

Landowner name _____ Date _____

Case Number _____

Administrative Complete Checklist Last Revised February 3, 2016		
Item Number	Item Required to Complete an Application	Check Mark Indicates Item Not Received
1	Use only a current application form that is on our Regional Office page (date needs to be correct). Fillable (Electronic) Application Form is last revised 06/26/2015. Handwritten last revised 9/14/2012.	
2	Applicant information (Part I) needs to be complete.	
3	Certifying designer information (Part I) needs to be complete.	
4	Property location including GPS coordinates (Part III) needs to be accurate and complete.	
5	Parcel ID number and deed reference(s) (Part IV) needs to be accurate and complete.	
6	Project plan reference(s) (Part IV) needs to be accurate and complete.	
7	Project description/information (Part IV) needs to be accurate and complete.	
8	Water supply information (Part V) needs to be accurate and complete.	
9	Wastewater system information (Part VI) needs to be accurate and complete.	
10	Application fee (Part VII) needs to be correct.	
11	Designer certification information (Part VIII) needs to be accurate and complete.	
12	Landowner/certifying official signature(s) (Part IX).	
13	Copy of document authorizing certifying official needs to be included when needed.	
14	Power of attorney & letter of assignment needs to be included when needed.	
15	Approval letter(s) by a municipality or owner of the water supply or wastewater system needs to be included.	
16	Act 145 overshadowing form and receipt for water/wastewater included.	
17	Listing of all prior permits included on the form.	
18	Plans showing the boundary line dimensions, footprint of buildings, water and wastewater systems & lines with dates and signed by Licensed Designer.	
19	Two sets of signed plans.	