SUPERVISOR/ADMINISTRATIVE PROFESSIONAL CHECKLIST

NEW SEPTIC ☐ NEW WELL ☐ USE EXISTING ☑ MODIFIED PLOT PLAN ☐

New Septic Fees Paid

IP ($250.00) _____ Initial/Date

CA ($200.00) _____Initial/Date

OP ($200.00) _____Initial/Date

(CA and OP fees need to be paid before a building permit can be issued)

New Well Fees Paid: $550.00 _____ Initial/Date

Use Existing Fees Paid: $100.00 SEG _____Initial/Date 2/18/2022

Alteration Fees Paid: $300 Total $200 _____Initial/Date (If use existing was part of payment)

Modified Plot Plan Fees Paid: $100.00 _____Initial/Date

Floor plans need to be submitted and reviewed before CA can be issued ☐ Review ☐

This site is served by septic and well. Verify each is complete before final hold is released ☐

Septic file complete ☐_____ Well complete ☐ _____

Send permit for signature ☐ Signature received ☐ _____

This septic system requires a certified operation contract before final hold is released ☐

Certified operator contract is on file ☐ _____

App 12871 tws file #16573

18 FEB '22 PM 1:41

MECKLENBURG COUNTY
HEALTH DEPARTMENT

APPLICATION FOR APPROVAL TO USE AN EXISTING ON-SITE WASTEWATER TREATMENT & DISPOSAL SYSTEM / WATER SUPPLY WELL

APPLICATION TYPE: ● SEPTIC ONLY ○ WELL ONLY ○ SEPTIC & WELL
● ~~ADDITION OR RENOVATION WITH OCCUPANCY INCREASE~~ SEPT
○ ADDITION OR RENOVATION WITH NO OCCUPANCY INCREASE
● EXCHANGE MOBILE HOME (SAME # BEDROOMS)
○ COMMERCIAL OR INDUSTRIAL

PERSON FILING APPLICATION:
NAME: Enrique Martinez
ADDRESS: 10900 Kerns Rd
CITY: Huntersville
STATE: NC ZIP: 28078
PHONE: 7046228446
ALTERNATE PHONE: 7047281119
E-MAIL: mikemartinez101@icloud.com

PROPERTY OWNER: ☒ SAME AS PERSON FILING APPLICATION
NAME: Enrique Martinez
ADDRESS: 10900 Kerns Rd
CITY: Huntersville
STATE: NC ZIP: 28078
PHONE: 704 622 8446
ALTERNATE PHONE: 7047281119
E-MAIL:

JOB LOCATION INFORMATION
TAX PARCEL #: 01728404
STREET ADDRESS: 10900 Kerns Rd
CITY: Huntersville
STATE: NC ZIP: 28078

SUBDIVISION OR MOBILE HOME PARK NAME:
LOT #:

WATER SUPPLY:
● MUNICIPAL ○ PRIVATE WELL ○ PUBLIC WELL ○ SHARED WELL ○ OTHER

RESIDENTIAL PROPERTY TYPE: ○ N/A
○ HOUSE ○ MODULAR HOME ○ MULTIPLE FAMILY
● SINGLE MOBILE HOME ○ DOUBLE WIDE
○ OTHER

OCCUPANCY (both fields are required):
NUMBER OF BEDROOMS: ~~2~~ 3
NUMBER OF OCCUPANTS: ~~6~~ 4

COMMERCIAL / INDUSTRIAL PROPERTY TYPE: ☑ N/A
TYPE OF BUSINESS:
EMPLOYEES PER SHIFT:
OF SHIFTS:
INDUSTRIAL WASTES? ○ YES ○ NO
UNDERGROUND STORAGE TANKS? ○ YES ○ NO

ADDITION/RENOVATION TYPE ATTACHED TO EXISTING STRUCTURE:
☐ BEDROOM ☐ BATHROOM ☐ KITCHEN ☐ DINING ROOM ☐ LIVING ROOM ☐ DEN
☐ GARAGE ☐ SUNROOM ☐ PORCH ☐ DECK ☑ OTHER Double wide move 1 more bedroom

ADDITION/RENOVATION TYPE DETACHED FROM EXISTING STRUCTURE:
☐ DETACHED GARAGE ☐ DETACHED GARAGE WITH PLUMBING ☐ POOL HOUSE ☐ SHOP ☐ BARN
☐ STORAGE SHED ☐ DETACHED PORCH / DECK ☐ OTHER

*The undersigned, owner, or legal agent for the owner, of the property described above as the "Job Location" has read the foregoing application, acknowledges that the contents of same are true, and authorizes the Mecklenburg County Health Department to enter onto the property for the purpose of processing this request.

