

The following information is required by state rule. Indicate the following items on the site plan. If applicable, please check a 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 check mark 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, whichever is larger. **The applicant must also show the location of that one – acre or larger parcel inside the total ownership.** A copy of the legal description or survey must accompany the application for confirmation or 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 locations 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 owner that entitles the hold 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, in 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. Slop is the percentage of fall in a specified distance.
- ___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).

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- ___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 property line. This includes municipal or private lines 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 the 72 hours those that hold water for 180 days or more.
- ___10. **Show all filled areas of 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 with 200 feet of the property.
___C. Draw and label the location of all onsite sewage treatment and disposal system within 75 feet of the property.
___D. Draw and label the location of all surface water bodies within feet of the property.
___E. Draw and label the location of all other pertinent facilities or features.