## STEPS TO CREATE A PROPERTY TRANSFER AUTHORIZATION APPLICATION

- 1. Log into <u>https://aca-prod.accela.com/MACOMB</u> and select **Create an Application** under the Environmental Health Tab.
  - Click the box that you have read and accept the terms.
  - Then click on the **Continue Application** button.

enline Application	
Velcome to Agency's Online ffice, 24 hours a day.	Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or
lease "Allow Pop-ups from	This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
eneral Disclaimer	
Vhile Macomb County (or "	gency attempts to keep its Web information accurate and timely. Macomb County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for
ise, freedom from interrupt	ons or from computer virus, or non-intringement or proprietary rights, web materials have been complied from a variety of sources and are subject to change without notice from Macomb
Journy as a result of update	and conections.
ll trademarks and service n ermission of Macomb Cou	arks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior writter ity.
The Agency is neither respo on the site, including withou vithout limitation, warrantie he use of, or the inability to	sible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material containe t limitation, any material posted on the site. This Web site and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including s of title or implied warranties of merchantability or fitness for a particular purpose. The Agency is not responsible for any special, indirect, incidental or consequential damages that may arise from use, this Web site and/or the materials contained on this Web site whether the materials are provided by the Agency or a third party.
n addition to the preceding contained in this Web site co	terms and conditions the Agency, its officers, employees, agents or representatives shall not be liable for any damages of any kind arising from your use of the online payment service. Nothing institutes or is intended to constitute legal advice by the Agency or any of its agencies, officers, employees, agents, or representatives.
xternal Links This Wob site may contain li	size to other sizes on the Internet, which are provided for the convenience of the user. The Arenewic net researcible for and makes no representation about the content or material auxilable on sur
I have read and accented the above	terns.

2. Select a Contractor- Select None Applicable and Continue Application.

Home Public Works Environmental Health
Create an Application Search Applications
Select a Contractor
Select a contractor for this record from the list below. The available permit record type(s) is determined by the type of the contractors associated with your account.  *Contractors:
Salact- * Salact- Senage Oragonal System X3022-001-TIBT Evaluater - Noter Booph System X0222-001-TIBT Evaluater - Noter Booph System X0222-001-TIBT
Continue Application »

- 3. If you are completing the Property Transfer Authorization application for the owner, please select Property Transfer Authorization. If the application has already been submitted and you are entering your evaluation, please select Property Transfer Evaluation (you may then proceed to Submitting an Evaluation).
  - Then click on **Continue Application**.

Select a Record Type	
choose one of the following available record types. Please read the description	ns and select the application type that matches your project. For assistance or to apply for a record type not listed below please contact us at 586-
169-52.50. With the exception of Water Test Application and Property Transfer, most onlin lease upload a document (in any format: image, text etc.) specifying that you roccessed until all required documents are received.	e applications require uploading of electronic files. If you do not have electronic access to these required documents lie. Site plans or site drawing will delivering required documents via mail or drop-off to MCHD (43525 Elizabeth Rd, Mt Clemens MI 48043). <u>NOTE: The record will not be</u>
· Change of Occupancy: Select this record if adding bedroon	ns to a home, changing a business type, installing a pool, outbuilding, or other structure, or demolishing the building.
<ul> <li>Property Transfer Authorization: Select this record if you postponement due to vacancy or winter weather, or an exem</li> </ul>	are selling your property with a well and/or septic system and applying for authorization to transfer the property, a ption from the regulation.
<ul> <li>Septic Permit: Select this record if applying for a soil evaluation home/business</li> </ul>	iation on a vacant property, a septic permit for new construction, or a repair/replacement septic permit for an existing
· Water Test: Select this record if applying for a (WELL ONLY)	water test on your home/business (not for water tests paid for as part of a permit).
· Well Permit: Select this record if applying for a new well pe	rmit or an existing well repair/replacement permit (residential and commercial)
EnvHealth	
Change of Occupancy	
Property Transfer Authorization	
O Septic Permit	
O Water Test	
O wea Perma	
Property transfer Evaluation Property Transfer Evaluation	
Continue Application =	

4. Enter the Parcel ID number **OR** the Address you would like to you are submitting for in the boxes. The reason Parcel ID says required is because for Onsite Soil evaluations they need to have the Parcel ID if there is no address yet for the property.

