

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 on the home page (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. You must complete the form in Microsoft Word. 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 in Microsoft Word.*
3. Print one original copy and sign. Note that both the property owner (bottom of page 1) and the inspector (bottom of page 4 when an inspection is required) must sign the form. The original copy must be mailed to Long Lake Township within 5 business days of completion. Mail original signed form to the following address:

Long Lake Township
ATTENTION: TOT Program
8870 North Long Lake Road
Traverse City, MI 49684

4. Prior to mailing in Step 3, make the following copies of the signed form:
 - 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 Microsoft Word
- 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 231.946.5874