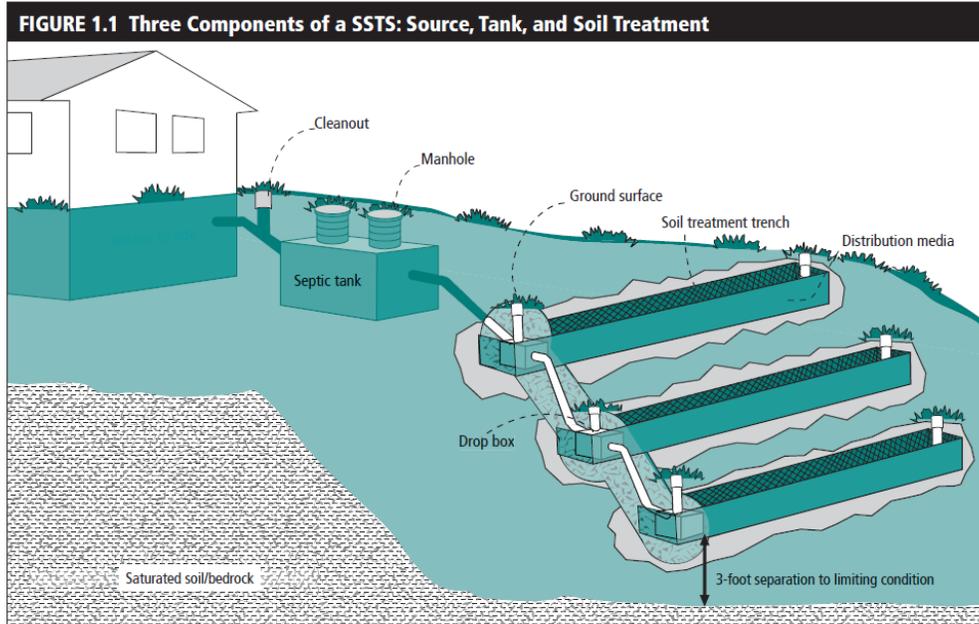


INSTALLING, REPLACING, OR REPAIRING A SEPTIC SYSTEM INFORMATION AND APPLICATION SHEET

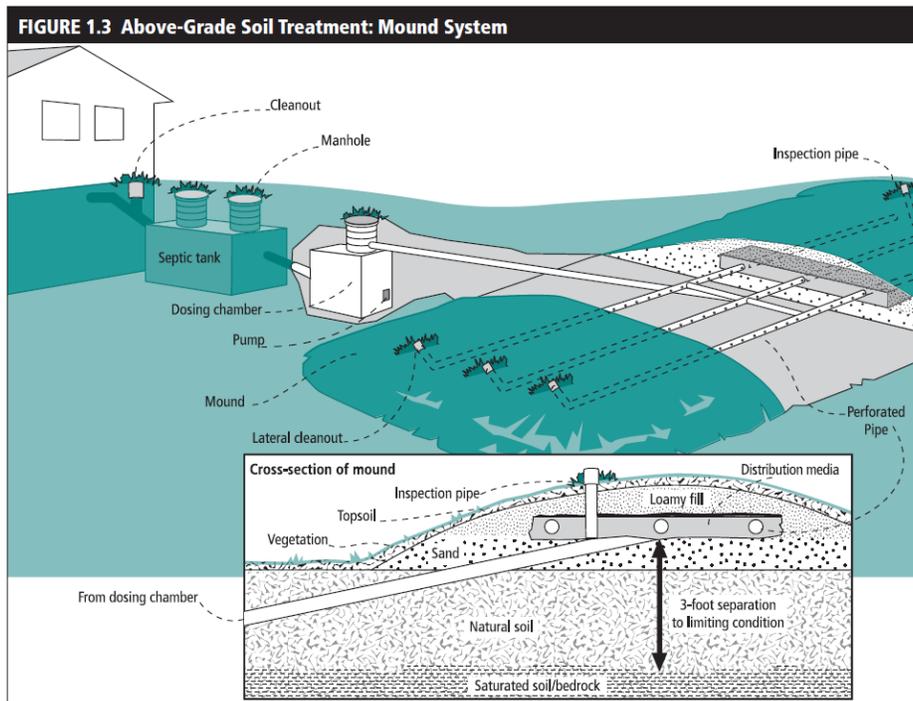


What is a Septic System ?

