

Note: All property pins shall be visible or clearly marked prior to the site visit.

Property pins not visible or clearly marked will lead to additional fees.

If a swimming pool is planned, please attach the pdf plan and dxf file (provided by the pool contractor).

Essential Items for Residential Design Requests

Note: Please contact 811 Dig Before The Site Visit is Completed

Please call your water supplier and have them mark your public water main in front of your property or across the street.

- ☐ **Owner's Name:** _____
- ☐ **Phone #:** _____
- ☐ **Email Address:** _____
- ☐ **911 Address:** _____
- ☐ **Plat, survey, warranty deed, and/or field notes:** *Please attach in the email*
- ☐ **Home data:** 1. # of Bedrooms: _____ 2. SQ. FT. Living Area: _____
- ☐ **Type of water supply:** Public Water Supply: _____ or Well: _____ PSI Cemented: _____
If public water supply, is main located on: Residence Side: _____ Across Street: _____ Unsure: _____
- ☐ **A site plan:** *Please attach in the email* _____ Flood Hazard Area Present: _____
- ☐ **Type of System Desired:** _____ **Other:** _____

Further Information Below: County: _____

- **Owner's Name**
- **911 Address** for subject property and property id number if available
- **Plat, survey, deed and/or field notes** for subject property to include legal description either in a subdivision or on acreage. These items should be clearly legible and must be to scale if possible. (Tip: You can usually find these in your closing documents). Plats can usually be found at the county clerk's webpage.
- **Structure data** i.e. # of bedrooms, SQFT of living area, and house plan if available. Include any bonus or flex rooms that have closets to ensure proper Q. Attaching architectural plans will satisfy this.
- **Type of water supply**, either public water supply with name, private well with location noted on survey, or rain water harvesting. If there is an existing well on the property, it MUST be noted on the survey or site plan with notes clearly describing its location so it can be verified upon time of site visit. *If altering an existing system in any way, 12 months of water data is required. This information is available from your water supplier. If 12 months of water data is unavailable, please notify the designer.
- **A site plan** is required if more than one building, surface improvement, carport, garage, or pool is planned. If the owner has any special requests for future improvements, these should be mentioned as well. The site plan can be basic and drawn out on copy paper, just so that the designer can get an understanding about locations
- **Note: Test holes** are required and must be dug prior to the site visit. These holes must be 5ft deep or dug until groundwater or rock is encountered and be within the area designated for disposal. Test holes may be dug by the property owner, contractor, or installer. I can recommend someone to dig the test holes for you.

Designer must know all detail in full when this document is submitted. If redraws/revisits are required, there may be additional fees



Camden LaCanne R.S.
254-718-5020
alphaonsitedesign@gmail.com

Acknowledged By: _____

Date Signed: _____

I look forward to the opportunity to serve you.

Essential Items for Commercial Design Requests

Note: All property pins shall be visible or clearly marked prior to the site visit.

Property pins not visible or clearly marked will lead to additional fees.

- **Owner's Name:** _____
- **Phone #:** _____
- **Email Address:** _____
- **911 Address:** _____
- **Plat, survey, warranty deed, and/or field notes:** *Please attach in the email*
- **Structure data:** 1. # of Structures/RV's: _____ 2. Type of Structures: _____
3. Anticipated # of Employees/Visitors: _____ 4. Type of Facility: _____
- **Type of water supply:** Public Water Supply: _____ or Well: _____ PSI Cemented: _____
If public water supply, is main located on: Prop. Side: _____ Across Street: _____ Unsure: _____
- **A site plan:** *Please attach in the email* _____ Flood Hazard Area Present: _____
- **Type of System Desired:** _____ **Other:** _____

Note: Please contact 811 Dig Before The Site Visit is Completed

Please call your water supplier and have them mark your public water main in front of your property or across the street.

Further Information Below: County: _____

- **Owner's Name**
- **911 Address** for subject property and property id number if available
- **Plat, survey, deed and/or field notes** for subject property to include legal description either in a subdivision or on acreage. These items should be clearly legible and must be to scale. (Tip: You can usually find these in your closing documents). Plats can usually be found at the county clerk's web page.
- **Structure data** i.e. SQ. FT. of each structure if not on site plan, types of fixtures generating waste (toilets, sinks, showers, etc.), number of anticipated RV's/employees/walk-ins present or using the facilities.
- **Type of water supply**, either public water supply with name, private well with location noted on survey, or rain water harvesting. If there is an existing well on the property, it MUST be noted on the survey or site plan with notes clearly describing its location so it can be verified upon time of site visit. *If altering an existing system in any way, 12 months of water data is required. This information is available from your water supplier. If 12 months of water data is unavailable, please notify the designer.
- **A site plan** is required. If the developer has any special requests for future improvements, these should be mentioned as well. The site plan should show a desired OSSF area, roads, proposed structure locations, and a waterline/utility information.
- **Note: Test holes** are required and must be dug prior to the site visit. These holes must be 5ft deep and 2ft wide or dug until groundwater or rock is encountered and be within the area designated for disposal. Test holes may be dug by the developer, contractor, or installer. I can recommend someone to dig the test holes for you if you do not have someone in mind.
- ****Please have an installer selected early on in the process or this will hold up your permit.**

Designer must know all detail in full when this document is submitted. If redraws/revisits are required, there may be additional fees



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