Make sure that the Parcel Number follows the following character structure: ##-###-####

- It can be easier to use the address. Enter the street number and/or street name. Do not add road, avenue, street after the name.
- If you do enter the Parcel number, make sure you follow the correct format as shown in red above the Parcel box.

Parcel (required)
* Parcel Number:
PLAT: ()
*Community: 0 Select •
Search Clear
Address (optional)
if unable to find full street name please enter first part with % sign and search. If parcel search gives incomplete street name, manually update the street name
Street No.:     Direction:     * Street Name:     Street Type:       43525    Select    Select    Select
Unit Type: Unit No.:
City: State: *Zip: Select

Search Clear

- If you enter the address or part of the address and click Search, the system will search for related addresses/parcel. Select the address you are submitting for and scroll down the list and click on Select.
- The Address and Parcel boxes will now be auto populated. You can either Save and resume later or Continue Application

	Ad	dresses										
	Show	ing 1-10 of 10									18	
		Address				City	State	Zip				
	0	43525 BAYFIELD TOWNSHIP, CLIN BAYFIELD DR CL	DR, 43525 BAYI NTON TOWNSH INTON TOWNSI	FIELD DR CLINT IIP MI 48038, 43 HIP, 43525 BAYF	ON 525 FIELD DR	CLINTON TOWNSHIP	мі	48038			I.	
'n	0	43525 DEVIN DR CLINTON TOWN TOWNSHIP, 4352	:, 43525 DEVIN I ISHIP MI 48038, 25 DEVIN DR	DR CLINTON TO , 43525 DEVIN E	ownship, or clinton	CLINTON TOWNSHIP	мі	48038	1		I.	
n num	0	43525 ELIZABET CLEMENS 48043 ELIZABETH RD N RD	H RD, 43525 ELI 5, MOUNT CLEM 10UNT CLEMEN	IZABETH RD MC 1ENS MI 48043, NS 48043, 43525	OUNT 43525 5 ELIZABETH	MOUNT CLEMENS	мі	48043			1	
ind cl ollow	0	43525 EUREKA D 48036, CLINTON CLINTON TOWN	JR, 43525 EURE I TOWNSHIP MI ISHIP 48036, 43	KA DR CLINTON I 48036, 43525 I 5525 EUREKA DF	N TOWNSHIP EUREKA DR R	CLINTON TOWNSHIP	мі	48036			I.	
	0	43525 PENDLET STERLING HEIGH 43525 PENDLET PENDLETON CIR	DN CIR, 16, 435 HTS 48313, STEF ON CIR STERLIN R	25 PENDLETON RLING HEIGHTS NG HEIGHTS 48	I CIR MI 48313, 313, 43525	STERLING HEIGHTS	мі	48313				
	_	_	_									
ddre	ess S	earch R	lesult L	list								
) STE HE	ERLING IGHTS,	HEIGHTS MI 4 43525 RYAN R	8314, 43525 D	RYAN RD STE	ERLING	STERLING	м	II 4	48314			
43: STE HE 43: TO SAI SAI	ERLING IGHTS, 525 SAN WNSHI NDPIPE NDPIPE	HEIGHTS MI 4 43525 RYAN R IDPIPER DR, 70 P 48036, CLIN R DR CLINTON R DR	8314, 43525 D DA, 43525 SAI TON TOWNS I TOWNSHIP	NDPIPER DR HIP MI 4803 48036, 4352	CLINTON 6, 43525	STERLING HEIGHTS CLINTON TOWNSHIP	м	u 4	48314 48036			
43: STE HEI SAI SAI SAI SAI SAI	ERLING IGHTS, IGHTS, 525 SAN WNSHI NDPIPE NDPIPE 525 VAN IGHTS, E STERL	HEIGHTS MI 4 43525 RYAN RI IDPIPER DR, 7( P 48036, CLIN R DR CLINTON R DR I DYKE AVE, 43 STERLING HEIGHTS,	314, 43525 SA D DA, 43525 SA TON TOWNS I TOWNSHIP S25 VAN DYF GHTS MI 483 43525 VAN D	NDPIPER DR NDPIPER DR HIP MI 4803 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE	CLINTON 6, 43525 5 LING IN DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м	ш 4 ш 4	48314 48036 48314			
	ERLING IGHTS, 525 SAN WNSHI NDPIPE NDPIPE 525 VAN IGHTS, E STERL	HEIGHTS MI 4 43525 RYAN RI IDPIPER DR, 70 P 48036, CLIN R DR CLINTON R DR LOYKE AVE, 43 STERLING HEIGHTS, ING HEIGHTS,	8314, 43525 D DA, 43525 SAI TON TOWNS I TOWNSHIP I 525 VAN DYF GHTS MI 483 43525 VAN I	NDPIPER DR HIP MI 4803 48036, 4352 KE AVE STERI (14, 43525 VA DYKE AVE	CLINTON 6, 43525 5 JNG IN DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м	u 4	48314 48036 48314			
43: SAP	ERLING ERLING IGHTS, 525 SAN WNSHI NDPIPE NDPIPE 525 VAN IGHTS, E STERL	HEIGHTS MI 4 43525 RYAN RI IDPIPER DR, 70 P 48036, CLINY R DR CLINYTON R DR I DYKE AVE, 43 STERLING HEIGHTS, ING HEIGHTS,	8314, 43525 D DA, 43525 SAI TON TOWNS I TOWNSHIP I525 VAN DYF GHTS MI 483 43525 VAN I	NDPIPER DR HIP MI 4803 48036, 4352 KE AVE STERL 14, 43525 VA DYKE AVE	ING ING ING INDYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м	и - и -	48314 48036 48314			
