

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.

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 Unit
311 East Alcott Street, Kalamazoo, MI 49001
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 the Kalamazoo County Environmental Health Unit 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. **Prior to a site visit, this office will contact Miss Dig to request utility staking. Please allow 3 business days for staking.**
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:

Prior to site visit, Miss Dig will be contacted to perform utility staking. Please provide a site sketch. Insert a PDF file by clicking in the box to the right, submit an additional sheet, or print and sketch in the box. Land must be identifiable from the roadside. Drawing need not be to scale. Show all applicable features:

Road	Buried Utilities
House	Property Dimensions
Garage	Proposed or Current:
Drive	Sewage System
North Arrow	Water Well
Easements	Geothermal System

I wish to be present for the site visit

If you wish to be present, we will set an appointment after receiving application / payment.

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

Applicant's Signature: _____ Date: _____

MasterCard, Visa, or Discover Card Payment Request

For secure payment, submit this form to Kalamazoo County Environmental Health Wplk/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 Wplk/Fee Schedule), applications, and instructions are located on the Kalamazoo County website at <https://www.kalcounty.com/hcs/eh/fees.htm>. Costs for services can also be obtained by contacting Environmental Health Wplk's staff at (269) 373-5210.

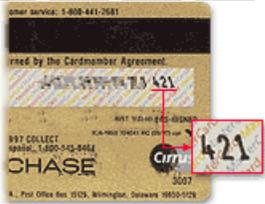
Please charge the above credit card for the requested service(s).

Signature of Card Holder: _____ Date: _____
 Kalamazoo County HCS Environmental Health Wplk/Fax number and Address: (269) 373-5333
 Kalamazoo County HCS EH, 311 East Alcott Street, Kalamazoo, MI 49001

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 ____

Health & Community Services Department
 Environmental Health Unit
 3299 Gull Road
 Kalamazoo, MI 49048-0042



KALAMAZOO COUNTY GOVERNMENT
 In the Pursuit of Extraordinary Governance...

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