



Public Services Division
Carver County Government Center
600 East 4th Street
Chaska, MN 55318-2102

**CARVER
COUNTY**

March 11, 2019

Dear SSTS Contractor,

Thanks to all who attended the Carver County Contractor's Meeting on February 27. The meeting included discussion of things we can improve on in 2019 and provided information on a few new requirements for the coming year. Copies of all Carver County SSTS forms are available on our website, in addition to copies of the presentation slides.

Administrative Changes

Please submit **ALL** SSTS information to ssts@co.carver.mn.us. Three different Environmental Services staff members (Lori Brinkman, Joe Enfield, and Kathy Koll) will have access to the email message. We will address your SSTS help request internally. We understand that you may be accustomed to a different process for handling SSTS requests; however, your full cooperation during the staff workload transition will help us to assess staffing needs. It will also eliminate staff from two different departments (Environmental Services and Land Management) receiving your request which has at times resulted in two different people doing the same job. Please be patient during the transition. It is our goal to address your needs quickly and efficiently. Please call 952-361-1800 for assistance with the SSTS program. Kathy Koll will assist you.

Always feel free to contact Lori Brinkman, Carver County SSTS Inspector, directly to schedule an inspection, or with site specific SSTS questions – 952-361-1811 or 612-710-2524.

Joe Enfield will continue to be the primary contact for the SSTS Loan and Escrow programs - 952-361-1801.

Beginning 2019, Kathy Koll's work space will move to the Environmental Services window (Mary McPherson's current work space) for customer service convenience.

SSTS information can be found at <https://www.co.carver.mn.us/departments/public-services/environmental-services/septic-systems>.

Carver County Ordinance Changes

The Curtain Drain Program has been repealed. All Curtain Drain SSTS requiring a compliance inspection are required to pass compliance criteria according MPCA SSTS Compliance criteria.

Updates were made to rule citations, grammar and typos.

Building Permit Requirement – Clarifying language is highlighted and underlined, old language is identified with a line through it.

For any property on which an SSTS construction permit is required, approval and issuance of a valid SSTS construction permit must be obtained before in conjunction with a building or land use permit ~~may be~~ issued by the Carver County Public Services ~~Health and Environment~~ Division.

Clarification of Property Line Survey Requirement

THIS DOES NOT ELIMINATE THE NEED FOR A PROPERTY LINE SURVEY IF ONE HAS NOT BEEN COMPLETED. IT DOES ALLOW STAFF TO USE DISCRETION IN ALLOWING INFORMATION FROM TECHNOLOGICAL TOOLS RATHER THAN REQUIRING AN ADDITIONAL SURVEY OF THE PROPERTY.

Previous Language -

When lot size prohibits meeting the required ten-foot setback from the toe of the slope, the ten-foot setback may be measured from the absorption area, with Department approval and a survey verifying the proposed setback. The survey must be provided by the property owner at the property owner's expense.

Current Language -

When lot size prohibits meeting the required ten-foot setback from the toe of the slope, the ten-foot setback may be measured from the absorption area, with Department approval. A survey provided by the property owner, at the property owners expense may also be required.

NEW FORMS FOR 2019!

New Pumping Agreement Process for Holding Tanks

Wastewater Treatment and Dispersal Operating Permits/Maintenance Agreement – The Carver County SSTS ordinance addresses SSTS requiring an Operating Permit as any SSTS deemed by the department to require operational oversight. Last year Carver County increased oversight on properties applying for holding tank permits to verify that the estimated water use coincides with maintenance records.

A holding tank maintenance record audit was completed January 2019 on all holding tanks in Carver County, and property owners with inconsistent maintenance records or lack of maintenance records were notified. Results of the audit showed some instances of illegal maintenance, potential unpermitted connection to household systems, and a continued need for improved reporting.

The new process for holding tank maintenance agreements includes:

- Submit holding tank design to Carver County;
- County review for approval;
- Carver County will create a maintenance agreement/operating permit to be signed by the homeowner;
- Homeowner signs and secures the services of a maintainer, and obtains a signature;
- The maintenance agreement is submitted to Carver County for final approval;
- Frequent review of holding tank maintenance.

FAMILIAR FORMS

SSTS Holding Tank Design Form/Construction Permit Application (PDF fillable form) – The Carver County SSTS Holding Tank Design Form/Construction Permit Application form is to be used for Holding Tanks ONLY. The form was created to

gather all of the information required when designing a holding tank. It streamlines design review by allowing verification that all required information is included in the design, and provides Carver County with background information in creating Holding Tank Operating Permits. You will note that it is a one page form that combines the application and design information for your convenience. A design submitted that doesn't answer all the questions on the form is incomplete and will be asked to be resubmitted.