ASSOC	ERLING IGHTS, 525 SAN WNSHI NDPIPE NDPIPE 525 VAN IGHTS, E STERL CIATE	HEIGHTS MI 4 43525 RYAN RI IDPIPER DR, 7( P 48036, CLIN R DR CLINTON R DR I DYKE AVE, 43 STERLING HEIGHTS, <b>d Parcels</b>	3314, 43525 SA D DA, 43525 SA TON TOWNS I TOWNSHIP :525 VAN DYH GHTS MI 483 43525 VAN I	NDPIPER DR HIP MI 4803 48036, 4352 ke AVE STERI 14, 43525 VA DYKE AVE	CLINTON 6, 43525 5 .ING N DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	M	ш 4 ш 4	48314 48036 48314			
ASSOC	ERLING IGHTS, 525 SAN WNSHI NDPIPE NDPIPE 525 VAN IGHTS, E STERL CIATE	HIG: HIGHTS MI 4 HEIGHTS MI 4 43525 RYAN R IDPIPER DR, 7( 4 8036, CLIN R DR, R DR, CLINTON R DR I DYKE AVE, 43 STERLING HEIGHTS, d Parcels	Lot	NDPIPER DR NDPIPER DR HIP MI 4803 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE Block	CLINTON 6, 43525 15 LING IN DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	M	u 4	48314 48036 48314			
ASSOC Nowing : 11-	ERLING IGHTS, 525 SAN WNSHI NDPIPE S25 VAN IGHTS, E STERL CIATC 1-1 of 1 rcel Nur -03-303	HILG-HTSJEL HEIGHTSJEL 45525 RYAN R IDPIPER DR, 72 9 48036, CUINTON R DR CLINTON R DR IDYKE AVE, 43 5TRELING HEI ING HEIGHTS, d Parcels	DAL 43525 SAL DOAL 43525 SAL TON TOWNS I TOWNSHIP IS25 VAN DYH GHTS MI 483 43525 VAN I	NDPIPER DR NDPIPER DR HIIP MI 4803 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE Block	CLINTON 6, 43525 25 LING N DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м		48314 48036 48314			
43.3 STE HEI HEI SAI SAI ASSOC	S25 KN ERLING IGHTS, 525 SAN NDPIPE 525 VAN IGHTS, IGHTS, E STERL 1-1 of 1 rcel Nur 03-303	HILG-HTS MI 4 HEIGHTS MI 4 45525 RYAN R IDPIPER DR, 72 9 48036, CUINTON R DR CLINTON R DR CLINTON R DR IDYKE AVE, 43 STRELING HEIGHTS, d Parcels Imber -011	Lot	NDPIPER DR HIHP MI 4036, 4352 48036, 4352 KE AVE STERI 14, 4352 VA DYKE AVE	CLINTON 6, 43525 5 LING N DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м		48314 48036 48314			
ASSOC	S25 SAM IGHTS, S25 SAM WNSHI NDPIPE S25 VAN IGHTS, E STERL 1-1 of 1 rcel Nui 03-303	HILG-HT5 MI 4 43525 KYAN R IDPIPER DR, 72 44035, CLINTON R DR CLINTON R DR CLINTON R DR CLINTON R DR I DYKE AVE, 43 STERLING HER VISTOR HEIGHTS, d Parcels Imber -011 d Owner	A 43525 JU DA 43525 SAI TON TOWNSHIP S25 VAN DYH GHTS MI 483 43525 VAN I	KINA RD STE RYAN RD STE HIP MI 4003: 48036, 4352 KE AVE STERI 314, 43525 VA DYKE AVE	CLINTON 6, 43525 5 ING N DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м		48314 48036 48314			
438 438 TO SAI SAI 438 ASSOC ASSOC INVIGE 11- ASSOC	S25 SAN S25 SAN WNSHI NDPIPE NDPIPE S25 VAN GGHTS, GGHTS, Ciate 1-1 of 1 rcel Nui -03-303	HILG-HT5 MI 4 43525 KYAN R IDPIPER DR, 72 44035, CLINTON R DR CLINTON R DR CLINTON R DR DI YKE AVE, 43 STERLING HEIGHTS, d Parcels Imber -011 d Owner	8314, 43525 D D A, 43525 SAI TO NTOWNSHIP ISZS VAN DYN GHTS MI 483 43525 VAN I Lot	RIVAN RD STA NDPIPER DR HIP MI 48036, 4352 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE	CLINTON 6,43525 5 ING IN DYKE	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м		48314 48036 488314			
433 433 TO SAL ASSOC Nowing : Para Para 11- ASSOC Na	S25 SAN IGHTS, S25 SAN WNSHI NDPIPE S25 VAN S25 VAN S25 VAN GIGHTS, CI	HIELGHTS MI 4 43525 KYAN R IDPIPER DR, 72 44035, CLINTON R DR CLINTON R DR CLINTON R DR DI DYKE AVE, 43 STERLING HEIGHTS, d Parcels Innber -011	8314, 43525 D D A, 43525 SA TON TOWNSHIP I TOWNSHIP IS25 VAN DYN GHTS MI 483 43525 VAN I Lot	RIVAN RD STA NDPIPER DR HIP MI 4803 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE Block	CLINTON 6, 43525 55 ING N DYKE Subdivision	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	м		48314 48036 48314			
ASSOC	S25 SAN IGHTS, S25 SAN WNSHI NDPIPE S25 VAN GIGHTS, S25 SAN I-1 of 1 Ciate Number S25 SAN I-1 of 1 I-1	HIELGHTS MI 4 43525 KYAN R IDPIPER DR, 72 44035, CLINTON R DR CLINTON R DR CLINTON R DR DYNE AVE, 43 5TERLING HEIGHTS, d Parcels Imber -011	ASIA, 45525 ID DD, 43525 SI I TON TOWNS I TOWNSHIP IS25 VAN DYN GHTS MI 483 43525 VAN I	RIVAN RD STA NDPIPER DR HIIP MI 4803 48036, 4352 KE AVE STERI 14, 43525 VA DYKE AVE Block	Address	STERLING HEIGHTS CLINTON TOWNSHIP STERLING HEIGHTS	M		48036			

