



REGISTRATION FORM SEPTIC PUMP-OUT PROGRAM

- **Registration** is required for all septic systems within 500ft of Smith Mountain Lake. Please complete this form in its entirety. This is a one-time registration.
- A **\$35 Registration Fee** is required. Make check payable to **Franklin County Treasurer** and mail this completed form with your check to the address below.
- If you believe your septic system is more than 500ft from Smith Mountain Lake, please submit one of the approved forms of documentation listed on page 2. Supporting documentation must show the location of the septic tank on the property.
- Note your **most recent pump out** or inspection date in the space below. Include a receipt verifying this date. If it has been more than 5 years, you must have your septic tank pumped out or inspected. Newly constructed homes should be pumped out 5 years after receiving the Certificate of Occupancy.

Please complete this information:

Tax Map #	_____	Date of Construction	_____
Property Owner	_____		
Property	_____		
Address City	_____	State	_____
Zip	_____	Daytime Telephone	_____
Owner Mailing Address (If different) _____			
City/State/Zip _____			

Please draw a diagram of the property including the relative location of your septic tank and drain field below. Please see examples on page 2. Note the distance in feet between the bank of the lake and the closest portion of your system. Surveys showing septic locations are also acceptable to submit.

Most recent pump out/inspection date: _____

You must enclose a receipt or invoice from the service provider (or canceled check) that will confirm the date of this service. _____

Planning and Community Development
Attn: Septic Pump Out Program
1255 Franklin Street, Suite 103
Rocky Mount, Va. 24151
(540) 483-3027

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Supporting Documentation

If you believe that your septic is outside the designated zone, include one of the below documents or other form of documentation that verifies that your septic system is not in the 500ft designated zone. Include this with the Registration Form.

1. Copy of a land survey performed by a licensed professional surveyor or engineering firm marking the location of your septic.
2. Copy of the Health Department records confirming the location of the septic system.
3. Letter from a certified sewage handler that shows the location of your septic system and its exact distance from the lake.
4. View your parcel using the county's GIS comprehensive parcel viewer: <https://gis.franklincountyva.gov/compviewer/index.html> (this can also be found on the county GIS web page). You may take a screenshot of your parcel, and indicate where your septic tank is located on the property.

You can view what properties are within 500 feet of Smith Mountain Lake by selecting the "SML 500 Ft Septic Buffer" layer under the Planning & Zoning (Layer Group).

Example Diagrams

