

ADDITION/CONVERSION/CHANGE IN USE APPLICATION
(Application must be submitted if well and/or septic is on the property)
19-13-B100a CHECKLIST

When submitting an application, please provide as much information as necessary to communicate a clear description of the proposed activity.

- * Please see reverse side of this form for current **minimum separating distances** required by the Public Health Code.
 - * The information required on the **“sketch form”** must be provided; otherwise the application cannot be processed. Please refer to the reverse side of the “sketch form” to determine what the Health Department requires.
 - * Please do not forget to **sign and date the application** (bottom of page one).
 - * All **checks** must be made payable to the Town of Bethel.
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The applicant should use this list to make sure all required information is attached. Check the appropriate boxes that specify information to be submitted.

- Floor plans of existing structure as it exists today, showing all rooms, including bathrooms, all identified.
- Floor plans of structure after addition/conversion/change in use showing all rooms, baths, all identified.
- General plan of replacement septic system design.
- Detail Plan (P.E.) of replacement septic system design.
- Copy of tax assessors’ Property Description Form (Field Card).
- Copy of any soil test data or other information (wetlands maps, soil conservation service maps) relating to property, which is not in town files.
- Copy of plan, sketch, As-Built of existing septic serving the building.
- Site Plan of property showing existing structure.
- Site Plan of property showing expanded structure.
- Location of private wells on the subject and adjacent properties.
- Copies of approval letters from other Town/State regulatory agencies.