SSTS Construction Permit Application – This form was created in 2014 to collect all the homeowner information in one location. *The SSTS Designer does not become liable for SSTS Installation practices upon signature of the SSTS application form. The SSTS As-Built is the final, documented installation record verified with a certified statement by the SSTS Installer.*

Property Transfer Disclosure Form – As of January 1, 2018 the Carver County Recorder began rejecting all deeds without the SSTS Property Transfer Disclosure Form attached.

SSTS Maintenance Recording – Submit maintenance records in whatever format you have been using to ssts@co.carver.mn.us. Give attention to identifying each tank separately, especially when pumping holding tanks. Contact Carver County if you want clarity as to how the tanks are identified in the Carver County database to avoid reporting issues.

FORMS REQUIRED AT SYSTEM REPLACEMENT/INSTALLATION

Construction As-Builts – The construction as-built is a drawing or documentation that specifies the final in-place location, elevation, size, and type of all system components. Testing results, *including the REQUIRED building sewer air test*, and conditions during construction should also be documented. Air test documentation must specify the portion of the building sewer tested. The as-built must be signed by the installer. Provide within 30 days to the owner and Carver County.

While Carver County relies on GPS location of SSTS information for property review, GPS data collection DOES NOT replace the installer requirement to provide an As-Built.

Carver County has approved the use of GIS aerial photos and GIS collected data as baseline data for as-builts. A signed as-built form, such as the University of MN OSTP As-Built Form, must also be provided and must accompany any aerial photos submitted.

SSTS Abandonment Reporting Form – Required any time a portion of a SSTS is abandoned, even at the time of system replacement.

COMPLETE DESIGN

- Use the most up to date U of MN forms; the current version is dated 4/17/2018.
- Septic Resources is currently accepted, BUT Preliminary Evaluation, Field Evaluation Requirements, and Site Evaluation must be included in the design. (7080.1710-1730)
- *Please obtain required signatures*

SOIL OBSERVATIONS

- *THREE* soil observations are required in each proposed soil treatment area. One pit may count as two borings.

SOIL BORING SUBMITTAL

- Designers, if you have not agreed to submit SSTS paperwork to the County for your clients, please make an extra effort to communicate their requirement to submit information to the county in a timely manner.

- Joint soil review is encouraged in situations where boring identifiers may be compromised, or on questionable sites.
- Minor subdivision approval requires **THREE** soil borings in both the primary and alternate SSTS locations. The primary and alternate SSTS sites should be clearly identified on the information submitted.
- Frozen soil conditions which do not allow soil verification at the time of application for a minor subdivision require the placement of \$20,000 in escrow until soils can be verified.
- Minor subdivisions of a new lot of 19.99 acres or less cannot be approved without verified primary and alternate SSTS locations.

TANK DEPTH NEW HOME CONSTRUCTION

- SSTS designs associated with new home construction must document the elevation of the building sewer as it leaves the home.

REQUIRED INSPECTIONS

- New and replacement Systems - Soil Verification, Scarification (dependent on weather conditions), Tanks, Drainfield, Final
- Reconnect of existing systems – Allows GPS location of the existing system and update of system changes such as sewer line location or re-location of tanks

SSTS LOAN and ESCROW AMOUNTS

- The SSTS Escrow requirement has been increased to a minimum of \$20,000.
- Variations to the \$20,000 escrow amount may be approved with Carver County Staff review.
- SSTS Loan amounts have increased to \$20,000 with a 5-year payback.

MPCA “Pump It to Pass It” RULE

- This continues to move forward but is not anticipated to be final until late 2019. Meanwhile tanks may be certified for compliance at the time of maintenance by a Designated Certified Individual (DCI) of a licensed SSTS Maintenance Business. The MPCA Sewage Tank Maintenance Reporting Form is required for certification.

SCHEDULING INSPECTIONS

- Please call **952-361-1800** at least 24 hours before the requested inspection time.
- Licensed individual must be present at the time of the inspection.
- Re-Inspection Fees – Additional visits required for soil verification or repeat inspection will be charged a re-inspection fee(s).
- ***Inspections called in the same day they are requested must talk to Lori – 952-361-1811.***

DOCUMENT SUBMITTAL

- Mail, drop off or email (ssts@co.carver.mn.us)

PROOFING YOUR WORK

- Please take time to review designs prior to submitting the information to Carver County.

Lori Brinkman
Senior Environmentalist
Carver County