





**NEW HANOVER COUNTY**  
**HEALTH DEPARTMENT**  
Environmental Health Services  
230 Government Center Dr., Suite 140  
Wilmington, NC 28403  
TELEPHONE (910) 798-6667 FAX (910) 798-7815



**CHECKLIST FOR APPLICATION FOR LOT EVALUATION**

- \_\_\_ NHCHD EH application form for Improvement Permit and Construction Authorization, Completely filled out and signed
- \_\_\_ Owner's consent to filing of this application, in writing, **if applicant is not owner**
- \_\_\_ Survey or other legal map showing property dimensions, boundaries, and all easements and wetlands; contours shown if slope is greater than 2%; elevations above mean sea level must be shown if property located on Figure Eight Island
- \_\_\_ Site plan, drawn to scale, no less than 1 in. = 60 ft., showing all existing and proposed development
- \_\_\_ A copy of the deed for subject property OR a recorded plat, showing date recorded; and any previous deeds that show subdivision of property
- \_\_\_ Written documentation from the nearest provider of sewer/water that sewer/water is NOT available to the property. Note: if property is in the City of Wilmington, written documentation from the City that sewer/water hookup is not required for development on this property must be submitted
- \_\_\_ The lot must be cleared to allow visibility and access by foot AND the property boundaries must be flagged or staked (*pink flags will be provided*). Edge of all easements and wetlands must also be marked in the field.
- \_\_\_ All proposed development must be flagged or staked (*yellow flags will be provided*).
- \_\_\_ Storm water plans for subdivisions and commercial developments

I, \_\_\_\_\_ (*print name*) certify that I have fulfilled the above-referenced application requirements and the property is prepared for a soil evaluation. \_\_\_\_\_

*Signature of applicant/owner*

**“Healthy People, Safe Environment, Strong Community”**

**NOTICE TO APPLICANTS**  
**FOR**  
**ENVIRONMENTAL HEALTH SERVICES**  
**ONSITE WASTEWATER PERMITS**

**PURSUANT TO 15A NCAC 18A .1937(d),**

**APPLICANTS SHALL PROVIDE WRITTEN PERMISSION AND SIGNATURE OF PROPERTY OWNER AUTHORIZING APPLICANT AS LEGAL REPRESENTATIVE IN THE APPLICATION PROCESS IF APPLICANT IS NOT CURRENTLY THE OWNER OF RECORD OF THE SUBJECT PROPERTY.**



# NEW HANOVER COUNTY

## HEALTH DEPARTMENT

Environmental Health Services

Market Place Mall

230 Market Place Dr., Suite 140

Wilmington, NC 28403

TELEPHONE (910) 798-6667 FAX (910) 798-7269



### Lot Evaluations:

Lot evaluations are conducted to determine if a septic system can be installed on a specific property. The property must meet minimum requirements with respect to site and soil characteristics. To request a Lot Evaluation an application must be submitted and must include **A SCALED PLAN OR SURVEY SHOWING THE PROPOSED LOCATION OF ALL STRUCTURES AND DRIVEWAYS.** Once an application is completed, the applicant will receive a sign to post at the property and flags to mark the property corners and building locations.

PLEASE NOTE: The \$281.00 fee for a lot evaluation is limited to one (1) acre of land. If your property is over this size, please designate the one (1) acre for evaluation.

### PREPARATION OF YOUR PROPERTY/PROPERTIES FOR HEALTH DEPARTMENT EVALUATION

Prior to a site visit for a Lot Evaluation, the property/properties need to be prepared as follows:

1. For identification of the property, utilize the card stating “ SITE FOR HEALTH DEPARTMENT EVALUATION” and post in a location that is readily visible from the road.
2. The applicant shall identify property corners and property lines at indicated property utilizing stakes with surveyor’s tape attached, or flags obtained from the Environmental Health Section of the Health Department.
3. The applicant shall make the property accessible for a soil evaluation to take place:
  - a. Bush – hog property to minimize the presence of heavy undergrowth.
  - b. If property is heavily overgrown requirements are as follows:
    1. Cleared paths that extend from the beginning (roadside) to the back of the property and from side to side.  
(If you have any questions about what is clear and accessible please speak with the Environmental Health Specialist assigned to the property).
4. The applicant shall identify fixed reference points on the property as well as on the site plan/survey of the following:
  - a. wetlands
  - b. ditches
  - c. easements (utility, drainage, pedestrian ect.)
  - d. right-of-ways

If any of the above is not complete prior to the site visit by the Environmental Health Specialist you will be notified by a phone call or letter informing you what needs to be completed.

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