



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 567-538-5076
Email: pchd@putnamhealth.com
Website: www.putnamhealth.com



Instructions for Completing Application for Site Evaluation To Connect to Existing Sewage Treatment System

- Please carefully read the information below and keep for your reference.
- Complete the information on the following pages and include your signature.
- Submit completed application and site drawing along with the \$150 fee to the Putnam County Health Department. **A site evaluation will not be scheduled until this information is received.**

1. Submit to the Putnam County Health Department the application including the site drawing prior to site evaluation. The site drawing must include any current and future site information including ponds, pools, buildings, etc.

Submit the application and a detailed drawing of the property. The drawing must include the acreage of the proposed lot existing physical structures, underground utilities, topographic features, ponds, existing or new location of sewage treatment system (STS), well or water source, water bodies, easements, utilities, proposed property lines, driveway, drainage lines, site conditions including vegetation, and drainage features and any other information necessary. Isolation distances for all STS's shall be no less than:

10 (ten) feet from utility service line, roadway, road surface, driveway, or other hardscapes, property line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and gray water recycling systems.

50 (fifty) feet from any surface water impoundment, lake, river, wetland, perennial stream and road cut-banks, water supply source (well, pond, etc.), and vertical open and closed loop geothermal heating and/or cooling system.

You may choose to print an aerial view of your property from the Putnam County GIS (www.putnamcountygis.com/septicsandwells/), but all applicable items from the list above must be marked.

Please note that in order for an existing sewage treatment system to be used, the system must have a form of secondary treatment, the tank must be pumped, and a registered STS contractor must submit documentation to the health department on their letterhead that the entire sewage treatment system has been inspected and all components are in good working condition. If any component (for example, effluent filter, distribution box, inspection port, etc.) of the system is missing, the system will be required to be upgraded to include the missing component.

