



LAPEER COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

1800 Imlay City Rd., Lapeer, MI 48446

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www.LCHD.Lapeer.org

Environmental Health Policy Regarding Community Requests for Well and Septic Records

In an effort to respond to time-sensitive community requests, utilize clerical staff time as efficiently as possible and prioritize emergency and critical program work, the environmental health division must set policy regarding requests for records. We understand the public needs to be able to access our records for many different reasons, but staff are unable to meet the on-demand telephone and front counter requests.

Beginning May 6, 2014, we ask that septic and well record requests from realtors, home inspectors, appraisers, contractors, home owners, potential buyers and sellers be submitted in writing, preferable on this form to capture all of the information needed to research environmental health records. It may take up to 5 working days to respond to a request when clerical workload is heavy. We can no longer accept telephone inquiries. Emergency situations that arise will be dealt with on a case by case basis.

Copy fees as noted in the Environmental Health fee schedule apply, and are noted at the bottom of the form. Beginning October 1, 2014 a records search fee of \$6.00 will be collected with the records request.

Request for Well / Septic System Record

From Lapeer County Environmental Health Division

Please document as much information as you can about the property you are requesting records for —this will help us refine our search and get you the most accurate record available. This search may take up to 5 working days with division work load, so accurate information initially is critical.

Check boxes appropriately:

I would like to: VIEW RECORD(S) -or- RECEIVE A COPY OF RECORD(S) for

Septic system Well record Vacant land evaluation information

Township: _____ Section: _____

Tax ID #: _____ Parcel/Lot #: _____

Street Address: _____

Approximate age of dwelling or commercial building: _____

Age of well or septic system if it is newer than the building: _____

The name of the original owner if you know it: _____

Any other information regarding the dwelling/building or parcel of land you think may be helpful to us: _____

NAME: _____ Date: _____

Phone: _____ EMAIL: _____

Mailing Address: _____

FEES associated with records search: \$6.00 File search fee due at time of request. Other file copies that may be available are .35 cents per page.

----- Office Use Only

RECORDS FOUND: _____

NOTIFICATION DATE: _____ FEES PAID DATE: _____

COPIES PICKED UP/MAILED/EMAIL DATE: _____