Enrique Martinez — Owner's/Agent's Signature
2-18-22 — Date

A PROPOSED PLOT PLAN (see page 2) is required to be submitted with each application.

MECKLENBURG COUNTY – GROUNDWATER & WASTEWATER SERVICES
3205 Freedom Dr. Suite 8000, Charlotte, NC 28208 OFFICE: (980) 314-1680, FAX: 704-336-6894

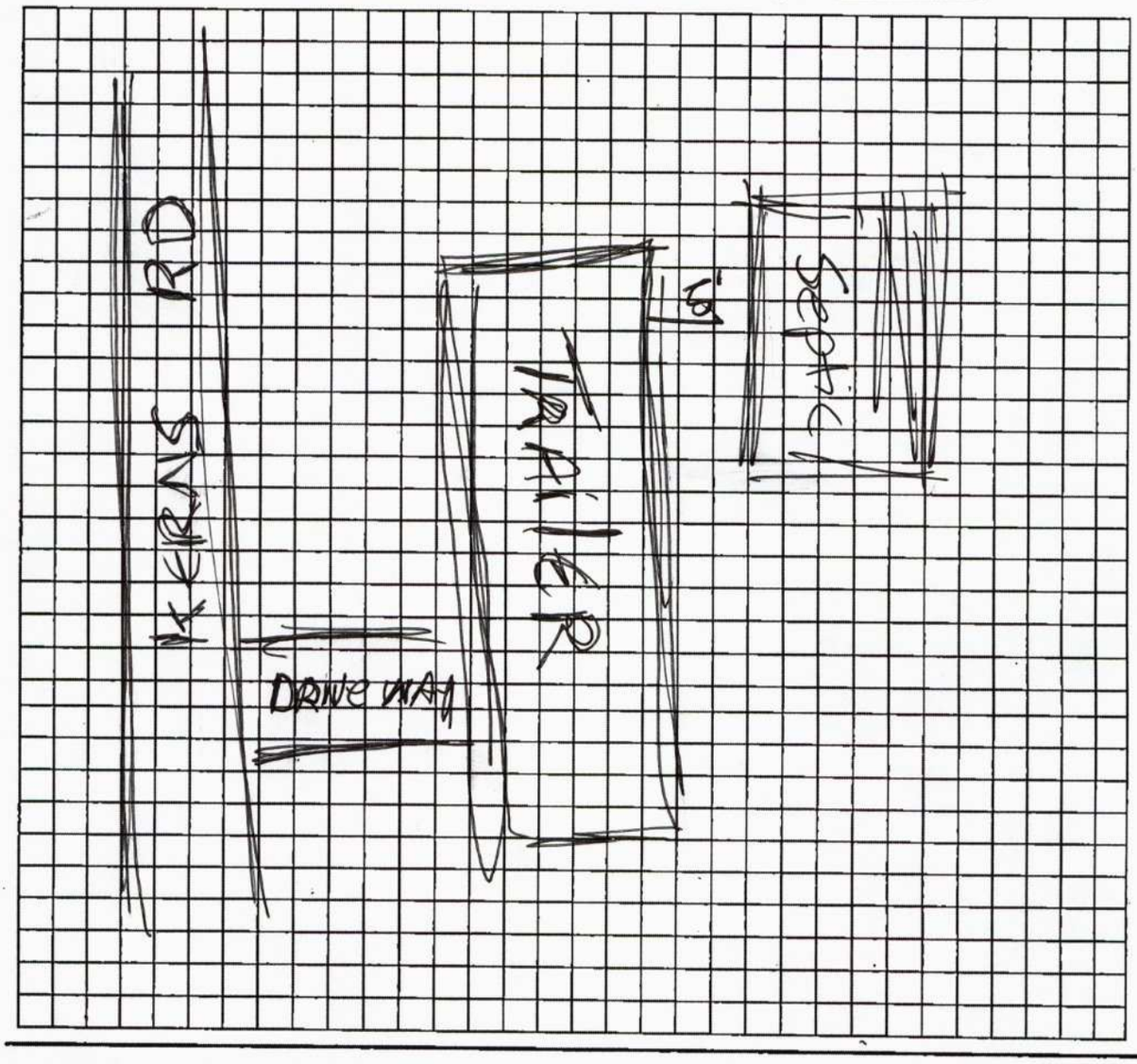
Revised on: 03/27/19

File #: 16513

PROPOSED PLOT PLAN

A drawing showing the locations of the following items is required: existing and proposed property lines with dimensions, easements or right-of-ways; proposed building pad(s) or existing building footprint(s), all appurtenances (garage, driveway, deck, pool, etc.), location of existing or proposed well(s), location of existing or proposed sewer lines and sewage disposal systems, surface water bodies, and any aboveground or underground storage tanks. Provide names for all roads that adjoin the property.

Street Address: 10900 Kerns Rd Tax Parcel #: 017 28404



*The undersigned, an authorized agent of the Mecklenburg County Health Department, certifies that the Department has approved the Request for the "Job Location" contained in this document. This approval is granted in accordance with the provisions of Laws and Rules for Sanitary Sewage Collection, Treatment, and Disposal and Water Supply Wells in effect at the time of issuance of the permit and is subject to the following provisions:

- No work shall be conducted on the septic tank system until an installation, construction, alteration and/or repair approval is granted by this Department.
- Addition/Renovation approval valid 1 year from issuance date
- Mobile home exchange approval valid 6 months from issuance date

Approved to Exchange mobile home
2 Bedroom Only.

Enrique Martinez 2-18-22
REHS Signature Date

MECKLENBURG COUNTY – GROUNDWATER & WASTEWATER SERVICES
3205 Freedom Dr. Suite 8000, Charlotte, NC 28208 OFFICE: (980) 314-1680, FAX: 704-336-6894

Revised on: 03/27/19

MECKLENBURG COUNTY
Health Department

E. Winters Mabry, MD
Director

(704) 432-3199

Addendum to Application for
New Well or Septic System Installation
Abandonment or Repair of Existing Well or Septic System

Your signature below confirms the following:

1. The information on the application is true, complete and accurate.
2. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliances with applicable laws and rules.
3. I acknowledge that Enrique Martinez is acting as my legal representative (agent) in the submittal of the application for a water supply well or septic permit located at

10900 Kerns Rd .
Number Street Town
(Or Parcel Number)

Enrique Martinez
Property Owner (print name)

Enrique Martinez
Property Owner (signature)

2-18-22
Date

