

Randolph County Health Department

ASHEBORO, NORTH CAROLINA 27205-7368

Ira McDowell Governmental Center
2222-B South Fayetteville Street



Telephone (336) 318-6200
Fax (336) 318-6234

AUTHORIZATION TO CONNECT TO AN EXISTING SEPTIC SYSTEM (ATC) **APPLICANT INSTRUCTIONS**

PRELIMINARY INFORMATION

1. A plat of the property (or preliminary plat if a division of, or addition to, the tract is planned) must be submitted to the Health Department's Environmental Health office after existing (and any proposed) property lines have been flagged to match the plat;
2. An approvable site plan must be submitted to the Environmental Health office for each application submitted. The site plan must include proposed structure and/or addition location(s) with distances clearly indicated from them to two different property lines. The site plan shall also indicate existing structures, existing or proposed wells, water lines, underground utilities, surface waters, driveways, sidewalks, and other structures that may affect the utilization of the septic system. Similar information may be needed on adjoining properties. **The site plan may be returned if it is unclear as to where everything is to be located.**

PREPARING THE SITE

1. Mark the property lines clearly, every 50-100 feet, to maintain a line-of-site between property corners;
2. Stake corners of proposed structures or additions clearly, using 3-foot stakes and flagging. The site must be staked to match the approved site plan that was submitted.
3. The entire top of the septic tank may have to be uncovered and opened if a septic permit cannot be located on-file with the Environmental Health office, and the property is vacant;
4. **If a permit cannot be located on-file with Environmental Health, and a structure is currently not connected to the system, any authorization will be limited to a two-bedroom home (residential), or a 4-employee business (commercial).**

EVALUATION

1. Before the lot(s) will be considered ready for evaluation, and assigned to staff, all of the above steps must be complete, including the approved site plan staked out on-site;
2. Once the above steps have been completed, mail the signed "**Site Ready Card**" to the Randolph County Health Department, Environmental Health Office, 2222-B S. Fayetteville Street, Asheboro, NC 27205 **or** fax to (336) 318-6265;

3. You may contact our office at (336) 318-6262 to speak to the Environmental Health Specialist who will perform the evaluation. Please have your application number available when you call;
4. You will be notified if we visit your site and it is found to be improperly prepared or the site plan does not match what is staked on-site. It will not be considered ready for evaluation until it has been **properly prepared**.

ISSUANCE OF ATC

1. All zoning requirements must be met prior to issuance of the ATC;
2. If the ATC is denied, you will be notified in writing of our findings;
3. If a permit in our files indicates that the septic system is undersized for the connected structure, a permitted expansion of the septic system may be required;
4. If our evaluation reveals that the septic system is not functioning properly, a permitted system repair may be required.

GENERAL INFORMATION:

1. The ATC application is valid for one year from date of issuance. To obtain the ATC, all necessary fieldwork must be complete and any fees paid before the application expires;
2. The application is for the lot, or tract of land, and septic system specified on the application;
3. An ATC is valid for one year from date of issuance.

(detach or photocopy)

SITE READY CARD

I have read and understand the above items that must be completed prior to the evaluation of the proposed use of the septic system, and hereby inform the Randolph County Health Department that my site is ready for evaluation. I further understand that all activity regarding my application and site must be completed within one year of the date of my application, or I will be required to submit a new application for further evaluation.

APPLICATION NUMBER: _____

Applicant Signature

Date