FL 32340

FROM: Name: _____

Address: _____

SUBJECT: Statement of Land Conveyance

I, (Property Owner) _____, convey the use of _____ acre(s) of my
land which is located at: section _____, township _____ range _____ parcel No. _____,
to _____ my _____. (Explain relationship.)

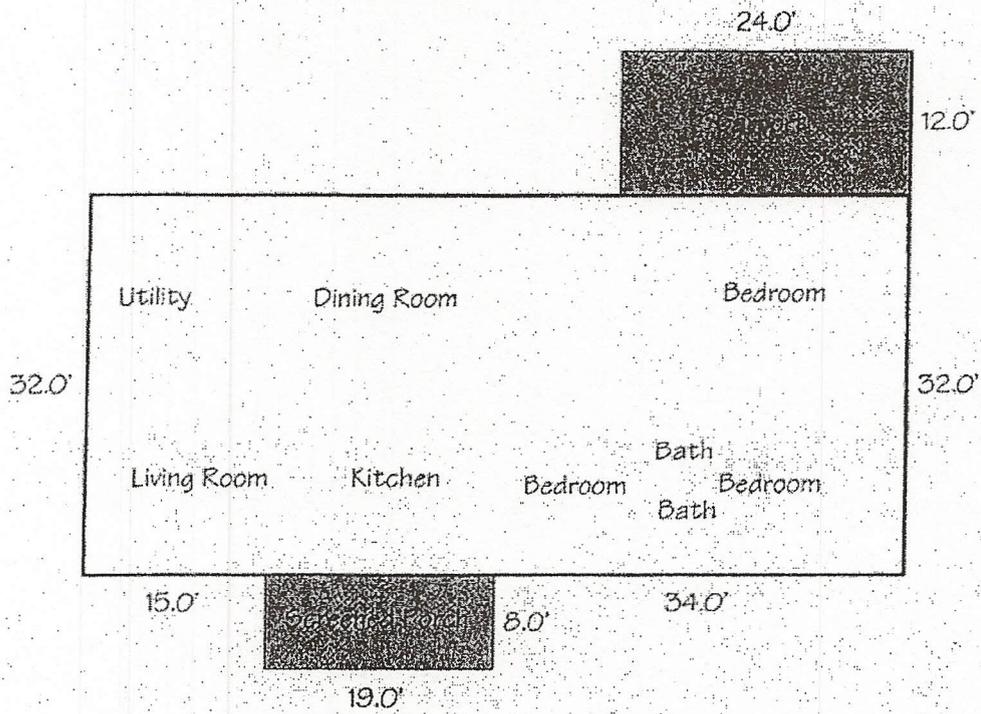
I, (Property Owner) _____, fully understand that
under penalty of perjury that the foregoing information is true and correct.

Signature of Property Owner

Date

Convey.doc

EXAMPLE OF FLOOR PLAN





Charlie Crist
Governor

Joseph J. Chiaro, M.D., FAAP
Interim Secretary

FLOOR PLAN

"ALL HOMES MUST INCLUDE OUTSIDE DIMENSIONS"



Charlie Crist
Governor

Joseph J. Chiaro, M.D., FAAP
Interim Secretary

PROPOSED SITE INFORMATION

- 1. Is there any slope to your lot? Yes___ No___
If yes, is it Slight___ Moderate___ or Severe___
- 2. Are there any public wells within 200' of your lot? Yes___ No___
- 3. Are there any existing or proposed wells within 75' of your lot? Yes___ No___
- 4. Are there any lakes, streams, canals, or standing bodies of water within 75' of your lot? Yes___ No___
- 5. Are there any easements on your property? Yes___ No___
- 6. Are there any drainage features (i.e. ditches, swales, drainage retention areas, etc.) on or 75' of your lot? Yes___ No___
- 7. What is the nearest intersecting street name to your property? _____
- 8. Is the nearest intersecting street within 1/4 mile? Yes___ No___

NAME: _____

TITLE: _____

DATE: _____

SITE PLAN CHECK LIST

OSTDSNBR _____

A site plan is necessary to ensure that the Onsite Sewage Treatment and Disposal System (OSTDS) can be installed meeting all lawful requirements. An OSTDS includes everything from the beginning of the septic tank to the end of the drainfield. The following information is required by state rule. Indicate the following items on the site plan. If applicable, place a check mark (✓) by the appropriate number and document the item on the site plan. If not applicable, place N/A by the appropriate number. Please place either a (✓) or N/A in each blank.

