



CHECKLIST FOR:

Lake County Sanitation Evaluation Request Application

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process. Examples include but are not limited to: easement, deed restriction, water test, soil profile, shared user agreement, property line staking, etc.

You are welcome to schedule an [Informal Project Preview](#) with the Environmental Health staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit this checklist, application and fee to:

Lake County Environmental Health Department
106 4th Avenue East
Polson MT 59860

Phone 406.883.7236
FAX 406.883.7205
Email envhealth@lakemt.gov

Please check that you have completed the following:

- | |
|--|
| <input type="checkbox"/> Check payable to Lake County Environmental Health Department (LCEH) |
| <input type="checkbox"/> Name & contact information for person requesting the evaluation |
| <input type="checkbox"/> If agent signs the application for owner, the Agent Certification Form included with the application |
| <input type="checkbox"/> Property legal description |
| <input type="checkbox"/> Location map or directions to assist staff in finding the property |
| <input type="checkbox"/> Proposed development, property use or other reason for request |
| <input type="checkbox"/> Simple Site Plan that includes the following: (include any/all depending upon the nature of your request) <ul style="list-style-type: none"><input type="checkbox"/> Scale – for example 1 inch = 2 feet<input type="checkbox"/> North directional arrow<input type="checkbox"/> Property lines<input type="checkbox"/> All streams, lakes, springs, ponds, wetlands, irrigation ditches and other surface water within 100' of property lines<input type="checkbox"/> All existing & proposed structures<input type="checkbox"/> All existing or proposed wells, developed springs, or cisterns and water lines<input type="checkbox"/> Driveways & parking areas<input type="checkbox"/> Utility lines<input type="checkbox"/> Any existing wastewater treatment system<input type="checkbox"/> Any existing or proposed RV hook-up location<input type="checkbox"/> Proposed drainfield area |

See the department webpage for regulations and other information:
www.lakecounty-mt.org/envhealth



LAKE COUNTY SANITATION EVALUATION REQUEST

LAKE COUNTY ENVIRONMENTAL HEALTH
106 FOURTH AVENUE EAST
POLSON, MT 59860-2175

PH: 406-883-7236
FAX: 406-883-7205
Email: envhealth@lakemt.gov

Return the completed application with the \$200.00 fee to the above address.

DATE: _____

PERSON REQUESTING EVALUATION:

Name _____
Mailing Address _____
City/State/Zip _____
Phone _____ FAX _____
E-Mail Address _____

PROPERTY TO BE EVALUATED: (Fill in as much as possible)

Current Property Owner _____
Physical Address _____
Lake County Property Tax Number _____
Section _____ Township _____ Range _____
Government Lot # _____ COS # _____ COS Lot # _____
Subdivision Name _____ Lot # _____ Block # _____
Existing Development _____
Proposed Development or Use _____

PROPERTY ACCESS AUTHORIZATION: (Must be completed)

By my signature below, I certify that I am either an owner of the property described above or the listing agent for the property with authority to permit access and do authorize access for purposes of this evaluation.

____ Owner ____ Listing Agent (Please check one)

Signature of Authorizing Person

Date

Lot Layout:

Including:

- a. property lines
- b. existing and proposed structures, including basements
- c. all existing or proposed wells, spring and cisterns on or within 100 feet of the property lines
- d. all streams, lakes, springs, ponds, irrigation ditches, and other surface water sources on or within 100 feet of property lines
- e. driveways, parking areas
- f. utility lines
- g. any existing wastewater disposal facilities
- h. a scale (for example: 1 inch=20 feet)
- i. direction of slope on the property
- j. a north directional arrow
- k. replacement area or plan for proposed wastewater treatment system



Location Information: Draw a road map or write directions to the property. Include landmarks, road names, branch roads, distance mile markers, neighbors to the north and south, building colors/features, etc.



