

PROCEDURES FOR OBTAINING SEPTIC SYSTEM PERMIT

1. Visit the Vance County Planning Department between 9:00 am to 4:00 pm, Monday thru Friday. The Planning Department is located at 156 Church St. Suite 003. (Entrance in located on Rose Ave). Telephone: (252) 738-2080.

Visit the Granville County Planning Department between 9:00 am to 4:00 pm, Monday thru Friday. The Planning Department is located at 122 Williamsboro St. Telephone: (919) 603-1331.

2. In Vance County you will need to see Nancy Brewer, Environmental Health Secretary, located at 125 Charles Rollins Rd between 8:30 am to 12 noon and 1:00 pm to 5:00 pm (PLEASE NOTE: Both Environmental Health Office counties close from 12:00 noon until 1:00 pm for lunch each day). In Granville County you will need to see Carolina Perry, Environmental Health Secretary, located at 101 Hunt Drive, Oxford NC. **YOU WILL NEED TO TAKE THE FOLLOWING ITEMS WITH YOU TO THE ENVIRONMENTAL HEALTH DEPARTMENT:**

a) *Development permit from the Zoning Department*

b) *A site plan which includes the following:*

- (1) Property dimensions (must be on a survey map)
- (2) Proposed house location and size (length & width)
- (3) A measurement from the front property line to the front of the dwelling
- (4) A measurement from one side property line (either side) to the side of the dwelling
- (5) Proposed driveway location
- (6) Well or water line location
- (7) Any additional structures that are located on the lot (store buildings, garages, swimming pools, etc.)

c) *Cash, check or credit card in the amount of \$400.00 for septic and an additional \$400.00 for well.*

NOTE: If a lot is evaluated and found unsuitable, the fees are not refundable. However, should the site be suitable or provisionally suitable, the fee does cover the evaluation, permit, and final inspection of a conventional septic system. If it is determined that an LPP or pump system is necessary, an additional \$50.00 must be paid prior to obtaining your permit from the office.

3. Please prepare the lot for evaluation by doing the following:

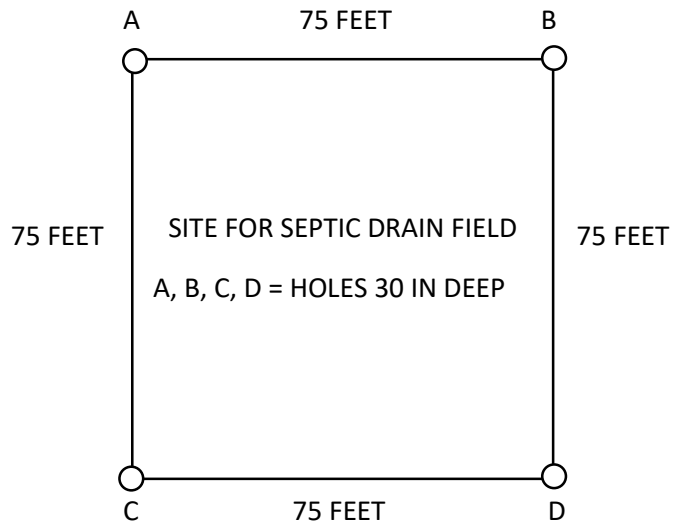
- a) Be certain that **all** property lines and property corners are flagged and clearly visible. On wooded or brush covered lots, property lines should be flagged **every 30 feet**.
- b) Mark each corner of the house location with a stake or flag. Include all decks, porches, etc.
- c) Dig 4 holes, 6 inches wide and 30 inches deep. Holes should be in a square-like pattern 75 feet apart. (See diagram on back) **Clear any underbrush inside the 75-foot area.**
 - Holes should not be dug in low or depressed areas.
 - Holes must be at least 50' from any well, stream, creek or body of water.
 - If holes are located ANY upslope from house location, septic system will REQUIRE a pump.

Note: The location of the dug holes indicates the applicant's intention for the location of the septic area.

- d) Post orange sign where it is visible from road

Please note: if a trip is made to evaluate a lot and the lot is not prepared according to directions, a \$100.00 fee will be charged for each unnecessary trip made.

4. When the lot has been prepared, call Nancy Brewer at (252) 492-5263, so that your application can be put on the list of lots to be evaluated. Lot evaluation time will vary depending on workload.
5. After an evaluation is completed and the lot is found suitable for a sewage disposal system, an improvement permit and authorization to construct can be issued.

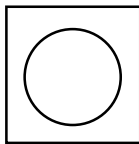


Typical layout – Drain field can be in Front, side or back. Well must be 100 FEET away. Driveway cannot go over drain field.

5 FEET



HOUSE



WELL



DRIVEWAY



STREET