

Sandhills Procedures

Wells, sewage standard and all repairs, upgrade and sewage disposal applications

Incoming Application

1. Elizabeth will check an incoming sewage disposal or well application on GIS if parcel is located in the Sandhills or not.
2. If so, the applicant will complete the updated Sandhills form and fee of \$320.
3. The applicant must circle which option they choose to mitigate – Option 1 Restore Habitat or Option 2 Purchase Mitigation Credits.
4. Staff will go out on site and confirm on the Green sheet if in the Sandhills and make notes as needed. If uncertain, wait until construction to inspect soils.
5. During site visit, review tractor “access” with the potential to dig beyond the scope of the tank and leachfields.

During Construction

1. During construction, staff will complete the soil log and note the perc on the Green Sheet and permit if percolation is 1-5mpi and determine if Sandhills.
2. During construction, if the contractor disturbs soil beyond the tank and leachfield, inform the contractor of his excessive disturbance and take photos.
3. From the field call Environmental Planning at 454- 3162 or inform the LU supervisor who will notify Environmental Planning for follow up.

Project Completed

1. Place a note on the file, if the parcel is or is not in the Sandhills.
2. If the parcel is in the Sandhills, Elizabeth will process the Sandhills form with check located in front drawer. A copy of the Sandhills vegetation list will be sent to the property owner.
3. If the parcel is NOT in the Sandhills, then Elizabeth, will make a copy of the form and check.
4. The copy of the Sandhills form and check will be returned to the property owner. The original form and a copy of the check stating returned with date will be scanned into Fortis.
5. At the end of the fiscal year, copies of the Sandhills forms and sewage disposal permits are sent to Environmental Planning for review and follow up.

Sandhills Procedures – Tank only

1. Same as above, except if this is tank only, the Sandhills form and check will be refunded; unless any disturbance of soil beyond the tank occurs.
2. Staff should continue to make notes to file on the soil profile and percolation rates for potential future upgrades.

Notes:

*At times, the GIS is incorrect. If you witness the soils that are not Sandhills. Make notes on the Green Sheet and place a note for Elizabeth not to process the Sandhills form.

**On NEW sewage disposal permits, Environmental Planning will charge mitigation fees in the Building Permits.