

**NEW LOT EVALUATION  
APPLICATION AND SITE PREPARATION PROCEDURES**



**HALIFAX COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
PO BOX 10  
HALIFAX, NC 27839  
PH #: (252) 583-6651      FAX # (252) 583-2245**

**Application Procedure:**

- Application for Environmental service must be completed.
- Zoning Application or Zoning permit must be provided at the time application is made.
- Floor plan of the new home must be provided.
- All applicable fees must be paid.
- Survey plat of property must be provided prior to issuance of Construction Authorization Permit
- Site plan, drawn to scale must be provided.

**Site Preparation:**

- A maximum of one (1) acre will be evaluated for each fee. If the property is larger than one acre, flag off one acre around the area you would like to locate your home.
- Proposed property must be accessible for the Environmental Health Specialist to conduct a site evaluation. If the site is wooded or overgrown, clear paths shall be cut along all property lines. In addition, straight paths shall be cleared in the interior of the lot from front to back, spaced no more than 50 ft apart.
- Lots in subdivisions must have the lot number clearly marked.
- Orange placard must be posted so that it is visible from the road.
- New home location must be marked with the yellow flags provided.
- If the property has been surveyed, locate all property irons and mark with pink flags provided.
- If the property has not been surveyed, mark the proposed property corners with the pink flags provided.

**NOTE: ALL ITEMS THAT PERTAIN TO YOUR LOT MUST BE COMPLETED BEFORE YOUR APPLICATION CAN BE ACTIVATED AND PROCESSED. IF THE ITEMS HAVE NOT BEEN COMPLETED AFTER THE APPLICATION HAS BEEN ACTIVATED, ALL APPLICABLE FEES WILL BE FORFEITED AND NEW FEES MUST BE PAID PRIOR TO THE COMPLETION OF YOUR APPLICATION.**

***WHEN ALL ITEMS HAVE BEEN COMPLETED, REMOVE THE STATEMENT BELOW, SIGN AND DATE. YOU CAN EITHER MAIL OR FAX THE STATEMENT TO THE ENVIRONMENTAL HEALTH OFFICE.***

BY SIGNING, I CERTIFY THAT THE REQUIRED SITE PREPARATIONS HAVE BEEN COMPLETED, AND I UNDERSTAND THAT IF ALL ITEMS HAVE NOT BEEN COMPLETED WHEN AN ENVIRONMENTAL HEALTH SPECIALIST VISITS MY SITE, ALL FEES SHALL BE FORFEITED.

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OWNER/AGENT SIGNATURE

\_\_\_\_\_  
DATE