SUPERVISOR/ADMINISTRATIVE PROFESSIONAL CHECKLIST

☐ NEW SEPTIC ☐ REPAIR ☑ USE EXISTING ☐ MODIFIED PLOT PLAN ☐ ALTERATION

File Number: 119073

Assigned Inspector: Braeden

☐ IP $250.00: _____Initial/Date

☐ IP Commercial $450.00: _____ Initial/Date

☐ CA & OP $400.00: _____ Initial/Date

☐ Alteration Fees $300: _____Initial/Date

☐ Modified Plot Plan Fees $100.00: _____Initial/Date

☑ Use Existing Fees $100.00: 3/13/24 CP Initial/Date

☐ Use Existing Approved ☐ Use Existing Denied

☐ Send IP permit for signature: _____ ☐ Signature received: _____

☐ Floor plans reviewed

☐ Generate CA ☐ Approve as Noted in Winchester

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

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

☐ Certified operator contract is on file: _____

☐ Septic file complete: _____

☐ Release final hold in Winchester: _____

Comments:

X35954 11907B 13 MAR '24 PM 2:30 #14522

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 ○ EXCHANGE MOBILE HOME (SAME # BEDROOMS)
○ ADDITION OR RENOVATION WITH NO OCCUPANCY INCREASE ○ COMMERCIAL OR INDUSTRIAL

PERSON FILING APPLICATION:
NAME: Gary Looby, Looby Construction LLC
ADDRESS: 7436 BABE STILLWELL FARM RD
CITY: Huntersville
STATE: NC ZIP: 28078
PHONE: (704) 201-7563 Call
ALTERNATE PHONE:
E-MAIL: garylooby@gmail.com

PROPERTY OWNER: ☐ SAME AS PERSON FILING APPLICATION
NAME: ~~KINGSWOOD NC LLC~~ Elva Martinez
ADDRESS: ~~4600 COX ROAD SUITE 100~~ 320 Ann Elizabeth Dr.
CITY: ~~Glen Allen~~ Charlotte STATE: ~~VA~~ NC ZIP: ~~23060~~ 28213
PHONE: 980 345-7811
ALTERNATE PHONE:
E-MAIL:

JOB LOCATION INFORMATION
TAX PARCEL #: 04907102
STREET ADDRESS: 320 ANN ELIZABETH DR
CITY: charlotte
STATE: NC **ZIP:** 28213

SUBDIVISION OR MOBILE HOME PARK NAME:
Timberline Mhp
LOT #: 320

WATER SUPPLY:
○ MUNICIPAL ○ PRIVATE WELL ○ PUBLIC WELL ○ SHARED WELL ◉ OTHER unknown

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
NUMBER OF OCCUPANTS: 2

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

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.