5. You are now on Step 2 of the application.

1 Location Information	2 Property Information	3 Contact Information	4 Review	5 Pay Fees	6
Step 2: Property Informatio	on>Property Informa	ation		* inc	licates a required field.
Property Information					
AUTHORIZATION INFORMATIO	N				
*Onsite Drinking Water Supply Sy	stem(s):	⊖ Yes ⊖ No			
*Onsite Sewage Disposal System	(s):	⊖ Yes ⊖ No			
* Property Use:		Select 🔻			
Save and resume later				Continue	Application »

- You will select the Authorization information
  - Specify if there is an Onsite Water Supply System and Onsite Sewage Disposal System. Many of the questions will appear dynamically as other questions are answered.
  - If you answer "Yes" to either system question, you will then be asked if this is for a postponement.
    - If you answer "Yes" that the application is for a postponement, you will need to answer what is the reason for the postponement: Vacant, winter weather or other.
    - If you answer "No" that the application is for a postponement, then you will need to specify what type of Authorization is being requested:
      - Evaluation- if you are hiring a private, registered evaluator to perform the inspection
      - Exemption- if, under the regulation, you are not required to have an evaluation performed
      - Request for Evaluation- if you want to contract the health department to perform the inspection. You are required to hire and schedule a septage hauler to be present at the time of the evaluation to pump the septic tank.
    - You will be asked if the building is occupied and since what date. If you answer that the building is not occupied, then you need to enter a date the building became vacant. If the building has had continuous occupancy, please select a date at least 3 months previous.
    - Property Use- select if the property is primarily residential, commercial or mixed used.

