

ELKHART COUNTY HEALTH DEPARTMENT

Checklist for Septic System Plan Submittal

NEW SYSTEMS:

1. _____ Zoning clearance number.
2. _____ Completed [onsite evaluation](#).
3. _____ Completed, signed [application](#) with appropriate fee.
4. _____ Complete set of floor plans, including basement and future plans.
5. _____ A “to scale” drawing - see below.
6. _____ Prior to issuance of the septic permit, the area for the absorption field/mound must be protected by roping or fencing in order to prevent soil disturbance from vehicular traffic.

REPAIR SYSTEMS:

1. _____ Completed [onsite evaluation](#).
2. _____ Completed, signed [application](#) with appropriate fee.
3. _____ A “to scale” drawing - see below.
4. _____ Depth to outlet of existing septic tank.

“TO SCALE” [DRAWINGS](#) FOR ALL SYSTEMS MUST INCLUDE:

1. _____ The house location and footprint.
2. _____ All proposed and existing well locations on lot.
3. _____ All existing wells on adjacent lots or statement **“no wells within 50 feet of any part of septic system”** if applicable.
4. _____ All proposed or existing permanent structures, i.e., outbuildings, swimming pools, driveways, decks, patios, etc.
5. _____ Septic trench detail (cross section) with dimensions.
6. _____ Entire system layout (tank(s), lines, D-box, trenches, etc.) and reserve area.
7. _____ Direction of slope or contours or elevations (see “comments” on onsite form).
8. _____ Soil boring locations and a fixed reference point provided on the onsite evaluation.
9. _____ Drawing scale/legend, i.e., 1:20, 1:30, 1:40, etc.
10. _____ Property line dimensions.
11. _____ Location of **all** easements.
12. _____ Any water supply line continuously under pressure or suction water lines.
13. _____ Distance to bodies of water - lakes, streams, ponds, etc.
14. _____ Flood plain elevation (boundary and benchmark) if applicable.
15. _____ Provide North arrow on plan.

IF A PERIMETER DRAIN IS REQUIRED - ADD THE FOLLOWING:

1. _____ Perimeter drain detail (cross section) with dimensions.
2. _____ Elevation of the Perimeter drain outlet or the field tile you will be connecting to and highest original grade elevation in the installation area. Minimum of 2.4” of positive slope required per 100' of tile to outlet.
3. _____ Distance to the outlet.
4. _____ Copy of the signed recorded easement(s) if crossing another property owner’s land.
5. _____ Copy of the signed permission form from the Drainage Board/County Surveyor, if discharging into a county regulated drain.
6. _____ Rodent guard on outlet.

IF AN ELEVATED MOUND IS REQUIRED - ADD THE FOLLOWING:

1. _____ Completed [mound worksheet](#).
2. _____ Surface elevations at all four corners of the sand perimeter and midpoints along the length of the mound.
3. _____ Pump curve for the dosing pump being proposed.
4. _____ Mound detail (cross section) with dimensions.