



North Central District Health Department

Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
 Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872-1531
 Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3032
 Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

- | |
|--|
| <input type="checkbox"/> File Review Only Fee - \$50.00 |
| <input type="checkbox"/> Site Inspection and/or soil test Fee - \$150.00 |
| <input type="checkbox"/> Well Only File Review - NO Fee |

Application No. _____

APPLICATION FOR:

- BUILDING ADDITIONS, CONVERSIONS OR CHANGE OF USE
 ACCESSORY STRUCTURE AND POOLS

Town: _____ Date: _____

Address: _____

Owner: _____ Cell Phone No.: _____

Contractor: _____ E-Mail: _____ Phone No.: _____

Property is serviced by: Septic System Well Public Sewer Public Water Supply

Description of Proposed Building Addition, Conversion, Change of Use, Accessory Structure or Pool:

Submit the following information with this application:

- Site Plan** with required data (Existing structures; proposed addition; deck, pool or shed, well location; septic tank location; and septic leach field location.)
 Current septic pumper's report (within 6-12 months)
 Provide a **septic as-built**, if available.

_____ Date: _____

Signature of Applicant

This application must be accompanied with payment to NCDHD for the appropriate fee when applicable. Make checks/money orders out to NCDHD. Credit/Debit card payments may be made online or by phone and are subject to a card processing fee.

SEPARATING DISTANCES

Above ground Pool	10 feet to any part of sanitary system and/or well
In-Ground Pool	25 feet to any part of sanitary system and/or well
Deck on Piers	5 feet to any part of sanitary system and/or well
Additions (with or without footing drains)	15-25 feet to any part of sanitary system and/or well
Accessory Structure – Without footing drains	10 feet to any part of sanitary system and/or well

(Please see reverse side)

Submit applications to: applications@ncdhd.org

NCDHD Sanitary Code, Section 6.5.2. Additions, Conversions, Changes in Uses

When an addition, conversion or change of use is proposed for a residential building, residential institution, or a non-residential building, and public sewers are not available, the proposed addition, conversion or use change, shall meet the requirements of Section 19-13-B100, the current requirements of the Connecticut Public Health Code, except for the one hundred percent reserve area requirement.

A completed application with fee, current pumper's report and a site plan must be submitted to the District office for review and approval. The application form shall be obtained from the Health District. The site plan shall include the proposed addition, conversion or change of use **and** the following:

1. Existing house location and existing locations of any above grade structures; i.e., garages pools, sheds, etc.
2. Existing location of any below grade facilities; i.e., pools, fuel tanks, drains, etc.
3. Existing location of current septic system (pipe from house to tank, tank, leach area, etc.)
4. Existing location of an approved reserve area, if one has been designated and approved.
5. Existing location of all wells within 150 feet of the existing septic system.
6. Existing property lines and any easements.
7. Existing wetlands, streams, bodies of water, etc.
8. Any soil test data available for existing property.

The current pumper's report shall be submitted from a licensed, Connecticut septic pumper. The septic tank shall have been pumped within 6-12 months of the date of application to the District for the addition, conversion or change of use.

Upon submission and approval of all of the required soil data and requested information, the District shall issue a letter of approval to the applicant and fax the approval to the town's building official.

Accessory structures shall be defined as those complying with the definition of such in Technical Standards, Section 19-13-B103(l).