



Applicant Name:		Permit Processing No.:		
Circle Yes or No or N/A (Not Applicable) for each item to verify that the necessary information has been submitted.				
Section 1: For All Liquid Waste Permit Applications		Applicant Verification		
1	Application is filled out completely with minimal cross-outs and no whiteout, no blanks	Yes	N/A	No
2	Detailed site plan is attached and includes all requirements and meets all setbacks (and Liquid Waste Site Plan Submittal Checklist is attached)	Yes	N/A	No
3	Warranty deed, tax bill or other form of ownership verification is attached (requires county clerk stamp)	Yes	N/A	No
4	Copy of plat or recorded survey is attached (requires county clerk stamp) (if these documents are not available other documents showing property size and easements must be provided)	Yes	N/A	No
5	Floor plan for all dwellings or structures is attached (All rooms are clearly labeled, identifying bedrooms and rooms that might reasonably be used as bedrooms)	Yes	N/A	No
Section 2: For Liquid Waste Permit Applications Proposing Advanced Treatment		Applicant Verification		
1	A fully labeled treatment and disposal system diagram is attached. The location and diagram of the sampling port is clearly shown. Disinfection unit is showing (If applicable)	Yes	N/A	No
2	The system being proposed is on the "Advanced Wastewater Treatment Systems Approved by NMED" list	Yes	N/A	No
3	A detailed design statement is attached which includes all of the following: Explains why an ATU is required on this site discussion of site conditions & operational details	Yes	N/A	No
4	A maintenance contract for the duration of the permit with a factory certified MSP (signed by both homeowner and MSP) is attached	Yes	N/A	No
5	If Voluntary System, Disclosure Statement is included (disclosure statement- indicates ATS is not required maintenance contract for duration of the permit signed by homeowner)	Yes	N/A	No
6	A sampling contract for the duration of the permit with an approved sampling provider (signed by both the homeowner and sampling provider) is attached	Yes	N/A	No
Section 3: For Liquid Waste Permit Applications Proposing Alternative Disposal		Applicant Verification		
1	A detailed design statement is attached: Explains why an ADS is required on this site; it meets a proven design criteria statement of site conditions & operational details	Yes	N/A	No
2	A disposal system diagram & design specification including manufacturer's specifications (or proven design specs) are attached	Yes	N/A	No
3	Detailed site drawings showing plan, profile and cross-section views are attached	Yes	N/A	No
4	Detailed design calculation sheets or worksheets are attached	Yes	N/A	No
5	Pump specifications and sizing information are attached	Yes	N/A	No
Remarks: (deficiencies, items corrected, how applicant was notified of an incomplete application)				
NMED USE ONLY				
Reviewer Name:		Date Submitted:	Date Reviewed:	Date Incomplete:
				Date Complete: