

ASHTABULA COUNTY HEALTH DEPARTMENT
12 West Jefferson Street
Jefferson, OH 44047
Phone: 440-576-6010 x5

PROCEDURE FOR GETTING A SITE EVALUATION FOR A HOME SEWAGE TREATMENT SYSTEM PERMIT: (Applications will only be taken between 8:00 & 10:00 A.M.)

1. Apply for the site evaluation at this office. A \$150.00 **non-refundable fee** for the site evaluation is to be paid in advance. You will need to present at time of application:
 - (1) **SURVEY MAP** (a) showing proposed lot (supplied by the Surveyor); (b) copy of recorded lot for lots from 1997 to present (supplied by County Engineer's Office); or (c) tax map showing existing lot created prior to 1997 (supplied by Auditor's Office);
 - (2) **LEGAL SURVEY DESCRIPTION;**
 - (3) **CURRENT OR NEWLY CREATED DEED** (available at Recorders Office).
2. Put tall stakes with flags at the front corners of your lot.
3. Stake out the four corners of your proposed house site. All stakes should be at least three feet or higher than any vegetation. Stake proposed sewage system location and proposed replacement area. Dig a 3 foot deep hole and stake it.
4. Health Department conducts site evaluation of proposed lot.
5. Wait for a reply. The Health Department will mail the inspection results to you.

- NOTE:**
- (1) Property owner may also be required to submit to the Health Department a detailed site and soil evaluation of a proposed lot prepared by a qualified site and soil evaluator. This will be required on proposed lots that present significant challenges in siting a home sewage disposal system.
 - (2) Property owner may also be required to submit to the Health Department a home sewage treatment system design report from a home sewage treatment system designer. This will be required on proposed lots that present significant challenges in the installation of a home sewage disposal system.

**A SEWAGE DISPOSAL SITE INSPECTION CONDUCTED ON OR AFTER JANUARY 1 2012,
BUT BEFORE JANUARY 1, 2013 EXPIRES ON DECEMBER 31, 2014.**

Check with the Building Department for their requirements at (440) 576-3737