

**ARNA TOWNSHIP  
APPLICATION FOR SEWAGE DISPOSAL PERMIT**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (include area code if not 320) \_\_\_\_\_

**EMAIL:** (optional) \_\_\_\_\_

**Property legal description or Property I.D. number** (from your tax statement):

**Street address of construction site if different than the above mailing address:**

**CONSTRUCTION TYPE:**     New system     Alter existing system

**TYPE OF SYSTEM:** Your options are:

**If your property has a powered well that pumps water into your dwelling, you must select one of the first two items.**

Standard Type I or Type III Septic tank and/or Drainfield (Mound)

Type II Holding Tank (pumping contract and monitoring plan forms also required)

Type II Outhouse/privy with a sealed tank or a Graywater System

Type II Outhouse/privy with an open pit

Type IV, Type V, or MSTs System (ask about additional requirements)

Minor System = Satellite, Biffy, Composting Toilet, or other (see Page 5)

Minor System = RV with a toilet, which leaves the property to be pumped at an approved transfer station elsewhere (see Page 5)

**SHORELAND:** Is disposal system within 300 feet of a river or 1000 feet of a lake? If so, the required setback is 200 feet from Bjork's or Albrecht's creek. All other rivers are a 100-foot setback.

\_\_\_ Yes \_\_\_ No            If yes, name of river/lake: \_\_\_\_\_

Is disposal system area subject to flooding? \_\_\_ Yes \_\_\_ No

**NUMBER OF BEDROOMS:** \_\_\_ Existing \_\_\_ Proposed \_\_\_ Total

**DESIGNER NAME:\*** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MPCA License Number:** \_\_\_\_\_

**\* A licensed designer is not required for a privy, but be sure you know what you're doing. it is strongly advised that you ask us why.**

**INSTALLER NAME: \*\*** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MPCA License Number:** \_\_\_\_\_

**\*\* If you are installing your own system, you must sign both the agreement below and the indemnity clause on the next page.**

**Terms of acceptance:**

I hereby certify that the information contained in this application is true and correct. I agree to do the proposed work in accordance with this plan, or township approved amendments stated on the permit, as well as all applicable Arna Township ordinances. I understand this is not a permit for a water supply or site development permit. I understand that the term of this permit is for twelve (12) months.

I agree to provide access to any relevant records, and to allow the township inspector (or appropriate designee) on my land to make necessary inspections. Inspections shall be conducted at the times requested by the applicant, but when no call for inspection has been received by one (1) month prior to the date of expiration, then inspections shall be made after 72 hours of advance notice to the applicant. If some item that needs inspection has been buried prior to inspection, the township reserves the right to require that the applicant uncover that item for inspection.

If the application is for a holding tank, I understand I must maintain a contract with a licensed maintenance business for periodic monitoring and pumping of that tank. In the event the designated maintenance business becomes unavailable, I will establish a new contract with an alternate maintenance business within 30 days.

The final approval of any permit is not given or implied until the final inspection has been made and approved. It is the responsibility of the applicant to have his permit available for signing at the time of the inspection.

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SIGNATURE OF APPLICANT

**INDEMNIFICATION AGREEMENT:** I hereby agree and understand that I need to pay an extra fee of \$100.00 for each inspection beyond the number paid for with this permit application (see below). When extra inspections are necessary, such inspections will continue until a final approved inspection is made. By this agreement, I hereby indemnify and save Arna Township from all losses, damages, costs, and charges that may be incurred by the township due to my failure to conform and comply with either Arna’s ordinance and/or MN PCA regulations.

**WARNING:** Self-designed privies with an open pit are a source of constant problems and misunderstandings. You need to know more than the mere depth to groundwater when selecting a proper site. If you have any doubts about a site at all, then please seek professional help.

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SIGNATURE OF APPLICANT

**NUMBER OF INSPECTIONS/FEES:** Fees are based on normal inspection frequencies implied by the type of system being built. For example, a new Type I at Grade System requires at least two inspections; one for the design phase, and one for the construction phase. A Type I mounded system requires a third Landscaping inspection. Re-inspections will be charged at \$100 per extra inspection.

