

**SANILAC COUNTY HEALTH DEPARTMENT**  
**ENVIRONMENTAL HEALTH DIVISION**  
171 Dawson Street, Suite 123, Sandusky, MI 48471  
Phone 810-648-4098 Ext. 124 Fax 810-648-2646

**PROCEDURES FOR OBTAINING AN ONSITE SEWAGE DISPOSAL PERMIT**

1. **Complete the appropriate sections on the attached application.** An **accurate** and **complete** application for an onsite sewage disposal permit must be submitted along with the appropriate fee. (An acceptable soil evaluation must be completed, see reverse side.)
2. **Make sure the directions to the property are clear.** Use distances from nearest crossroads, landmarks, neighbor's address, etc., to identify the location of the property, and indicate on which side of the road the property is located. Ensure that the property has a visible address sign, if applicable. For vacant land, use survey tape to flag the property along the road.
3. The *property tax I.D.* and *legal description* and/or *survey* **MUST** be provided before the application can be processed. (Property ID # is also available from the Treasurers's Office.)
4. Use a *separate piece of paper* and draw an accurate, **detailed, site plan**. Three copies of the site plan must be submitted with the application. The site plan must be legible and dimensioned (a scale of 1 inch = 20, 30, or 40 feet is preferred). **The following must be shown on the site plan:**
  - Property boundaries
  - Abutting streets and road right-of-ways
  - Location and dimension of easements
  - Location of existing building(s)
  - Location and dimensions of all proposed building(s) and driveway(s)
  - Location of proposed onsite sewage disposal system and reserve area
  - Location of wells (existing and proposed) on this and adjoining properties
  - Location of underground utilities (existing and proposed) i.e. water, gas, etc.
  - Physical features (ponds, streams, etc.)

**The department will process the application after all required information has been submitted**

Lots that have been approved under Act 288, P.A. 1967, as revised by Act 87, P.A. 1977, (The Land Division Act) must meet the additional site plan requirements:

- Site plans must be professionally prepared
- The legal description of the property must be on the site plan
- House and lot contour elevations (existing and proposed) must be shown
- All elevations must be accurate for current lot conditions
- Benchmarks must be located reasonably accessible to the site
- Soil profiles may be required to be shown on the plans in some instances

Contact this office for further requirements specific to the Land Division Act, multiple parcels, or commercial use of land.

**SEE REVERSE SIDE FOR EXAMPLE OF A SITE PLAN**

\*\* 1. When applying for a sewage disposal system permit, dig at least two test holes forty feet (40') apart in the area being considered for the sewage system. Six foot deep backhoe cuts are recommended for soil evaluations, but as a minimum, the holes should be four ft. (4') deep and at least 12 in. (12") across. Mark the holes with flags that are visible above the vegetation, and cover for safety. DO NOT use a power auger to dig test holes because it smears the soil. The Department may require backhoe cuts based on site conditions.

Call Miss Dig (1-800-482-7171) prior to digging test holes.

2. Note the isolation distance requirements:

Isolation From:	Well	Septic Tank	Disposal Field
Storage tanks – gas, fuel oil, etc. . . .	50'	N/A	N/A
Seasonal high water table . . . . .	N/A	N/A	18"
Foundation/basement . . . . .	3'	5'	20'
Property lines . . . . .	N/A	10'	10'*
Drilled well . . . . .	N/A	50'	50'
Pond, lake, floodplain, stream . . . . .	10'	50'	100'
Lake bluff, stream bank, ravine. . . . .	N/A	10'	50'
Ditch or subsurface tile drain . . . . .	10'	10'	25'
Water supply suction line . . . . .	N/A	50'	50'
Water supply pressure line . . . . .	N/A	10'	10'

\*Note: Isolation requirements may be increased in certain circumstances, for example a mound system must be 25 ft. from a property line

EXAMPLE SITE PLAN

(Show building locations and measurements specific to your property following the example below.)

