



Geauga
County

Health
District

PROCEDURE FOR LOT EVALUATION FOR INDIVIDUAL SEWAGE SYSTEM

The fee must be submitted to this department prior to any field visit.

1. Please submit a drawing **no larger than 11" x 17"** using a scale of (1" = 50', 1" = 40', 1" = 30") on a *topographical map with elevation lines numbered*.
PLEASE NOTE - DOCUMENTS SUBMITTED WITH WHITE-OUT WILL NOT BE ACCEPTED.
 - a. The exact dimension of the lot.
 - b. A topography drawing of the lot in two foot intervals. Topographical maps can be printed from the County Auditor's GIS Internet site <http://www.auditor.co.geauga.oh.us/ag/>. If you do not have access to a computer you can visit the County Auditor's Office (first floor Courthouse Annex), where maps may be obtained if they are available.
 - c. Identify proposed or existing house, driveway, and any other buildings on the lot.
 - d. Identify the location of bedrock, outcrops, streams, rivers, lakes, ponds, or any other natural features.
 - e. Identify any existing sewage system and type, if any.
 - f. Identify any existing or proposed wells or other water supplies, water service lines, or sewage disposal treatment systems on or within 100 feet of lot being evaluated.
 - g. Identify the exact location of any existing or proposed footer tile, electrical, gas or water lines or any other artificial feature which may hinder proper installation of the sewage system.
 - h. Illustrate any proposed changes in the existing grade.
2. Submit topographical drawing, lot evaluation application and appropriate fee. It is your responsibility to schedule a visit with our sanitarian. The sanitarians are available Monday thru Friday 8:00 a.m. - 9:30 a.m.
3. Site Visit
 - a. The property owner must hire a soils professional to conduct a soil analysis of the property.
 - b. A soil report and an accurate map to scale, with soil boundaries marked, must be submitted to this office.
4. The following items must be staked out before time of site visit:
 - a. Property boundaries and driveway (staked every 50 feet).
 - b. House/Buildings, sewage system and sewage replacement area (4 corners for each), and well (1stake).
5. If the lot is approved during the site visit, it will be approved in regards to the submitted drawing. Any changes must be approved in writing from this department.
6. Before a sewage permit can be issued, you **MUST** supply the following:
 - a. **TAX PLAT MAP:** to clearly show your property lines and indicate it is separately recorded lot. Please print these from the County Auditor's website <http://www.auditor.co.geauga.oh.us/ag/>.
 - b. **FLOOR PLANS:** Floor Plan only, to show the exact number of bedrooms and/or number of potential bedrooms. **FLOOR PLANS MUST BE SUBMITTED NO LARGER THAN 11" X 17"**.
 - c. **DRIVEWAY PERMIT:** Issued by County Engineers and must show the property address.
7. **NO PERMITS WILL BE ISSUED AFTER 4:00 P.M.**