



## RESIDENTIAL SUBMITTAL CHECKLIST

- 1 APPLICATION
- 2 FEE
- 3 THREE FULL SETS OF BUILDING PLANS WITH FLOOR AND ROOF PLANS AND ELEVATIONS
- 4 FOUNDATION PLAN WITH ENGINEER LETTER SIGNED.
- 5 TWO PLOT PLANS, SHOWING PROPERTY LINES, DIMENSIONS OF HOUSE AND ACCESSORY BUILDINGS, LOT DRAINAGE, LOCATION AND PROPOSED AND EXISTING STRUCTURES, DISTANCE FROM ALL PROPERTY LINES AND LOCATION OF PROPOSED SEPTIC OR AEROBIC SYSTEM.
- 6 SITE EVALUATION REPORT FOR TRADITIONAL SEPTIC SYSTEMS; OR AEROBIC SYSTEM DESIGN, WITH AFFIDAVIT TO THE PUBLIC AND 2 YEAR SERVICE AGREEMENT.
- 7 MEC CHECK REPORT WITH COMPLIANCE STATEMENT
- 8 CONTRACTOR REGISTRATION FORM