



PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT
APPLICATION FOR ALTERATION, REPLACEMENT, OR NEW RESIDENTIAL
SEWAGE TREATMENT SYSTEM (HSTS) SITE REVIEW

\$ _____ Applicable fee must accompany signed application

PROPERTY LOCATION

Address, Lot # _____
Parcel ID#: _____
Township/City: _____

APPLICANT INFORMATION

Owner Name: _____ Phone: _____
Mailing Address: _____
Email: _____
Applicant Name (if different): _____ Phone: _____
Mailing Address: _____
Email: _____

REASON FOR APPLICATION:

- Lot Split (Subdividing an existing parcel) Proposed/requested number of bedrooms: _____
New Home Construction on Existing Vacant Lot
Existing Home Changes
Replacing Existing Home with a New Home
Dwelling is currently: Occupied _____ Vacant _____


PROPOSED OR EXISTING PROPERTY USE (in accordance with OAC 3701-29-01(WW))

- Single-family Dwelling / Two-family Dwelling / Three-family Dwelling (Circle if applicable)
Dwelling and related structure, such as personal garage or barn
Dwelling with home business that does not produce sewage, specify business: _____
Bed & Breakfast, residential facility, other residence set by ORC 3717.42 (B)(2), (B)(4) or (B)(13)
Group Homes (see definition OAC 3701-29-01(WW)(5))

PLEASE COMPLETE THE REVERSE SIDE OF THE APPLICATION

Provide a sketch indicating the desired location for the house, driveway, sewage treatment system, private water system, public water lines (if applicable) and any other planned features (out building, accessory structure,

hardscapes, pool, propane/oil tank, geothermal system etc.). It is recommended that the future homeowner work with their intended designer/installer and the soil scientist to determine the optimal location for the sewage treatment system and the replacement area so that soil borings are properly located.

 NORTH
Indicate if separate drawing is attached.

Please read the following information thoroughly then complete and sign the site evaluation application:

- a.) A soil evaluation is required for all soil-based system designs and must be performed by a professional soil evaluator in accordance with the OAC 3701-29-07. A soil evaluation is always required for new home sites or lots created after January 1, 2007.
- b.) Property lines, corner pins, and legal recorded easements **may need to be staked** if isolation distances are unclear. (Contact PCHD for guidance on staking).
- c.) **Reminder:** Site evaluations are conducted in the order in which they are received. Incomplete applications and unidentified lots will cause delays.

A complete application signed by the owner(s), soil report, and fee must be submitted before a site review will be conducted.

I/We, the property owner(s), authorize representatives of the Portage County Combined General Health District to enter the property referenced above for the purpose of conducting a site review for a sewage treatment system.

Owner's Signature

Date

Owner's Signature

Date

Applicant's Signature

Date

HEALTH DEPARTMENT USE ONLY

Is the property located in the **208 Plan** ___ Y ___ N Is **sanitary sewer** available & accessible ___ Y ___ N ?

Comments: _____