

SITE PLAN PROCEDURE CHECK LIST

THE FOLLOWING ITEMS WILL NEED TO BE SUBMITTED WITH CONSTRUCTION PERMITS BEFORE PACKAGE CAN BE DEEMED COMPLETE FOR REVIEW:

1. 2 COPIES OF A SITE PLAN.
2. 2 COPIES OF A COUNTY APPROVED SEPTIC DESIGN.
3. 2 COPIES OF A CONSTRUCTION DRAWING.
4. 2 COPIES OF A FOUNDATION PLAN.
5. HOMEOWNERS WARRANTY. (A COPY OF THE WARRANTY CARD CAN BE SUBMITTED SO THE REVIEW AND CONSTRUCTION CAN COMMENCE. CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL A COPY OF THE WARRANTY IS PRODUCED.) UNDER THE CIRCUMSTANCES WHERE THE HOMEOWNER IS DOING THEIR OWN CONSTRUCTION OR A RELOCATION HOME IS INVOLVED, AN AFFIDAVIT, WAIVERING THE WARRANTY, MUST BE SIGNED BY THE OWNER OF THE PROPERTY AND NOTARIZED.
6. A COPY OF THE WELL PERMIT. IF WELL PERMIT IS STILL IN THE PROCESS OF BEING APPROVED, REVIEW MAY COMMENCE IF APPLICANT SUPPLIES A LETTER, FROM THE WELL COMPANY OR PERSON PLACING THE WELL, CONFIRMING THAT THE WELL PERMIT HAS BEEN SUBMITTED TO THE COUNTY. A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL A COPY OF THE APPROVED WELL PERMIT IS PROVIDED.
7. ANY WETLANDS APPROVALS (IF REQUIRED).
8. ELEVATION CERTIFICATE (IF REQUIRED).
9. ALL PERMITS FILLED OUT AND SIGNED IN PROPER LOCATIONS. ALL ELECTRICAL AND PLUMBING CONTRACTORS MUST BE LICENSED. THEY ARE REQUIRED TO SIGN AND SEAL THE PERMITS.

BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED THE FOLLOWING ITEMS MUST BE PROVIDED TO THE OFFICE:

1. ALL FINAL INSPECTIONS CONDUCTED AND APPROVED.
2. FINAL APPROVAL FROM THE COUNTY REGARDING THE SEPTIC SYSTEM.
3. WATER CERTIFICATION FROM THE COUNTY.
4. HOME OWNER'S WARRANTY AS STATED ABOVE.
5. WELL PERMIT AS STATED ABOVE.