



Sub-surface Sewage Treatment System Management Plan Permit # _____

Planning & Zoning - 415 Jefferson Street S - Wadena, MN 56482 - phone: (218) 631-7604 - www.co.wadena.mn.us

Date: _____ Parcel ID #: _____

Property Owner at Time of Install: _____

Property Address: _____

Name, Address, License # of Designer: _____

Name, Address, License # of Installer (if different from Designer): _____

The site drawing for the location of the system in conjunction with the structure(s) it serves, as well as the secondary site location, is on file at the Wadena County Planning & Zoning Office.

The information provided below identifies operational and maintenance activities, and the intervals in which they should be performed, for both the homeowner and for the licensed septic service provider that will help to ensure long term performance of the septic system serving this property. Please read through each task and keep this plan available for review for yourself and for future property owners.

Homeowner: *(every 6 months)*

- **Leaks** - Check (look & listen) for leaky toilets, dripping faucets, and other water using appliances and repair immediately.
- **Surfacing Sewage** - Look for wet or spongy soil around your drainfield area - this is a sign of failure in the system.
- **Effluent Filter** - If you have a filter associated with your septic tank - inspect and clean.
- **Alarms** - Pump & Holding Tank - If you have an alarm, either manual or electric, associated with the septic system, contact a service provider if it signals an alert. The tank probably needs to be pumped or there is a failure in the operation of the pump.
- **Water Use Devices** - Review the readings on these devices and record them to monitor the amount of water going into the system. This can assist you in managing the flow to the system.
- **Secondary Site Location** - Ensure that the secondary site location remains undisturbed for future use.

Licensed Septic Service Provider: *(every 2 years)*

- Check for tank leaks.
- Check and clean tank filter, if applicable.
- Check sludge/scum layer levels in the tank.
- Check inlet/outlet baffles.
- Check pump and alarm system functions, if applicable.
- Check wiring for corrosion & function, if applicable.
- Check inspection pipe caps & replace, if necessary.
- Check security of manhole covers.
- Pump tank contents & dispose of appropriately.
- Check for effluent levels in drainfield rock layer.
- Provide recommendations to homeowner for action that may need to be taken.

I, the undersigned, understand that it is my responsibility to follow the requirements in this Management Plan to help ensure the performance and longevity of the septic system on the above listed property and to notify the Wadena County Planning and Zoning Office if plan requirements are not met.

Owner Signature: _____ Date: _____

Wadena County Planning & Zoning Acknowledgement: _____ Date: _____

This instrument was drafted by the Wadena County Planning & Zoning Department and is the preferred document to be used by State Licensed Professionals designing and installing septic systems in Wadena County.