* Onsite Drinking Water Supply System(s):		● Yes ○ No	
Water Supply - Evaluation Postponement: *		🔿 Yes 💿 No	
Water Supply - Authorization Type: *	?	Evaluation	•
*Onsite Sewage Disposal System(s):		● Yes ○ No	
* Sewage Disposal - Evaluation Postponement:		🔿 Yes 💿 No	
Sewage Disposal - Authorization Type: *	?	Evaluation	•
* Property Use:		Residential	•
Occupied: *		● Yes ○ No	
Number of Bedrooms: *			
Uninterrupted Occupancy Since. If you do not have exact date (3+ months of occupancy), please enter approximate date: *		MM/DD/YYYY	

- Once all the questions are answered you can either Save and resume later or Continue Application
- 6. Step 3- Contact Information
  - Landowner- the property owner's information needs to be entered here, including an email address. The email address is important for signing documents. If they do not have an email address, enter an email address of someone who can assist them with signing the documents (such as a relative). If obtaining an email is not possible, then the Occupancy Statement that will be generated later will need to be signed on a paper copy and will need to be uploaded to Accela.
  - If Evaluation was selected for Authorization Type, then an evaluator(s) needs to be selected. If you are filling this out for the owner you can select yourself for the evaluation type(s) you have been hired to conduct. If there is a second evaluator, you can select them for the system they will be inspecting.
    - If an owner fills out the application and they select you for the evaluation, you will see an automatic email with the PTA record number so that you will be able to enter the evaluation. They should already have hired you prior to filling out the application. If they are applying for a postponement then an evaluator does not need to be selected.

Evaluator(s)									
REQUIRED - if you selected "Evaluation" o If you selected Postponement, you are NC You will be required to provide evaluator ii	REQUIRED - if you selected "Evaluation" option. If you selected Postponement, you are NOT required to provide Evaluator's Information at this time. You will be required to provide evaluator information BEFORE postponed evaluation takes place.								
NOTE! You must contact evaluator PRIOR	to selecting them on this app	plication.							
To add evaluator, click the Lookup button	and search by any available fie	eld.							
If you are the evaluator, click the Select fro	om Account.								
Select from Account									
Showing 0-0 of 0									
Contractor Number	Contractor Type	Contact Name	Business Name	Action					
No records found.									



- Additional Contacts- here you can add anyone else who might be associated with the sale of this property. This can include real estate agents, family members (son/daughter assisting parent), buyer, etc. Documents will not be automatically sent to these contacts, but if they call us and their email is already in the record, we can email the specific document(s) that they need.
- You can either Save and resume later or Continue Application
- 7. Step 4- Review
  - Review that the information provided is accurate.
  - Read the certification statement and check the box that you agree to it.
  - You may then **Continue Application** and the application will be submitted.

Create an Application	Search Applications						
Property Transfer Authorization							
1 Location Information	2 Property Information	3 Contact Information	4 Review	5 Record Submittal			
Your application has Please print your rea	s been successfully sub cord and retain a copy f	mitted. for your records.					
Thank you for using our online services. Your Record Number is PTA2023-19146. You will need this number to check the status of your application, check inspections details, view/download permits, inspection reports, upload documents, pay fees etc							
View Record Details »	1						

- Applicant will receive application submittal email with the PTA record number.
- Owner will receive disclosure of occupancy letter to sign.

\*\*\* If you select request for evaluation by the health department, you will see the Payment section after review. You can complete payment by using credit card or defer payment (pay with check or cash later).

Occupancy statement

- An email with the Occupancy will sent for signature when the PTA application is submitted. It will go to the email address listed for the owner. Once they electronically sign the statement, it will automatically be sent back to Accela.
- When Accela receives the document back, it will automatically send an email back to the owner that the document is completed. There will be a link in this email to DocuSign where the owner can download the signed copy for their records. It will also be available in Accela.
- The evaluators should receive an email (if they selected by the applicant to perform evaluations) when the Property Transfer Authorization (PTA) application is submitted.