Owner's/Agent's Signature

3/1/2024
Date

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

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

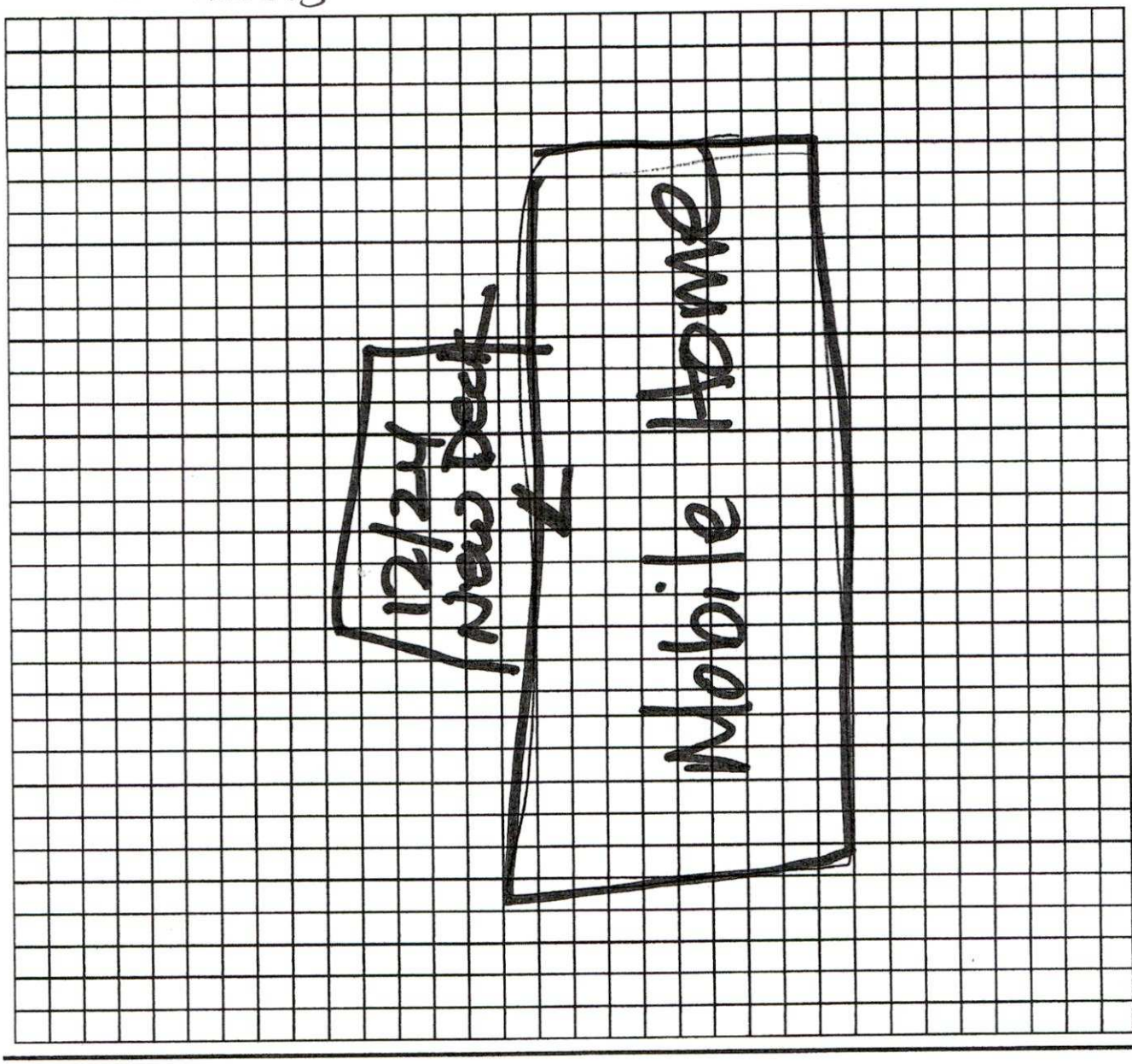
Revised on: 01/03/11

File #: _____

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: 320 Ann Elizabeth Dr Tax Parcel #: 049-071-02



*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.
- This permit is not transferable.
- Addition/Renovation approval valid 1 year from issuance date
- Mobile home exchange approval valid 6 months from issuance date

Approved, meets setback off Septic System

REHS Signature Date 4/1/24

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

Revised on: 01/03/11

Kingswood NC LLC
315 Malcolm Lane
Charlotte, NC 28213
(704) 941-9449

1/4/24

Karen Quintanilla ("Tenant")
Ann Elizabeth Lot No. 320 ("Premises")

RE: LETTER OF AUTHORIZATION FOR THE CONSTRUCTION ON THE PREMISES

Dear Tenant:

You have requested to construct a shed, deck, or covered porch on the leased Premises owned by Kingswood NC LLC ("Landlord"). Landlord hereby gives its authorization for said construction subject to the following conditions:

1. Construction must adhere to all applicable zoning and building, health and safety, and/or other relevant state and local codes.
2. A Mecklenburg County ("County") Building Permit Application ("Application") must be completed with the detailed scope of work (SOW) information in the appropriate field in the Application. *"Landlord understands that the County wants you to indicate if it is a "like-for-like" project (i.e. if you are replacing the existing porch/roof/deck).* The Application is online at https://codeenforcement.mecklenburgcountync.gov/customer-tools/forms.
3. You may hire a contractor or set up a bond account with the County to pull the building permit. You must use a licensed sub-contractor for the work regardless of cost. You must enter on the Application the General Contractor/Account Holder information to include the X account ID number.
4. You must provide this Letter of Authorization (LOA) to build to the County with the Application.
5. County requires all drawings or plans for the project must be in PDF format and a paper copy must be included in the project packet.
6. You will need to visit the County Code Enforcement office to present you project packet to CIRC-R for review and approval. If they are using a contractor, the contractor can submit the project packet online by way of their dashboard.
7. You must obtain any required permit(s) at your own cost and provide a copy of any such permit(s) and any other requested documents/information to the Landlord prior to beginning any work.
8. Landlord hereby reserves the right to rescind any authorization and require removal of said construction of at any time Landlord (at its sole discretion) deems the construction to not be adequately maintained in a neat, clean and orderly condition or that the construction otherwise violates the Landlord's Community Rules and Regulations ("Community Rules") which includes, but is not limited to, pets, storage of items, noise disturbances.

We are delighted that you have chosen to make the Community your home and look forward to continuing to serve you for throughout the future.

Sincerely,

Community Manager

CESAR MONTES
My Commission Expires
NOTARY PUBLIC
02-26-2025
MECKLENBURG COUNTY, NC

THE STATE OF North Carolina
COUNTY OF Mecklenburg

I Cesar Montes, the undersigned notary public, do hereby certify that on this 10 day of Oct, 2023 before me personally appeared Gina W. Lewis proved to me through satisfactory evidence of identification, which was Drivers License, (*form of identification*) to be the person whose name is signed this document in my presence.

Signature of Notary Public

Commission Expiration: 02/26/2025

SEAL

MECKLENBURG COUNTY
LAND USE AND ENVIRONMENTAL SERVICES
Payment Receipt

Receipt Information

Date: 03/13/24
Receipt #: 147931
Check / Auth #: CHARGE
Received By: PLACILJ

Amount: 100.00
Tendered: 100.00
Returned: 0.00

Account Information

Account #: X35954
Contractor: LOOBY CONSTRUCTION LLC
Attn:
Address: P O BOX 520
Address:
City/State/Zip: NEWELL, NC 28126

Item	Description	Quantity	Unit Price	Total Price
0705	Use Existing System 320 ANN ELIZABETH DR	1	100.00	100.00

Permit#

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

Month-To-Date	Prior Month	30 Days	60 Days	90 Days	Balance
280.00	7.18	7.11	711.12		