

**APPLICATION SUBMITTAL CHECKLIST
SEWAGE PERMIT APPLICATIONS**



**IF YOU DO NOT HAVE ALL OF THE FOLLOWING INFORMATION, THIS APPLICATION PACKAGE IS
INCOMPLETE!**

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED.

ALL ITEMS MUST BE CHECKED FOR YOUR APPLICATION TO BE COMPLETE AND ACCEPTED.

- ☐ 1 COPY COMPLETED SEWAGE APPLICATION-SIGNED BY AN INSTALLER WHO IS LICENSED IN THE TOWN OF HARWICH
- ☐ APPLICATION MUST BE IN THE NAME OF THE LEGAL OWNER OF THE PROPERTY.
- ☐ ADDRESS, MAP & PARCEL HAVE BEEN VERIFIED BY THE ASSESSOR'S DEPARTMENT.
- ☐ 4 COPIES ENGINEERED SITE PLAN OF THE PROPERTY SHOWING SIZE AND LOCATION OF ALL PROPOSED BUILDINGS, ETC. AND LOCATION OF ALL COMPONENTS OF SEWAGE DISPOSAL SYSTEM.
- ☐ ALL 4 PLANS MUST BE STAMPED AS APPROVED BY THE WATER DEPARTMENT FOR WATER LINE LOCATION PRIOR TO SUBMITTAL TO THE HEALTH DEPARTMENT.
- ☐ 1 COPY FLOOR PLAN(S)-INCLUDING EXISTING AND PROPOSED IF ALTERATIONS ARE PLANNED-PLANS MUST INCLUDE DIMENSIONS OF EACH ROOM
- ☐ PERMIT FEE-MADE PAYABLE TO "TOWN OF HARWICH" (FEE TBD BASED UPON SYSTEM DESIGN)
- ☐ IS PROPERTY IN ZONE II (WATER RESOURCE PROTECTION DISTRICT) YES ____ NO ____
- ☐ IS PROPERTY IN A FLOOD ZONE IF YES, WHICH ONE? _____ ZONE
- ☐ VARIANCE LETTER/DEED RESTRICTIONS (IF APPLICABLE) RECORDED AT BARNSTABLE COUNTY REGISTRY OF DEEDS
- ☐ WELLS MUST BE INDICATED AND/OR INSTALLED PRIOR TO SUBMITTED AND APPROVAL

****AVOID DELAYS BY FILING BUILDING AND SEPTIC APPLICATIONS SIMULTANEOUSLY**

****TURN AROUND TIME IS A MINIMUM OF 3 WEEKS**