

APPEALS AND OTHER ALTERNATIVES

If your property is found to be unsuitable for an Improvement Permit, you will receive a letter of denial.

You have the right for a review of your property by the Environmental Health Program Specialist. You also have the right for a review by the Regional Soil Scientist from the Department of Environment and Natural Resources.

Depending on the soil conditions, you may be offered the option of the test well monitoring program.

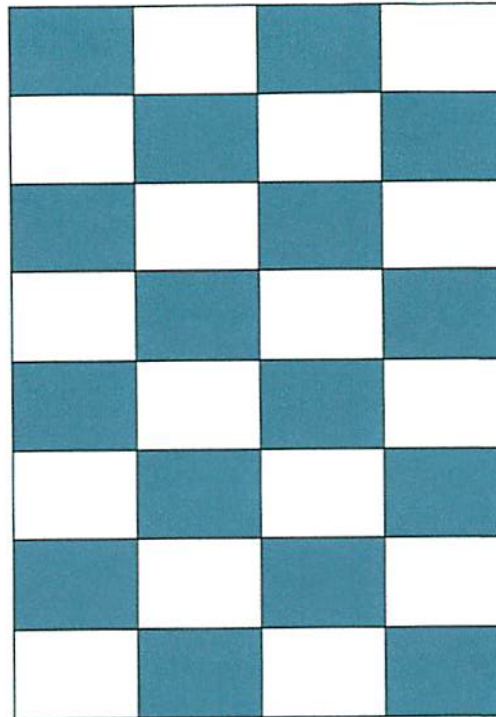
You may choose to utilize the services of a private consultant for studies to present documentation for further review by our office.

You also have the right of filing an administrative appeal with the N.C. Office of Administrative Hearings. Petition forms are available at the Environmental Health office upon request.

When all options have been exhausted, you may request a property tax reduction with the Carteret County Tax Office.

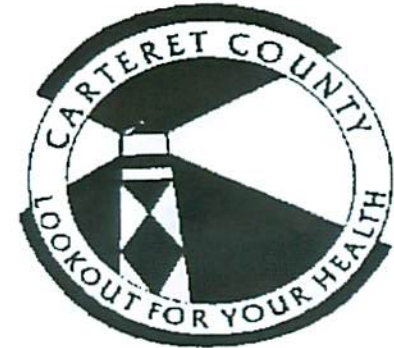
Path Clearing Diagram for a Typical Lot

100' X 200'



Clear paths approximately 3-4 feet wide every 25 feet throughout the entire property

Application and Permit Process for New Systems, Existing Systems and Repairs



Carteret County Health Department

Environmental Health Division

3820 Bridges Street, Suite A

Morehead City NC 28557

(252) 728-8499

Fax (252) 222-7753

INTRODUCTION

Welcome to the Environmental Health Division of the Carteret County Health Department. The Environmental Health Division pledges to fully cooperate with the property owner in their efforts to obtain all required permits.

This brochure was developed to insure that each applicant receives consistent and accurate information regarding the permit process. Office hours are 8:00am to 5:00pm Monday through Friday. The office is located at 3820 Bridges Street, Suite A, Morehead City. The phone number is (252) 728-8499 and fax is (252) 222-7753

For your convenience, applications can be taken at the Western Carteret Office which is located at 701 Cedar Point Blvd., Cedar Point. Office hours are 1:00pm to 2:00pm, Monday and Wednesday. The phone number is (252) 393-1238 and fax is (252) 393-3205.

FEES ARE NOT REFUNDABLE

NEW SYSTEMS

First, you will need to complete an application for an Improvement Permit diagramming the property dimensions and the location of all structures and driveways. Owner's statement required allowing access to property.

Second, you will need to notify the Environmental Health Division when:

- property lines are marked and clearly visible;
- the house corners are staked;
- paths are cleared to allow complete access to the lot. Paths should be cleared at 25' intervals to allow complete access so that your property can be evaluated. See Diagram on Back of Brochure.



Your application will be kept on hold for sixty (60) days.

After a site evaluation has been completed your property will be classified:

- A. **Suitable**—Improvement Permit issued.
- B. **Provisionally Suitable**—an Improvement Permit will be issued with site modification requirements.
- C. **Unsuitable**—a letter of denial with all possible alternatives will be issued.

EXISTING SYSTEMS & REPAIRS

First, complete application with property dimensions, location of all structures, drives, septic tanks, well, waterlines and drainlines. Owner's statement required allowing access to property.

Second, you will notify the Environmental Health Division when you have:

- clearly staked off property lines and location of new structure including decks & porches;
- stake well & waterline;
- Locate the septic tank, drainlines and grease trap. In some cases, you may need to remove the dirt off of the distribution box and/or septic tank (**DO NOT REMOVE LID**).

Your application will be kept on hold for sixty (60) days.

NOTE: A re-inspection fee of \$30 is required if the lot is not properly cleared and/or staked.

To insure that you are aware of other permitting requirements, we recommend that you contact the following agencies: Inspections & Planning, U.S. Army Corps of Engineers, CAMA, Benchmark, Division of Water Quality,