



APPLICATION FOR WATER/SEWAGE VERIFICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. FEE, SITE PLAN, & FLOOR PLAN MUST ACCOMPANY THIS APPLICATION

DIRECTIONS: Per COMAR 26.04.02. OR 26.04.03), this application required for any/all improvements/changes on property. Please complete all requested information in boxes below, attach current fee, floor plan, site plan, and mail to address below.

Please allow minimum of 30 days processing time.

OWNER AND PROPERTY INFORMATION

First and Last Name _____

Mailing address (street or PO Box) _____

Mailing address: City, State, ZIP _____

Day Phone _____

Cell Phone _____

Owner's email _____

Secondary email _____

Property Location (911 Address) _____

Property Tax ID Number _____

TAX MAP -- BLOCK/GRID -- PARCEL -- LOT _____

SUB'D: _____

PROJECT INFORMATION

- Accessory Dwelling Unit: _____ #units and & _____ bedrooms per/unit
- Accessory Structures (sheds, garages, residential pole buildings, etc.)
- Commercial Alteration
- Commercial Addition
- Commercial – Misc.
- Deck/Patio/Porch: _____ Open _____ Enclosed
- Demolition
- Driveway
- Farm Structure
- Home Occupation Use
- Lot Line Revision – *not required when consolidating lots/parcels*
- Pool: _____ In-Ground _____ Above Ground
- Residential Addition
- Residential Alteration
- Residential – Misc.
- Sidewalks or Fencing
- Single Family Dwelling
- Solar Panels (*Ground Mounted*)
- Special Use/Change of Use
- SRA Revision
- Subdivision Review (existing structures or SRA)
- Temporary Structure
- OTHER, (Such as Communications Tower, Sign, etc.; explain below)

OWNER'S DESCRIPTION OF PROPOSAL: (INCLUDE DIMENSIONS)

SQUARE FEET: Existing: _____ Addition/New: _____
BEDROOMS: Existing: _____ Addition/New: _____

OWNER'S CHECKLIST

- APPLICATION SIGNED AND DATED: (*Must be ORIGINAL signature by current owner*)
- SITE PLAN ATTACHED
- FLOOR PLAN ATTACHED (if applicable)
- \$40 CASH, CHECK, or MONEY ORDER PAYABLE TO "CAROLINE COUNTY HEALTH DEPT."

X _____

OWNER'S SIGNATURE REQUIRED

DATE

IF YOU ARE NOT THE OWNER, THEN YOU MUST FILL OUT THE AUTHORIZATION FORM

SITE PLAN REQUIRED

Stake proposed improvements and submit a scaled drawing (engineer scale to be 1"=40'; 50', 60' or 100'). Scaled drawing or "Site Plan" must show: proposed improvements and existing: property lines, buildings, residential and farm well(s), underground water lines, septic system(s), driveway(s), streams, ponds.

MUST BE A MINIMUM 10' FROM SRA/SEPTIC (25' FROM SAND MOUND/SRA) & 30' FROM WELL

FLOOR PLAN REQUIRED

A floor plan is required for a proposal which alters interior spaces and for residential or commercial proposals which add space. Show existing and proposed floor plans. Also write in "Owner's Description of Proposal:" additional and proposed square footage, and number of bedrooms, *if applicable*.

H.D. USE ONLY: Date Rec'd: _____ Rec'd By: _____

Receipt#: _____ PT ID#: _____ CS: _____

- EMAIL
- MAIL
- PICK UP