PTA2023-19146: Evaluation Required (External) > Inbox ×		ę	\$ C	1
noreply@macomb.org <u>via</u> sendgrid.net to me ▼	8:04 PM (18 minutes ago)	☆ ←	۰ i	
Dear Evaluator, Our records indicate that you have been retained to perform a property transfe go to <u>Citizen Access</u> and submit the required evaluation(s) or contact this office if If you have any questions or concerns, please contact us at (586) 469-5236 or er Thank you Environmental Health Services Division	er evaluation(s) on <b>PTA2023-</b> this information is not correct nail <u>environmental.health@m</u>	<b>19146</b> . I t. <u>acombg</u>	<sup>&gt;</sup> lease ov.org	e
I will take care of it. Thank you, I will do that. Yes, everything is correct.	)			
← Reply → Forward				

# **SUBMITTING AN EVALUATION**

NOTE: You will need the PTA record number to enter an evaluation.

- 1. On the Accela main screen select Create An Application under the Environmental Health tab. Continue the application.
- 2. Under Select A Contractor you can select None Applicable and then Continue Application.
- 3. On the next screen select Property Transfer Evaluation and the Continue Application.

#### regulation.

- Septic Permit: Select this record if applying for a soil evaluation on a vacant property, a septic permit for new construction, or a repair/replacement septic permit for an existing home/business
- Water Test: Select this record if applying for a (WELL ONLY) water test on your home/business (not for water tests paid for as part of a permit).
- Well Permit: Select this record if applying for a new well permit or an existing well repair/replacement permit (residential and commercial)



- O Water Test
- **Well Permit**



Continue Application »

- 4. Step 1- Authorization Information
  - Enter the PTA number (PTA2023-XXXXX) and Continue Application
- 5. The property information is on the following page. Verify that the information is correct for the evaluation you are submitting. You will not be able to change anything. Contact the Health Department if something is not correct. Then click on **Continue Application**.
- 6. Evaluator- You should already be selected to do this. If you are doing both septic and well and only selected for one, you can add yourself here. You can also add yourself if you are doing an evaluation after a postponement.
- 7. Step 2- Evaluation Information
  - Enter the number of systems you are evaluating. If there are any additional non-drinking wells, including abandoned wells, enter the number of Other Wells and a brief description of the wells, such as irrigation well in use, well not in use, abandoned well, etc.
  - You can either Save and resume later or Continue Application

Evaluation Information	
EVALUATION INFORMATION	
Number of Septic Tanks: *	1
Number of Drainfields (in use): *	1
Number of Pump Systems: *	0
Number of structures being served: *	1
Number of Drinking Water Wells : *	0 1
*Number of Other Wells:	0
Other Wells - Description: *	Irrigation well in use.
	spell check
Is municipal sewer available : *	● Yes ◯ No
Is a municipal water supply available : *	Ver O No

- 8. Well Evaluation
  - Enter the evaluation information. Some questions will dynamically appear as you answer other questions.
  - For isolation distances, select the number of rows you want to add. You can also select one at a time.
  - If the well termination is not found, put it in the notes.
  - You can either Save and resume later or Continue Application

Step 2: Evaluation Information > Well Evaluation							
Well Evaluation							
WELL EVALUATION							
*Evaluation Date:	06/25/2023						
* System Location:	West side of house- front yard						
	spell check						
• Is record of installation available:	● Yes ○ No						
Year of Installation:	1992						
Permit Number:	1236						
*Repair permit(s) issued:	🔿 Yes 💿 No						
• Well Log Available:	● Yes ○ No						

- 9. Septic Tank Evaluation
  - Enter all required fields
  - For isolation distances, if there are additional wells, such as irrigation, you can select well and then add irrigation under Description. You can also add abandoned wells here.