- Septic systems are also referred to as Onsite Systems, Individual Sewage Treatment Systems (ISTS) or Subsurface Sewage Treatment Systems (SSTS)
- What does a septic system look like?



Typical Septic System with Trench Drainfield
(Image courtesy UofM OSTP)



Typical Septic System with Mound Drainfield
(Image courtesy UofM OSTP)

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What is Required to Install a Septic System

- The design and installation of septic systems is governed by Minnesota Rules, Minnesota Pollution Control Agency (MPCA), Chapter 7080-7083, and the City of Maplewood Code, Chapter 40, Article II, Division 5.
- What steps do I need to take to have my septic system installed, replaced, or repaired?
 1. Hire a Licensed SSTS Designer. A list of Licensed Designers can be found here: <http://www.pca.state.mn.us/nwqhb17>
 2. The Licensed Designer will complete a site evaluation. The site evaluation will consist of:
 - a. Soils evaluation to determine depth to limiting layer (seasonally saturated soils) and soil texture and structure. The designer will need to complete soil borings to determine this. The soils evaluation will determine the size and the type of drainfield (trenches or mound).
 - b. Review and evaluation of house specifications (location, number of bedrooms, size of water using devices); location of easements, property lines and utilities; setback requirements (property lines, buildings, wells, roads); topography (slope, surface drainage); flooding information; legal requirements for design (shoreland zone, sensitive aquifers); and water supply well locations and depths.
 3. The Licensed Designer will complete the design of the proposed improvements. The design will consist of:
 - a. Determination of the location and type of proposed system based on the information gathered in the site evaluation. The location and type of system will be dependent on many factors including soil suitability, landscape position, and setback requirements.
 - b. Completion of the required design worksheets for the proposed system as required by the MPCA, provided by the University of Minnesota Onsite Sewage Treatment Program.
 - c. Preparation of a site plan, drawn to scale, identifying the location of all existing and proposed structures, property lines, water supply wells within 100-ft, terrain features such as blufflines, water bodies or waterways, buried utilities, easements, soil boring locations, location and elevation of the proposed septic system improvements, and other unique features of the site. In certain cases, a detailed survey, completed by a Licensed Professional Surveyor may be required showing all of this information in addition to contours, normal high water line, and 10-year and 100-year flood elevations.

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4. Apply for a Permit with the City of Maplewood Public Works Department. The Public Works Department is located at 1902 County Road B East and can be reached at 651-249-2400. The permit application will need to include the following:
 - a. The correct address and legal description of the property where the proposed work is to take place.
 - b. The name and contact information (address and telephone number) of the property owner.
 - c. The name, contact information, and MPCA License Number of the SSTS Designer responsible for the system design.
 - d. Site Plan as described above.
 - e. Design worksheets for the proposed system.
 - f. Building plans for the existing or proposed dwelling.
 - g. Required permit fee, \$500.00
 5. **Do not begin construction** of any part of the proposed system until the permit is approved.
 6. Once a permit is approved, hire a Licensed SSTS Installer to construct the proposed improvements. In most cases, the Licensed Designer you hired may also be a Licensed Installer. A list of Licensed Installers can be found here: <http://www.pca.state.mn.us/nwqhb17>
 7. Inspections are required at various stages of construction. The Licensed Installer you hire will need to coordinate with City Staff and the City's ISTS consultant to setup the required inspections.
- Where can I find more information on how septic systems work, how septic systems are regulated, or how to manage and maintain my septic system?
 - a. University of Minnesota Onsite Sewage Treatment Program – www.septic.umn.edu
 - b. Minnesota Pollution Control Agency Subsurface Sewage Treatment Systems Program - <http://www.pca.state.mn.us/0agxb12>
 - c. City of Maplewood SSTS Information <http://www.ci.maplewood.mn.us/index.aspx?nid=947>