

## Applicant Sketch – Create and Upload Well/Septic Site Plan

A site plan/applicant sketch is required to submit water and onsite sewage septic disposal system permit applications.

1. Launch the Environmental Health Citizen Portal online services application at <https://aca-prod.accela.com/OAKLANDCO> in Google Chrome browser. Please allow pop-ups for this site.
2. After starting a new application, at “Step 4: Attachments” a site plan is required.  
**Do you have a site plan?** (applicant sketches are required)
  - a. **Yes, you have an existing site plan?** Add (upload) your existing site plan file and select “Applicant Sketch” from Document Type. Follow the instruction within the application and skip the rest of this document.
  - b. **No site plan?**  
Create a map from our online GIS application. Continue to follow the instructions in this document (or the directions located on the map in the i icon).
3. To create the sketch, click on the “here” link within the application on Step 4.

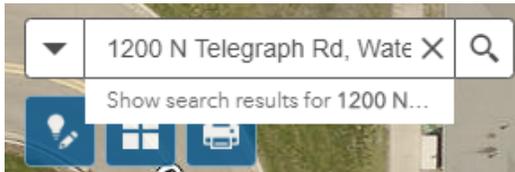


### **Step 4: Attachments > Attachments**

The Oakland County Health Division requires a scaled drawing/plot plan in order to process applications. Please click on the link below to reach the map to locate proposed and existing features.

Click [here](#) and select the information icon on the map for "How To" directions to create a sketch (the map information icon was saved.)

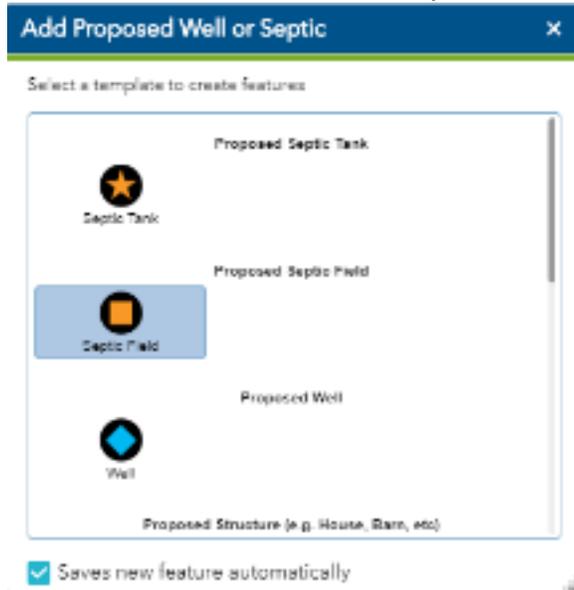
4. Enter Parcel ID or address in the search window of the map.



5. Zoom and pan with your mouse to locate your property.  
-Double click on map to zoom or use + or – icons.
6. Add any known existing and proposed well and septic features.
  - a. Click on the “Add Proposed Well or Septic” icon.



- b. Select the desired featured feature you would like to add to your map.



- c. Click on the map at the location(s) of the proposed or existing feature(s).



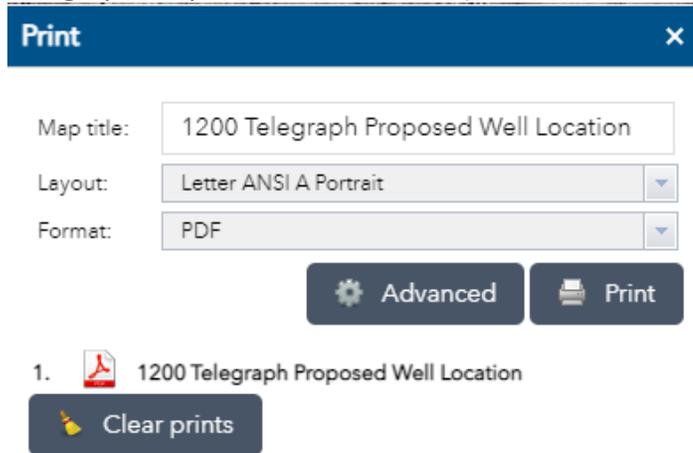
8. Print your map to PDF.

- a. Click on the print widget.



- b. Enter a map title (e.g. "Smith Property Proposed Well Location").  
c. Choose your layout (or leave default).  
d. Leave the default format at PDF.  
e. Click "Print".

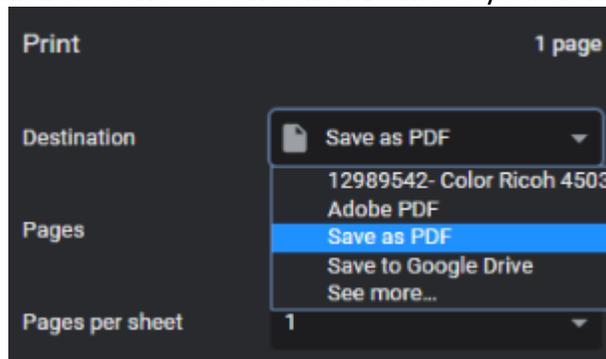
- f. Click on the file shown in the Print window. (in this example, the file is “1200 Telegraph Proposed Well Location”)



9. Your PDF will open in a new tab. Then click on the “Print” icon in upper right corner.



10. Choose “Save as PDF” in the Destination window.  
-Enter an appropriate file name (e.g. 1200 Telegraph Map).  
-Click on “Save” to save the PDF file to your device.



11. Go back to the online application to attach the saved pdf file. Click on “Add” button.



- Click on the “Add” button from the File Upload window.
  - Find the map file you just saved and double click on file to add to File Upload window.
  - Click on “Continue” button.

**File Upload** ×

The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n  
are disallowed file types to upload.

1200 N Telegraph Map.pdf	100%
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**Continue** **Add** **Remove All** Cancel

- Click on “Applicant Sketch” under the Type field.
  - Enter Description or notes.
  - Click on “Save” button.
  - Click on “Continue” button.

\* **Type:** Applicant Sketch File: 1200 N Telegraph Map.pdf  
100%

\* **Description:**  
1200 N Telegraph, Pontiac, site plan for proposed well.

[spell check](#)

**Save** **Add** **Remove All**

**Continue Application »**

- Click on “Continue” and pay assessed fees to complete applications.