

**Instructions for Completing the
On-Site Sewage Disposal System Inspection Form
Long Lake Township TOT Inspection Program**

1. Use the digital version found on the Long Lake Township website under the TOT Program heading under the Planning Commission tab (www.longlaketownship.com). **IMPORTANT:** Right-click the Inspection Form and Worksheet and choose “save target” or “open in new window” in order to fill out the form on your computer. We recommend that you save a copy of the completed form on your computer in the event that it needs to be amended in the future.
2. The document is a fillable Adobe Acrobat file. Tab to each blank and fill in with the requested information, use a pull-down menu, or click a checkbox as appropriate. The form should be completed by the inspector if an inspection is required. If no inspection is required, the owner (seller) must complete and sign the first page of the form. *Inspector: you may find it handy to take a hard copy of the form into the field with you for note taking, but you must complete the form in the computer version.*
3. The report and all accompanying information must be emailed to Long Lake Township within 5 business days of completion. Email to the following address:

planner@longlaketownship.com

4. The following individuals must receive a copy of the report:
 - Forward one copy to the Buyer
 - Forward one copy to the Property Owner (the Seller)
 - If an inspection is completed retain one copy for the Inspector’s records
 - If required by Section 4 of the inspection form (conclusion 3 or 4), forward one copy to the Grand Traverse Health Department at the following address:

Grand Traverse County Health Department
Environmental Health Division
2650 LaFranier Road
Traverse City, MI 49686

Inspectors, also be sure to:

- Inform the Township if your contact information changes
- Sign the form and include your registration number (if you are not registered with the Township, or if your registration is pending, you may not perform an inspection for compliance with the Township’s TOT inspection program)
- Fully complete the form in its digital format using Adobe Acrobat
- Attach a scaled drawing indicating the location of the system and isolation distances
- Attach additional sheets if necessary
- All forms and information may be downloaded on the Long Lake Township website under the TOT Program tab at www.longlaketownship.com
- If you have additional questions, please call Leslie Sickterman at Long Lake Township 231.946.2249