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## DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063 • [www.co.pine.mn.us](http://www.co.pine.mn.us)  
(320) 216-4220 • (800) 450-7463 Ext 4220 • Fax (320) 591-1640

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### SEPTIC SYSTEM COMPLIANCE INSPECTION CHECKLIST AND INFORMATION

Pine County Subsurface Sewage Treatment Systems Ordinance requires septic system compliance certification at the point of sale/property transfers or permit issuance. (Ref. Subsurface Sewage Treatment Systems Ordinance Sect. 8.01.04). State sewer code requires a new certificate of compliance if the prior certificate is 3+ years old for existing systems or 5+ years old for newly installed systems. To request a certificate of compliance, please obtain an application from the Department and/or Department website and proceed with the following:

1. Prepare a detailed site plan of the property. The site plan must include well locations, property lines, structures, roads, river/lake, and a complete sketch of all known septic system components (tanks, underground lines, drainfield). Identify all known distances and measurements in a manner similar to the plan on the reverse. In small lots and densely developed areas, accurate reference to adjacent property buildings and wells is important.
2. Provide the original septic system installation, permit, and design documentation. If no such information is available, provide any known information concerning the system (i.e., # of tanks, type of tanks, year built, etc).
3. Note the last time the system was pumped/maintained and any instances of sewer backup, soft ground, or standing water on or around the septic system.
4. Place stakes/flags or other markings in the yard to identify the location of the septic tank(s), tank covers, manholes, drainfield, etc. If the tanks are covered or digging will be necessary to locate, contact Gopher State One Call (800-252-1166) to locate all utility lines buried on the property BEFORE any inspections or digging. (Their website is <http://www.gopherstateonecall.org>)
5. Direct the licensed sewer pumper identified on your application to contact the Department and establish an inspection day/time (*for a listing of licensed pumpers please refer to the Department website*). A minimum 24 hour advance notice is required to schedule an inspection with the Department.
6. Department staff will make every effort to complete certification inspections in a timely manner. Weather conditions and circumstances beyond our control may delay compliance inspection work, especially soils confirmations. Please submit your request and schedule all compliance inspection activities well in advance of property transfers, sales, other permits, or closings.
7. Certificates of compliance cannot be issued during the winter season. Property transfers or other compliance triggers will require escrow agreement during these times. Please go to the Department website or contact the Department at 320-216-4220 for "Agreement to Upgrade a Nonconforming Septic System".

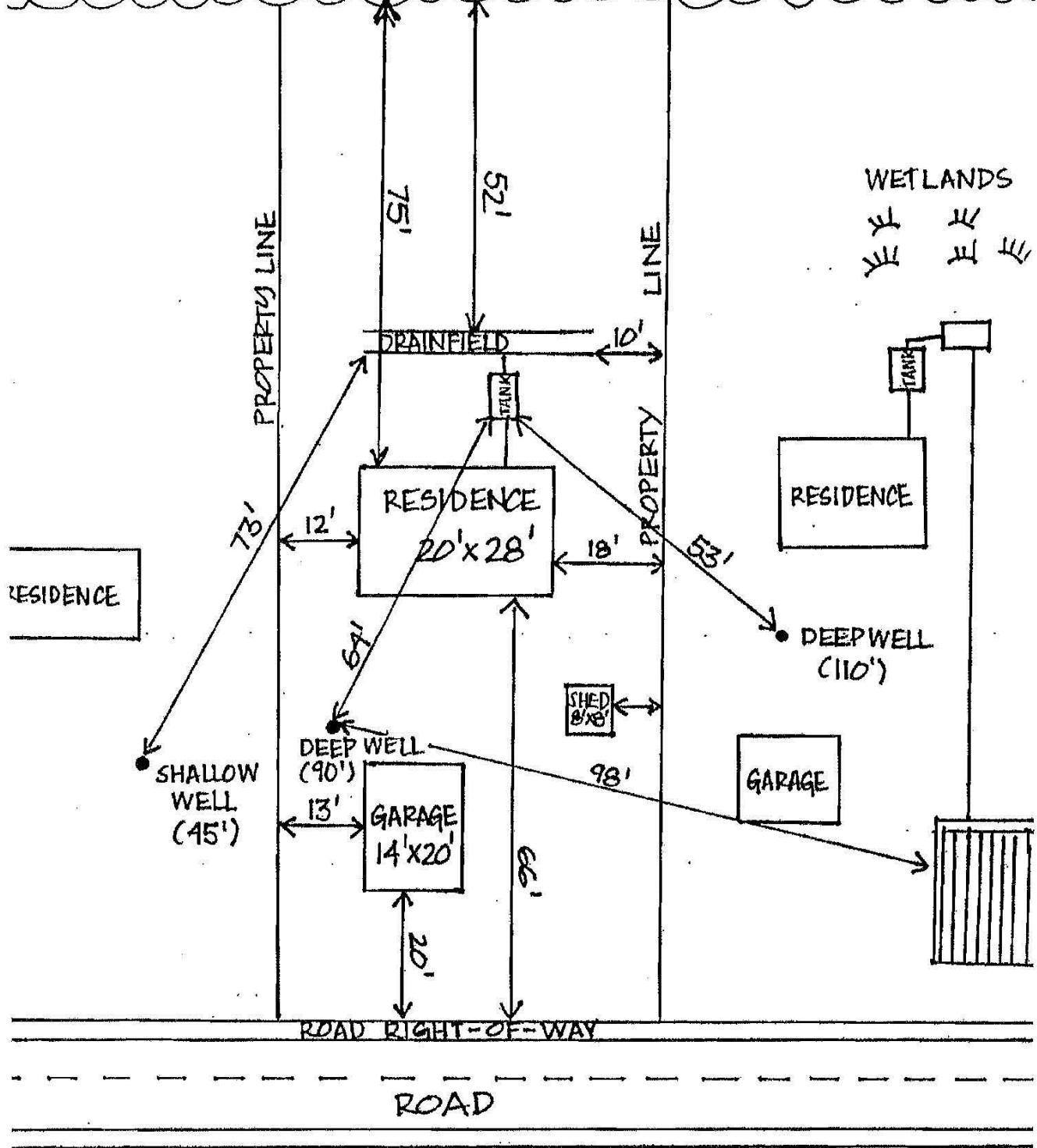
#### WHAT IF MY SYSTEM FAILS THE COMPLIANCE INSPECTION?

If the system fails inspection:

1. Repair or replacement work will be required.
2. Inspectors will work with owners in explaining repair activities necessary to repair the system. Some of the basic repair/replacement components may include pumps, alarms, water meters, manhole risers, etc.
3. If the system fails due to soil conditions and/or tank malfunction/fracture, substantial work or complete replacement may be required.
4. County staff will make every effort to "pass" your septic system within the rules and regulations of the State of Minnesota Sewer Code.
5. County staff cannot design or plan your septic system repair or replacement plan. Please contact the Department at 320-216-4220 or [www.co.pine.mn.us](http://www.co.pine.mn.us) for a listing of State licensed septic system designers and installers.

# SAMPLE SITE PLAN

LAKE, RIVER, RESERVOIR, STREAM OR PROPERTY LINE



SCALE 1" = 20'

LOT = 55' x 160'



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**APPLICATION FOR CERTIFICATE OF SANITARY SYSTEM COMPLIANCE**

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property ID No (from tax statement): \_\_\_\_\_ Reason for Inspection: \_\_\_\_\_

Septic Installation Date and Information: \_\_\_\_\_

A septic pumper must meet the inspector onsite at the time of inspection. The pumper is chosen by the property owner and paid for separate of the inspection. Please notify the septic pumper of your inspection with our office and we will coordinate with them.

SEPTIC PUMPER TO BE USED: \_\_\_\_\_

Agent Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**RESULTS OF INSPECTION TO BE SENT TO:**

Owner \_\_\_\_\_ Agent \_\_\_\_\_ (Check one)

**THE FEE IS \$150.00 AND IT MUST ACCOMPANY THE APPLICATION. CHECKS SHOULD BE MADE PAYABLE TO PINE COUNTY ZONING. (PLEASE ALLOW A MINIMUM OF TEN (10) DAYS FOR RESULTS.**

(OVER)

# Site Plan

Please indicate below or on a separate sheet the following required information:

- |                                   |   |
|-----------------------------------|---|
| 1. Well(s) and depth(s)(if known) | 5. River or lake  |
| 2. Property lines                 | 6. Septic system components (tanks, underground lines, drainfield)  |
| 3. Structures                     | 7. In small lots and densely developed areas, accurate reference to adjacent property buildings and wells is important. |
| 4. Roads                          |   |

### SITE PLAN TO SCALE



Applicant agrees that plot plans, sketches, specifications, documents and designs submitted herewith shall become a part of the permit and are a matter of public record. The undersigned acknowledges the above information and hereby permits Pine County Officials to enter upon the subject property during normal business hours for the purpose of such tests and inspections as may be appropriate for County Officials to process this permit application.

\_\_\_\_\_  
**Signature of Property Owner or Agent**                      **Date**