Checklist for Septic Field Repair permits:

Checklist of required information for Septic Field Repair Permit

1. **Completed all sections of the Permit Application from the Septic Department.**
2. **If you are the contractor - a copy of the signed agreement with the property owner or the property owners' signature on the Excavation Permit application.**
3. **We will need a Plot map to show the location you will be placing the tanks, the leach field, and the well. (See Planning and Zoning checklist, please follow the directions on what we need on the plot map)**
4. **You will attach your Engineered plans (stamped by a Colorado Licensed Engineer) to the document tab.**
5. **You will need to pay the fee.**
6. **We will process your application and let you know when you can schedule your inspection.**
7. **Your plans and plot plan will need to be on site for all inspections.**

Checklist for Planning & Zoning Plot map:

1. Please include a plot plan at a <u>COMMON ENGINEERING SCALE</u> showing:
The name of project, project address, a north arrow, and preparation date.
The location of the driveway, roads, rights-of-way, access easements, and any parking spaces, including ADA parking, if the project is for commercial purposes.
Location of the septic tank, leach field and well.
The location and dimensions of all existing and proposed structures.
Distance between all existing and proposed structures.
All setback distances from each existing building(s), proposed building(s), septic tank, leach field, and well to *all* property lines (measured at 90°).
Property line dimensions.
Overhead utility lines.
Any watercourses or wetlands (see the National Wetlands Inventory).

2. A recorded and current Warranty Deed showing the full legal description of the parcel. If there are multiple names on the current Warranty Deed demonstrating ownership other than in "Joint Tenancy", all other owners on the deed must either sign this application or provide a notarized letter of authorization stating approval for the project. If the property owner is an entity other than a person(s), supporting documentation to verify who is permitted to sign for that entity will be required.

3. Deed Requirements:
Agricultural zoned parcels less than 35 acres – a warranty deed prior to June 1, 1972 is required.

Schedule Number: _____

AUTHORIZATION FROM OWNER TO CONTRACTOR

I/we, the undersigned grant _____ the authority to act as
REPRESENTATIVE/CONTRACTOR NAME
my/our representative/agent to submit and pick up documents related to any Development Permits:

Address: _____

Property Legal description: _____

_____ on said property.
Type of item i.e.: Septic, Dwelling, Garage etc.

_____
Signature of Owner

_____
Signature of Owner

NOTE: Building Contractors are required to be licensed in Park County (Resolution 2022-06)

STATE OF _____

COUNTY OF _____

Signed before me this _____ day of _____ year _____

By _____
(Print name of Owner/Contractor)

Witness my hand and seal.

My Commission expires: _____

_____
Notary Public Signature

Notary Stamp: