Instructions for Completing an
Application for Vacant Land / Property Upgrade Evaluation

VACANT LAND (RAW LAND) EVALUATION

Provides a prospective purchaser of a parcel of land an assessment of limitations for the installation of an onsite sewage disposal system and provides available groundwater contamination within a ½ mile radius of the parcel.

PROPERTY UPGRADE

Evaluates the impact that a proposed property improvement may have on an existing onsite sewage treatment system and/or water supply. This includes, but is not limited to, home additions (except for bedroom additions), construction of outbuildings, in ground swimming pools, and pool houses.

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1. Fill out application completely.
2. Submit site development plan on a separate 8 1/2" by 11" plot plan. Drawing need not be to scale. Include location of: Lot boundaries and dimensions, house/proposed development (ie, Barn/Swimming Pool/Structural Addition/etc.), sewage treatment system(s) and water well(s), drives, roads, easements and buried utilities, geographical features such as natural drainage way, drop-offs, hills, low-wet areas, etc. Land must be identifiable at road. Note: If a backhoe cut is necessary, it will be at the owner's/applicant's expense.
3. Submit application and fee to:

   By Mail: Kalamazoo County Health & Community Services Department
   Environmental Health
   P.O. Box 42 Nazareth, MI 49074-0042
   Ph: 269-373-5337

   By Fax: 269-373-5333

   By E-mail: ehincoming@kalcounty.com
4. Payment can be made by cash, checks payable to the *Kalamazoo County Health & Community Services Department* or by credit card. **Credit Card Payment:** For secure payment, submit the Credit Card Authorization Form to Kalamazoo County Environmental Health by FAX or MAIL only.
5. For "Vacant Land" mark the property at roadside. For "Vacant Land" or "Property Upgrade" mark the proposed sewage treatment location with a staked sign or flagging tape available at our office.
6. If you wish to be present for the evaluation please indicate so on the application form. You will be contacted upon receipt of the application by our office for a scheduled appointment.
7. Your paper work will be available upon completion approximately 1 week after the field assessment is completed. Please indicate on the application form if you want to be contacted by phone to pick up your evaluation results.

Application for a Vacant Land / Property Upgrade Evaluation

(Please print. Complete entire form to avoid a delay in report issuance.)

Purpose:

☐ **Vacant land** site evaluation provides suitability assessment for new onsite sewage treatment and / or well water supply system. Please describe below (i.e., intention to build a 3-bedroom home, duplex, commercial)

_____

_____

_____

☐ External **property upgrade**, such as home additions (except for bedrooms), out buildings, in ground swimming pools, and pool houses. Please describe below.

_____

_____

_____

Property Information / Location:

Nearest Crossroads: _____

Parcel / Tax ID #: _____ Lot Size/Dimension: _____

Street Address: _____ Subdivision & Lot #: _____

City, State & Zip: _____ City/Village/Township: _____

Proposed development must be staked, the property will be staked after (this date): _____

Applicant Information:

Name: _____ Contact Phone #: _____

Mailing Address: _____

City, State & Zip: _____

☐ Mail Report to above address ☐ E-mail Report to: _____

☐ Call me to pick up the Report ☐ Fax Report to: _____

Property Development Plan:

Land must be identifiable from the roadside. Sketch property features in box or submit an additional sheet. Drawing need not be to scale. **Show all applicable features:**

- ☐ Road
- ☐ House
- ☐ Garage
- ☐ Drive
- ☐ North Arrow
- ☐ Easements
- ☐ Buried Utilities
- ☐ Property Dimensions

Proposed or Current

- ☐ Sewage System
- ☐ Water Well
- ☐ Geothermal System

If you wish to be present, please make an appointment after submitting application / payment.

Note: If a backhoe cut is necessary, it will be at the owner's / applicant's expense.

Applicant's Signature: _____ Date: _____

Environmental Health
3299 Gull Road • P.O. Box 42
Nazareth, Michigan 49074-0042

KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT
Promoting Health For All

Phone: (269) 373-5337
Fax: (269) 373-5333
Web: www.kalcounty.com/eh

MasterCard, Visa, or Discover Card Payment Request

For secure payment, submit this form to Kalamazoo County Environmental Health by FAX or MAIL only. Please fully complete and SIGN this form and send it with the application.

Service Requested _____

Address of Property _____

Service Requested by _____

Cardholder's daytime phone number _____

Name of Credit Card Holder as it appears on the credit card:

_____
First Middle Last

Billing Address:

_____
Street Address City & State Zip Code

Costs for services (Environmental Health Fee Schedule), applications, and instructions are located on the Kalamazoo County website at http://www.kalcounty.com/eh/licenses.htm. Costs for services can also be obtained by contacting Environmental Health staff at (269) 373-5210.

Please charge the above credit card for the requested service(s).

Signature of Card Holder: _____ **Date:** _____
Kalamazoo County HCS Environmental Health Fax number and Address: (269) 373-5333
Kalamazoo County HCS EH, P.O. Box 42, Nazareth, Michigan 49074-0042

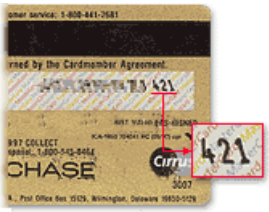
_____ **This shaded area is for office use only.**_____

____ Phone ____ Fax ____ Mail EH Staff Initials _____ Date _____

Authorization # _____ **Dollar Amount $**_____

Credit Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___



V-Code: ___ ___ ___ The V-Code is the last three digits on the signature panel.

Expiration Date (Month & Year): ___ ___/___ ___ **MC** ___ **Visa** ___ **Discover** ___