Septic Tank Evaluation		
SEPTIC TANK EVALUATION		
*Evaluation Date:	06/21/2023	1
*Record of Installation:	● Yes ◯ No	
System Location:	Performed	
Year of Installation:	Backyaru	
Permit Number:	N/A	
*Repair permit(s) issued:		
	· 163 () 110	
Repair Permit Number:	1999	
Repair Date:	MM/DD/YYYY	
Repair Description:		

### 10. Drainfield Evaluation

• Continue entering the evaluation

1 Authorization Information	2 Evaluation Information	3 Attachments	4 Review	5 Pay Fees	6
Step 2 : Evaluation In	nformation > Drainfield Evalu	ation		* in	dicates a required field.
Drainfield Evaluat	tion				
DRAINFIELD EVALUAT	TION				
*Evaluation Date:		06/21/2023			
*Location:		Backyard			
*Landscaping or Structu	ıres Over Field:	🔿 Yes 💿 No			
*Adequate Size:		● Yes ○ No			
*Effluent In Trench:		● Yes 〇 No			
* Effluent At Or Above Ti	le Invert:	● Yes ○ No			
*Effluent On Ground Su	rface:				

- 11. Plumbing Evaluation
  - Enter the plumbing information
- 12. Step 3- Attachments
  - Upload water test results, pictures and drawing with location of septic system and wells, structure, sources of possible contamination, 4 bore holes, etc. and side view of each bore hole.
  - Pictures must all be submitted. We have tested iPhones and it appears that the pictures will upload to Accela and we can open them.

#### Step 3: Attachments > Attachments

\* indicates a required field.

Attachment						
The maximum file si	ize allowed is 100 MB.					
Name	Туре	Size	Latest Update	Document Status	Action	
No records four	nd.					
		1		5-3-11 MAN	1-2-C.	
Add						
Save and resume	later					Continue Application »

The					^	
lize	e maximum nile size allowe	ed is 100 MB.				
	Continue	Add			u	
					•	
	File Upload					<pre>x</pre>
Size	File Upload	llowed is 100	MB.		, ,	<
Size	File Upload The maximum file size a	llowed is <b>100</b>	MB.		>	• • • • • • • • • • • • • • • • • • •
Size	File Upload The maximum file size a Drawing from report ex	llowed is <b>100</b>	MB. 10	0%	>	
Size	File Upload The maximum file size a Drawing from report ex Lab report example pdf	llowed is <b>100</b> ample.pdf	MB. 10	0%	>	
Size	File Upload The maximum file size a Drawing from report ex Lab report example pdf	llowed is <b>100</b> ample.pdf	MB. 10	0%	X	
Size	File Upload The maximum file size a Drawing from report ex Lab report example pdf	llowed is 100 ample.pdf	МВ. 10 10	0%	X	
Size	File Upload The maximum file size a Drawing from report ex Lab report example.pdf	llowed is 100 ample.pdf	MB. 10	0%	>	
Size	File Upload The maximum file size a Drawing from report ex Lab report example.pdf	llowed is 100 ample.pdf	MB. 10	0%	٢	
Siz	File Upload The maximum file size a Drawing from report ex Lab report example pdf	llowed is 100 ample.pdf	МВ. 10 10	0%	2	

13. Select the type of document for each file uploaded. You can add a description, such as "pic of tank after pumping"

Name	Туре	Size	Latest Update	Document Status	Action	
No records found.						
		1		So of the last	Infaction	
• Type: PTA_Site Drawing	File: Drawin	ng from report example.pdf 100%	Description:		•	Remove
			spell check			
* Type: PTA_Water Quality An	File: Lab report	port example.pdf 100%	Description:		*	Remove
Save Ac	dd Remove	All	spell check			
Save and resume lat	ter					Continue Application »

- 14. Make sure file(s) have been 100% uploaded before proceeding. Click Save.
  - You can either Save and resume later or Continue Application
- 15. Step 4- Review
  - Verify that the information you entered is correct. You can make changes at this point but not once the report has been submitted.