**FEES: Make checks payable to Arna Township**

- \$35.00: Minor System (Biffy, Composting toilet, Satellite, Port-a-potty, etc.)
- \$150.00 Type II = Outhouse (privy) with open pit or sealed tank, holding tank, Graywater system, or Type I tank only
- \$225.00 Drainfield only
- \$225.00 Full system - tank & drainfield at grade
- \$320.00 Full system - tank & drainfield mounded, or custom designed systems

**Return this application to:**

Return to:	Zoning Administrator	(or)	Arna Town Clerk
	47196 Witt Lane		49910 First Ave
	Markville, MN 55072		Markville, MN 55072
Phone:	320-242-3236		320-242-3409

Township web site: [www.arnatownship.org](http://www.arnatownship.org)

Pine County web site: [www.co.pine.mn.us](http://www.co.pine.mn.us)

**For additional information, visit our web site and download a copy of our ordinance. Section 3.6 deals with SSTS issues. Section 2 (definitions) also has much useful information. The Pine County web site has a list of all area licensed SSTS professionals that you can hire.**

**ATTACHMENTS:** For any other than a Type II system (privy, or holding tank), Graywater system, or Minor System, please submit the Mn PCA site evaluation report and design report with this application. For Type IV, V, and MSTs systems, please contact Arna Township for extra specifications regarding such systems. For Type II, Graywater, and Minor Systems, please make a drawing of the proposed system that shows the following:

1. Distance of the system from:
  - Any river or lake (see page 1 for setback minimums)
  - Property lines (setback minimum of 10 feet)
  - Buildings within 100 feet (setback minimum of 10 feet)
  - Water supply systems within 150 feet (setback minimum 100 feet from a shallow well, 50 feet back from wells over 50 feet deep)
  - Any roads or right of ways within 100 feet (20 foot setback Zone A, 50 feet Zones B and C)
  - Any other sewage disposal systems within 150 feet (50 foot setback)
2. Results of percolation test, depth to ground water, etc
3. Slope of the ground
4. Specific details or dimensions of the system's construction

**PROCEDURES:**

The following is intended only as a helpful, abbreviated summary of the most important rules covering sewage treatment systems. This discussion cannot replace, nor is it implied to replace, the entire Arna Township ordinance and Mn PCA regulations (page 3 shows the URL to our web site). These answers to some frequently asked questions do not substitute for your need to know all the rules in regard to submitting a proper application and performing a legal installation once a permit is granted. With a few exceptions detailed elsewhere, all persons working on Sewage Treatment Systems in Minnesota must be certified and licensed by the State of Minnesota. Classroom training and proficiency testing are required in a number of distinct disciplines; Installer, Designer, Maintenance personnel, and Inspector. Each of these persons has a license number. The construction of a new system involves at least four steps, in this order: design system, apply for permit, install system, and inspection of system. A property owner can install their own system, but they must hire a licensed person to design that system. Arna Township handles the inspections of the finished product. After the final inspection, you are issued a Certificate of Sewer System Compliance, which has a term of five (5) years. Each successive renewal has a term of three (3) years.

**OPEN PIT OUTHOUSE/PRIVY:**

- May be designed & installed by the landowner.
- The bottom of the pit must be three (3) feet above saturated soil/bedrock, and cannot take on any surface water runoff.
- These are not allowed in Shoreland areas or in Zone A (townsite).
- They must have a minimum of twenty-five (25) cubic feet of capacity.
- The sides of the pit must be curbed to prevent cave-in.

### **OUTHOUSE/PRIVY OVER SEALED TANK:**

- May be designed & installed by the landowner.
- The sealed vault must have been built to the same standards for as septic tanks.
- If placed in Zone A (townsite), they must be screened from view from public roads.
- Must have a minimum of twenty-five (25) cubic feet of capacity.

### **MINOR SYSTEMS: BIFFY, SATELLITE, RV TANK, COMPOSTING TOILET, COMBUSTIBLE WASTE SYSTEM, PORT-A-POTTY, OTHER.**

**A property owner must fill out this application and sign it to be eligible for this option. A permit for this kind of system will still be issued, and an inspection made in order to verify (for example) that the biffy is indeed accessible by a pumper truck. Although there is no PCA inspection cost, the fee schedule on Page 3 shows that this application option has a \$35 processing fee.**

- May be installed by the landowner.
- A satellite must be located at a township approved site that is accessible to a pumper truck.
- If you have an RV with a toilet, then the RV must remain mobile, and leave the property regularly to be pumped at an approved RV pumping station. No fee.

### **GRAYWATER SYSTEMS:**

- Are required where water is hand carried to your cabin, or else the building is provided with a hand pump (i.e., a primitive dwelling is one without plumbing & electricity).

### **HOLDING TANKS:**

- Must have a monitoring plan and a contract with a maintenance business. These two forms are available upon request.

### **Mn PCA Rules & References:**

- Holding Tanks = 7080.2290
- Graywater Systems = 7080.2240
- Privies = 7080.2280

### **ALL SYSTEMS:**

- All tanks (i.e., all septic tanks, privy tanks, holding tanks) must be checked or pumped at least once every three (3) years.
- Disposal of sludge and scum from systems and deposited on land within Arna Township shall be at a site approved by the Zoning Administrator.