MECKLENBURG COUNTY
Environmental Health
Groundwater & Wastewater Services

BASIC STEPS FOR A NEW SEPTIC SYSTEM

Submit a complete application for an **Improvement Permit** to Mecklenburg County Groundwater & Wastewater Services (GWS). A proposed site plan of the property must accompany the application (refer to page 2 for additional information). If available, a survey may be used in place of the site plan. **However, a survey of the property is not required in order to apply for an Improvement Permit.** If a legal agent is representing the property owner, written documentation of representation must accompany the application. All required fees must be submitted with the application in order for GWS to process your request. Please refer to the current fee schedule for fee amounts.

Next, a representative from GWS will visit the site to conduct a soil investigation. Upon completion of the investigation the applicant will be provided with the results of the investigation. The application will then be assigned to an Environmental Specialist for completion. If the site is deemed suitable or provisionally suitable for a septic system, GWS will issue an **Improvement Permit.**

The Improvement Permit:

- Approves the site for installation of a septic system;
- Is transferable to a new owner;
- Is valid for 5 years from the date of issuance;
- May be valid beyond 5 years upon request by the applicant. Additional specific documentation is required for these approvals.
- **MAY BE REVOKED IF SITE PLANS OR INTENDED USE CHANGE.**

Prior to receiving a Building Permit, the current property owner must receive an Authorization for Septic System Construction from GWS. The **Authorization for Construction** may be requested and completed at the same time the Improvement Permit is issued. If the Authorization for Construction is issued at a later time an additional site visit may be required prior to issuing the Authorization for Construction.

The Authorization for Construction:

- Is required in order to obtain a building permit;
- Is not transferable;
- Is valid for a period equal to the validity of the Improvement Permit, not to exceed 5 years; and
- Requires payment of remaining permit fees

When the site is ready for installation of the septic system, the septic system contractor must contact GWS to receive an **Installation Approval**. The contractor is required to have this approval **before** beginning system installation. All septic system contractors must be licensed by the North Carolina On-Site Wastewater Contractors and Inspectors Certification Board (NCOWCICB). A list of licensed septic tank contractors registered in Mecklenburg County is available upon request.

