

# SUBDIVISION APPLICATION CHECKLIST

OWNERS NAME: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

The following is a quick checklist to ensure that all items needed for the application for on-site wastewater disposal systems have been completed. This is required prior to issuance of Preliminary Sewage Certificate for approval of onsite sewage systems in subdivisions:

## Please initial each item below

- \_\_\_\_\_ 1. Completed application form with original plat.
- \_\_\_\_\_ 2. Surveyed plat submitted with all lot lines and easements indicated.
- \_\_\_\_\_ 3. All lot corners marked with “**VISIBLE**” markers/lathes.
- \_\_\_\_\_ 4. All soil scientist reports have been submitted to this department.
- \_\_\_\_\_ 5. Items 1-6 on the “Application for on-site wastewater disposal” have been completed as described.

I acknowledge that the above items have been completed and understand that the Bartholomew County Health Department will review and release all documents on or after the 5<sup>th</sup> working day from the date of this submittal after payment has been received.

\_\_\_\_\_  
Signature of Surveyor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Environmental Health Specialist

\_\_\_\_\_  
\*Date Received

**\*ALL WORK BY THIS DEPARTMENT WILL NORMALLY BE COMPLETED WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT.**

