

Notice of Intent

New Individual On-site Wastewater Disposal System (IOWDS)

PROPERTY INFORMATION (To be evaluated)

County:							
Property Address:							
City, State, Zip Code:							
Section:		Township:		Range:		Acreage:	
Subdivision Name:						Lot Number:	
Number of Bedrooms:				Number of Occupants:			

APPLICANT INFORMATION (How do we contact you?)

Name:								
Mailing Address:								
City, State, Zip Code:								
Primary Telephone:					Secondary Telephone:			
Email Address:								

WATER SUPPLY (Check one)

<input type="checkbox"/> Public (Water Meter)	<input type="checkbox"/> Private (Private Well)
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DOCUMENTATION REQUIRED WITH APPLICATION

- Legal Description – description of property in distances and bearings; usually attached or included in deed to property
 - Plot Plan – drawing depicting location of buildings and any other improvements on the property
- Send to: wastewater@msdh.ms.gov or Post Office Box 1700, Jackson, Mississippi 39215-1700**

DIRECTIONS (Indicate on lines below or provide on separate sheet of paper.)

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PROCESS

STEP 1 – Fill out application, submit required documentation and **pay fee of the option chosen** (a processing fee will be included for electronic payments)

STEP 2 - Soil and Site Evaluation

Often referred as a “Perk Test”, this Evaluation will be performed by the environmentalist.

STEP 3 - Permit/Recommendation

This document is issued to you after the Soil and Site Evaluation. It is a listing of Individual On-site Wastewater Disposal System option(s) recommended for your property. Present the Permit/Recommendation to your water utility to receive a water meter.

STEP 4 - Inspection

Contact a Certified Installer to install your Individual On-site Wastewater Disposal System from the option(s) recommended. The Certified Installer is responsible for contacting the Department 24 hours BEFORE beginning construction to schedule an inspection.

STEP 5 - Final Approval

After the inspection, you MUST provide the following to the Department:

- 1) A signed Affidavit (Installation) from the Certified Installer
- 2) A signed Affidavit (Maintenance) from you. *NOTE: For Advanced Treatment Systems only*

Once this information has been received, the Final Approval document will be issued to you.

CHOOSE ONLY ONE (1) OF THE FOLLOWING OPTIONS:

SOIL & SITE EVALUATION + FINAL APPROVAL

Check box, if Final Approval IS required or desired; pay fee of \$197.50 (A processing fee will be included for electronic payments.)

SOIL & SITE EVALUATION + 2-ACRE EXEMPTION

Check box – If Final Approval IS NOT required or desired; only STEPS 1-4 will be followed.

Pay fee of \$100.00 (A processing fee will be included for electronic payments.)

As the Applicant, I hereby state, by legal description, I own 2 acres or larger of property on which one (1) dwelling and IOWDS will be placed. I acknowledge I do not require a Final Approval from any of the following:

- 1) Board of Supervisors (Ordinance)
- 2) Water Supplier/Association
- 3) Lending Institution
- 4) Utility Authority
- 5) Other (i.e., Subdivision Covenants)

Also, I understand that I must have the “person who installed my Individual On-site Wastewater Disposal System” sign/date and file an Affidavit (Exemption) with the Department to complete the exemption process. If at a later date, a Final Approval is required, I will have a Certified Installer install a system from the Permit/Recommendation after prior notification and an additional fee of \$197.50 to the Department. The Department reserves the right to inspect installed systems after they have been in use for more than thirty (30) days on properties that have filed a two-acre exemption.

NON-RESIDENTIAL WATER METER

Check box – An IOWDS IS NOT to be installed on the property. No residential wastewater shall be generated by this water meter. This property is to receive a water meter ONLY. Should an IOWDS be found, the water meter shall be removed, and you may be fined up to \$10,000. **This option has no fee.**

ATTESTATION

By signing or typing my name in below, I hereby grant MSDH staff permission to enter the described property, conduct a soil and site evaluation and perform any necessary inspections. I understand that failure to include all requested documentation will deem my application incomplete. I understand that any falsification of documentation or violation of regulations is punishable by **Mississippi Code of 1972, Annotated Sections 41-67-5(1), 41-67-7(4)(5), 41-67-28(5), 97-7-10, 97-9-59 and 97-9-61.**

Signature: _____

Date: _____

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Form 908 E

PURPOSE

To provide a notice to the Mississippi State Department of Health that an Applicant intends to construct or place a mobile, modular, or permanently constructed residence on his/her property, that requires the installation of an IOWDS.

To provide a notice to the Mississippi State Department of Health that a non-residential water meter is to be placed on the property, should an IOWDS not be required.

This documentation is not intended to be photocopied and released to the Applicant.

INSTRUCTIONS

The Applicant must provide the legal description, plot plan (plat), written directions to the property, fee (or an email to receive an invoice at) and read all pages.

Property Information

1. County – Enter the county that the property is located in.
2. Property Address – Enter the physical address (911 Address) for the property location to be evaluated.
3. City, State, Zip Code – Enter the City, State and Zip Code for property address to be evaluated.
4. Section – Enter the Section number from the legal description.
5. Township – Enter the Township from the legal description.
6. Range – Enter the Range from the legal description.
7. Acreage – Enter the size of the property in acres (if more than one residence/address is on the property, the acreage for that individual residence).
8. Subdivision – If applicable, enter the name of the Subdivision where the property is located.
9. Lot Number – If applicable, enter the Lot Number of the Subdivision the property is located in.
10. Number of Bedrooms – Enter actual number of bedrooms in the proposed residence.
11. Number of Occupants – Enter number of people who will be living in the residence.

Applicant Information

12. Name – Enter name of property owner(s)
13. Mailing Address – Enter complete mailing address of the Applicant (i.e., where you get your mail).
14. City, State, Zip Code – Enter the City, State and Zip Code for Applicant Mailing Address.
15. Primary Telephone – Enter the telephone number the Applicant is most likely to use during business hours.
16. Secondary Telephone – Enter an alternate telephone number.
17. Email Address – Enter Applicant's email address.

Water Supply

18. Check "public" if available source of water is public or community water system. Check "private" if source of water is an individual (on-site) private well.

Documentation Required by Application

19. Additional paperwork that must be submitted with the Application as required by the Department to consider the Application complete

Directions

20. The Applicant must provide written, detailed directions to their property from the Department.

Process

21. Read Steps 1-5

Choose only one (1) of the following options:

22. Soil & Site Evaluation + Final Approval – Read statement and check box, if Final Approval is required or desired
23. Soil & Site Evaluation + Two-Acre Exemption – Read statement and check box, if Final Approval is NOT required or desired
24. Non-Residential Water Meter – Read statement and check box, if only a Water Meter is requested and no residential wastewater is to be generated from the property

Attestation

25. Signature and date – Sign and date where indicated, confirming all portions of the Application are filled out completely and accurately, and the appropriate option was selected

OFFICE MECHANICS AND FILING

The Division of On-Site Wastewater will provide the Applicant with a Notice of Intent. The Applicant will complete the Notice of Intent and include a plat, legal description, and fee, if required, for all types indicated. The Applicant will check only one (1) box from the available options based on individual need.

If any portion of the Notice of Intent is considered incomplete, it will not be processed and the Applicant will be contacted to provide what is missing. Once the Notice of Intent is complete, the Department will enter data into the computer Wastewater Program. A copy of the Notice of Intent is not be released to the Applicant, only a receipt showing payment was made online. The Department will mail or email results of the Soil and Site Evaluation to the Applicant. The Department will electronically file all documentation associated with the property.