- ___ 01. **Drawn to scale showing boundaries with dimensions**
 Site plans are required to be drawn to scale. A plan or plat of the lot or total site ownership drawn to scale showing boundaries with dimensions is required by state rule. If an individual lot is five acres or greater, the applicant may draw a minimum one acre parcel to scale showing all required features, or the minimum size drawing necessary to properly exhibit all required features, whichever is larger. The applicant must also show the location of that one acre or larger parcel inside the total site ownership. A copy of the legal description or survey must accompany the application for confirmation of property dimensions only. Site plans submitted for the permitting and construction of repairs are required to show property dimensions only.
- ___ 02. **Draw and label the existing and proposed onsite sewage treatment and disposal system components, configuration and their location on the property, including dimensions**
 For existing septic systems, the septic tank and drainfield should be drawn on the site plan as it exists on the property. For proposed septic systems, a standard septic tank should be shown on the site plan as a minimum 5 feet by 10 feet and the drainfield should be shown as a minimum of 300 square feet. The actual size of the drainfield may be smaller or larger once the site evaluation has been performed and the estimated seasonal high water table and loading rate for the soils has been established. The site plan would need to be amended to reflect the actual permitted specifications of the proposed septic system. Trench or bed drainfield configuration will also need to be shown. Dimensions should be shown on all parts of the septic system.
- ___ 03. **Draw and label the locations of all existing and proposed residences and buildings**
 Indicate the distance from all existing and proposed structures, for example: residences and buildings, to all existing and proposed septic systems.
- ___ 04. **Draw and label the location of swimming pools**
 Indicate the distance from all existing and proposed swimming pools to all existing and proposed septic systems
- ___ 05. **Draw and label all recorded easements on the property**
 An easement is an interest in land owned by another that entitles the holder of the easement to a specific use. Examples of easements are: drainage easements and utility easements.
- ___ 06. **Indicate the slope of the property and percent of slope, if known**
 Indicate the direction of the slope of the property by using arrows. If the property has no slope, indicate as no slope or flat. If you know the percent slope, please indicate. Slope is the percentage of fall in a specified distance.

Please continue on the back of this page.

- ___ 07. Draw and label the location of all existing and proposed wells on the property. Indicate the distance from all of the existing and proposed wells on the property to all existing and proposed septic system(s).
- ___ 08. Draw and label the location of all potable and non-potable waterlines, including valves.
Show potable and non-potable water lines, including valves, that exist on the property or within 10 feet of the property line. This includes municipal or private line in rights-of-way. Water lines on the property must be shown from the beginning to the end of the line.
- ___ 09. Show all drainage features on the property.
Draw and label drainage features such as swales, ditches and retention or detention areas. Differentiate between those that hold water for less than 72 hours and those that hold water for 180 days or more.
- ___ 10. Show all filled areas on the property.
These are areas on the property that are intended to be filled or have been filled in the past.
- ___ 11. Draw and label all obstructed areas on the property.
These are areas that prohibit, hinder or affect the installation, operation or maintenance of an onsite sewage treatment and disposal system. Examples are all driveways (paved, concrete, gravel, shell, natural, etc.); all areas covered with asphalt, shell, gravel, concrete or similar coverings; areas designated for other use, such as storm water retention, trees and all other areas similar to these examples. The boundaries of the obstructed areas must be clearly delineated. For example, driveways must be drawn from beginning to end.
- ___ 12. Show all surface water bodies on the property.
Identify surface water bodies such as lakes, ponds, bays, ditches, etc. Be as specific as possible when showing the location of the feature.
- ___ 13. Draw and label the location of the following features on contiguous or adjacent property (off site features)
Indicate the distance from the following off site features to all existing and proposed septic systems.
- ___ A. Draw and label the location of all non-public wells within 75 feet of the property
 - ___ B. Draw and label the location of all public wells within 200 feet of the property
 - ___ C. Draw and label the location of all onsite sewage treatment and disposal systems within 75 feet of the property
 - ___ D. Draw and label the location of all surface water bodies within 75 feet of the property
 - ___ E. Draw and label the location of all other pertinent facilities or features