3205 Freedom Drive, Suite 8000 • Charlotte, NC 28208 • 980-314-1680 • FAX (704) 336-6894
www.charmeck.org http://groundwater.charmeck.org

Once the system has been installed, the septic system contractor will contact GWS to schedule a final inspection. When the system has been inspected and approved, GWS will issue an **Operation Permit** and the system may be placed into service.

Please contact GWS at 980-314-1680 if you have questions concerning permitting procedures.

Fees may be paid in person, by mail, or by telephone. The check should be made payable to Mecklenburg County Health Department. Fees may be charged to an account. Visa and MasterCard accounts are currently accepted. Please include the file number, tax parcel number, address and/or job location with all payments.

SITE PLAN DRAWING REQUIREMENTS
TO BE SUBMITTED WITH APPLICATION
FOR IMPROVEMENT PERMIT

A proposed site plan drawing of the property is required before the application for an Improvement Permit can be processed. It is the responsibility of the applicant to provide the proposed site plan to GWS when the permit application is submitted. Forms are provided by GWS.

The proposed site plan drawing must include the following:

- The tax parcel number of the property
- Property lines and dimensions
- The specific proposed location of the building or structure. Include building dimensions, porches, decks, garages, driveways, pool, storage sheds, etc.
- Show the road the property fronts or the road where the proposed driveway originates and any other roads that adjoin the property
- Wells or other water supplies
- Streams, ponds or other surface waters
- Location of any of the following:
  - --buried cables, landfills, stumpholes
  - --existing wastewater systems
  - --easements or right-of-ways
  - --wells, springs or waterlines
  - --designated wetlands
  - --drainage ditches/culverts on or adjacent to property

MECKLENBURG COUNTY
Environmental Health
Groundwater & Wastewater Services

IMPORTANT INSTRUCTIONS:

How to Prepare Your Property for an Improvement Permit

The following things ***must*** be done ***before*** a Mecklenburg County Health Department representative can visit your site:

- Identify and mark all property corners using the pink tape provided.

  Note: For tracts larger than two (2) acres, contact this department for specific instructions relating to identifying property lines.

- All property lines should be marked every fifty-(50) feet with the tape provided.

- Mark structures to be built on site. You are responsible for additional flags to mark all accessory structures.

- Clearing excessive underbrush (i.e., thick briars, pine thickets, broom sage bushes, kudzu, honeysuckle, weeds, etc.) is required to allow thorough inspection for soil and wastewater system layout.

  Note: Absolutely no grading, filling or cutting shall occur on site prior to evaluation for permit issuance.

- Identify lot or tract of land at road frontage with the soil test sign found inside the kit. Nail the soil test sign to a stake and place the stake at the front of the property for easy viewing from highway if possible. Flags, soil test sign and unused tape are the property of Mecklenburg County and will be retrieved during the site visit.

- Call our office at 980-314-1680 when lot is clearly marked as above instructions require.

NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS PROPERLY CAN RESULT IN A TWO WEEK DELAY IN PROCESSING YOUR APPLICATION. IF THE LOT IS IMPROPERLY MARKED AND RESULTS IN ADDITIONAL TRIPS AN ADDITIONAL $100 EXTRA TRIP FEE MAY APPLY

MECKLENBURG COUNTY
LAND USE AND ENVIRONMENTAL SERVICES
Payment Receipt

Receipt Information

Date: 02/18/22
Receipt #: 133508
Check / Auth #: MC 193227
Received By: GALLOSE

Amount: 100.00
Tendered: 100.00
Returned: 0.00

Account Information

Account #: 200000
Contractor: JUAREZ ENRIQUE
Attn: USER EXISTING SEPTIC APP
Address:
Address:
City/State/Zip: ,

Item	Description	Permit#	Quantity	Unit Price	Total Price
0705	Use Existing System 10900 KERNS RD		1	100.00	100.00

----------Outstanding Balances----------

Month-To-Date	Prior Month	30 Days	60 Days	90 Days	Balance

Payment Receipt

Mecklenburg County

Environmental Health
3205 Freedom Drive, Suite 8000
Charlotte, NC 28208
Phone: 980-314-1651

Enter Account # or Customer Name Here:
ENRIQUE JUAREZ

Bill To:

