



TOWN OF WAKEFIELD, NEW HAMPSHIRE
CODE ENFORCEMENT DEPARTMENT

2 HIGH STREET
SANBORNVILLE, NEW HAMPSHIRE 03872
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TOWN OF WAKEFIELD SEPTIC APPROVAL PROCEDURE

The Town of Wakefield is revising the Town's septic approval procedure to the following (in response to the State's e-Permitting procedure):

1. The designer of a subsurface disposal system will submit:
 - a. One full-size copy of the plan(s)
 - b. One copy of the application
 - c. An application fee of \$25. (Checks should be made payable to the "Town of Wakefield")
2. The Town will check for Tax Map and Lot number accuracy as well as adherence to applicable setbacks.
3. If items checked in #2 are accurate, the Building Department will retain the copy of the plan, deposit the payment, and issue a signed "LOCAL APPROVAL FOR CONSTRUCTION OF AN INDIVIDUAL SEWAGE DISPOSAL SYSTEM" letter.
4. The local approval letter will be delivered to the designer by: hand, mail, or email (as directed by the designer) for submission to NHDES.

(If no preference is specified, the Town will use the most convenient method to deliver the letter.)

5. Paper copies of the NHDES Approval and an 11" x 17" size copy of the approved plan will be printed from the NHDES One-Stop website and retained in the building department's file in town hall for reference.