AGUIC	Туре	Size	Latest Update	Document Status	Action	
Drawing from report example.pdf	PTA_Site Drawing	595.04 KB	06/26/2023	Uploaded	Actions 🔻	
ab report example.pdf	PTA_Water Quality Analytical Report	60.46 KB	06/26/2023	Uploaded	Actions 🔻	
	1			0 U.S. TT	HRR.	mull
true, complete, ai made in accordar County, Michigan knowingly supply.	nd correct and that r nce with Regulations n. I will supply addition ing false information	to material inform Governing On-Si onal information re or omitting inforr	ation has been omitted te Sewage Disposal and quested by the Macom nation is a violation of t	I understand that this On-site Water Supply D County Health Depa the regulations and ma	application and all subsequent evaluat System Evaluation and Maintenance i Itment to the best of my abilities. I und result in penalties as outlined in Articl	ions are n Macomb erstand that le XVII. By
true, complete, ai made in accordar County, Michigan knowingly supply checking the box	nd correct and that r nce with Regulations I. I will supply additioning false information below, I understand	o material informa Governing On-Si- onal information re- or omitting inforr and agree that I a	ation has been omitted te Sewage Disposal and quested by the Macom nation is a violation of t m electronically signing	I understand that this d On-site Water Supply ab County Health Depa the regulations and ma g and filing this applica	application and all subsequent evaluat System Evaluation and Maintenance i tment to the best of my abilities. I und result in penalties as outlined in Articl ion.	ions are n Macomb erstand that le XVII. By
true, complete, ai made in accordar County, Michigan knowingly supply checking the box By checking this box, i	nd correct and that r nce with Regulations I. I will supply additic ing false information below, I understand	to material inform. Governing On-Si pnal information re or omitting inforr and agree that I a ation.	ation has been omitted te Sewage Disposal and quested by the Macom nation is a violation of t m electronically signing	. I understand that this I On-site Water Supply bb County Health Depa the regulations and ma g and filing this applica	application and all subsequent evaluat System Evaluation and Maintenance i trment to the best of my abilities. I und result in penalties as outlined in Articl ion.	ions are n Macomb erstand that le XVII. By

16. Select Pay now or Pay in person.

- If paying online, enter your credit card information. You can only pay by credit card online. You will **not** be charged a fee to use a credit card.
- If you select to pay in person, you may come to our office or still use the drop box. You must specify which evaluations you are paying for by supplying both the PTA Record number(s) and the address(es).

Property Transfer Evaluation				
1 2 Evaluation Information	3 Attachments	4 Review	5 Pay Fees	6 Record Submittal
Step 5: Pay Fees				
The available payment metho •Credit Card	ods is:			
				<ul> <li>indicates a required field.</li> </ul>
Payment Options				
Pay with Credit Card				
*Card Type: *Card Numbe	r: * Security Code:	?		
MasterCard • 4111111111	1111 123			
*Name on Card: * Exp.	Date:			
Lioness 01	2027			
Credit Card Holder Inform	nation:			

17. Record is submitted after paying or selecting pay in person:

Property Transfer Evaluation							
1 2 Evaluation Information	3 Attachments	4 Review	5 Pay Fees	6 Record Submittal			
Step 6 : Record Submittal							
Your application ha Please print your re	as been successfully submitte accord and retain a copy for y	ed. our records.					
Your Record Number is EVL2023-19 Your will need this number to check th Print/View Receipt	146. e status of your application, check i	nspections details, view/download p	ermits, inspection reports, upload docum	ienis, pay fees etc			

After submittal:

- 1. Staff will review the report. If it is accepted, you will receive an email to sign the report through DocuSign. Once the report is signed, the staff review is completed. Please sign the report as soon as you can so we can close staff review and start the Authorized/Not Authorized process and get the letter out to the property owner. We will continue moving through the authorization process.
  - If the system passes, an authorization letter will be generated and uploaded to Accela. The owner will receive an email that the document/letter is ready to download.
  - If the system fails, a failure/not authorized letter will be generated and uploaded to Accela. The owner will receive an email that the document/letter is ready to download.
  - Conditions (Deficiencies/corrections) will also show up in the Accela Citizen Access portal.

• Documents for repairs/corrections of failures can be uploaded to Accela. You can upload receipts and pictures for corrections. Please include a description of what you are uploading.

Record PTA2023-12	Record PTA2023-12650:							
Property	<b>Property Transfer Authorization</b>							
Record Status: Evalu	Record Status: Evaluations Submitted							
Record Info 🔻	Payments 🔻							
Record Details								
Processing Status	;							
Attachments								
Inspections	P MI 48062							
Property Record Status: Evalu	Transfer A	Authorization						
Record Info 🔻	Payments 🔻	Conditions 1						
A notice was ad	ded to this record on 0	7/13/2023.						
Condition: Sep	tic not evaluated Seve	arity: Notice	View Condition					

2. For evaluation submittal after a postponement, you will need the PTA record number for the postponement. The new owner should have that number on the postponement authorization. Please contact this department if you are not provided with this number.

Note: you can track everything from the PTA record. After submitting the evaluation the EVL record will not be updated.

Total Conditions: 1 (Notice: 1, Met: 1)