ENRIQUE JUAREZ

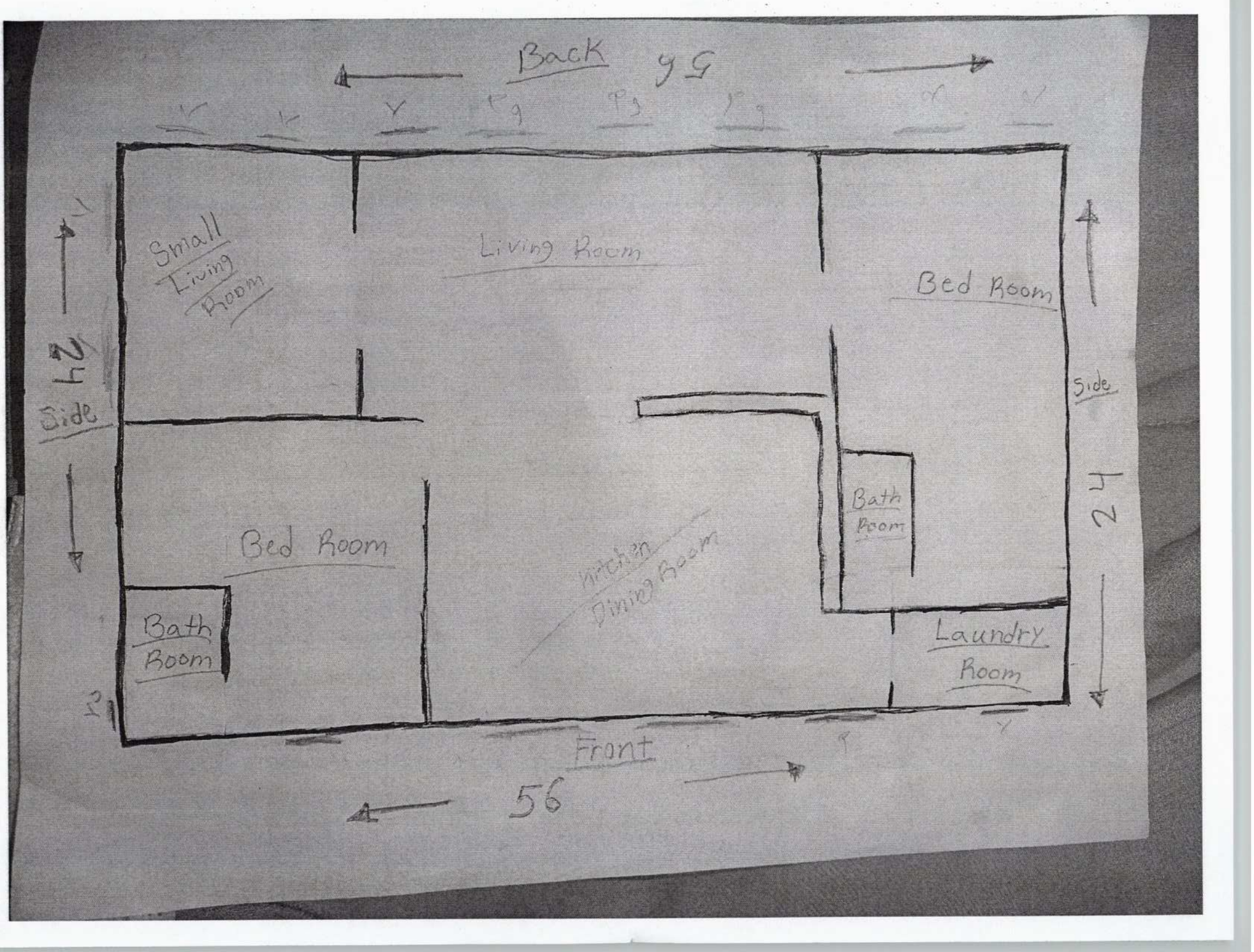
Single Payment

Transaction Date: 02/18/2022 10:33 AM Pacific Time
Pay Method: **********5016
Approval #: 193227
Trace Number: 908f2fa1-cadd-4746-b687-6ba477693c63
Amount: $100.00

Payment Amount: $100.00

Total: **$100.00**

Thank you for your payment.


Back
95
Small Living Room
Living Room
Bed Room
Side
24
Side
Bath Room
Bed Room
Kitchen Dining Room
Laundry Room
Bath Room
Front
56