

CABARRUS HEALTH ALLIANCE

Environmental Health OSWW

When applying for a Soil Evaluation, Additional Acreage, Septic Inspection, Septic Expansion, Septic Repair, or Well Permit, please complete the following instructions.

1. Apply on the [Accela](#) website.

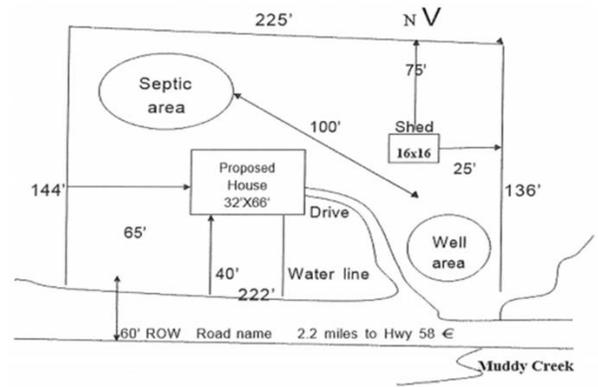
To complete the application, you will need to submit the signature page, a legal authorization form if you are not the owner of the property (both are found on Accela), and a site plan. You will also need to call 811 to request the location of underground utility lines.

Use the checklist below and the setbacks found on the FAQ page to draw a site plan.

What to include on a site plan:

- Property dimensions
- Proposed structure location and dimensions using setbacks
- Existing structure location and dimensions
- Proposed septic area and well area
- Existing septic area and well area
- Driveway location and dimensions
- Distances of structures from property line
- Water line location (if applicable)
- Designated wetlands on property (if applicable)

Example of a properly prepared site plan:



2. Prepare your property using the checklist below **BEFORE** submitting the application.

- Mark the **corner irons** and **property lines** every 50 feet
- Flag the four corners of the **proposed house**
- Flag the corners of proposed **deck, pool, and other buildings**
- Flag **existing utilities**
- Clear the property of underbrush, tall grass, and fallen branches/trees

Do **NOT** grade or excavate the property.

3. Make a payment on Accela **AFTER** the Environmental Health Department sends an invoice. Once the invoice is paid, the Environmental Health Department will schedule an inspector to evaluate or inspect your property.

If you have questions or concerns, please call the Environmental Health Front Desk

704 – 920 – 1207