



City of Fifty Lakes

PLANNING & ZONING
40447 TOWN HALL RD | FIFTY LAKES, MN 56448
Phone: 218.763.3113 | Email: pz@fiftylakesmn.com

App#:	_____
Check#:	_____
Date:	_____
Fee:	_____
Rec'd by:	_____

SSTS (SEPTIC) PERMIT APPLICATION

Name of Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____ City, State, Zip: _____

PID(s): _____ Zoning District: _____

Property Address: _____

Applicant is:

- ☐ Legal Owner
- ☐ Contract Buyer
- ☐ Option Holder
- ☐ Agent
- ☐ Other

Title Holder of Property:

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

☐ SSTS (<2500 GPD)

☐ SSTS (> 2500 GPD)

☐ Holding Tank

Proposed Installation Date: _____

Designer Name and License #: _____

Installer Name and License #: _____

Signature of Owner, authorizing application (required): _____

(by signing the owner is certifying that they have read and understood the instruction accompanying this application)

Signature of Applicant, (if different than owner): _____

(by signing the applicant is certifying that they have read and understood the instruction accompanying this application)

APPLICATION:

- A. Applicant shall complete the SSTS Application and submit to the Zoning Administrator.
- B. Applicant shall attach proposed SSTS design to completed application. Design shall be created by a licensed designer, shall be complete and shall be legible.
- C. If the City does not have a current license of the designer on file, a copy shall be submitted at the time of application.
- D. All applications must be submitted 14 days prior to the proposed installation date.
- E. The SSTS fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments.
- B. Applicant will be notified, in writing, where additional information is needed.

ACTION: In order to obtain an SSTS permit, the following must happen:

- A. The Zoning Administrator must review and approve the completed application.
- B. The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.
- C. The City Clerk must ensure that the permit fee has been collected.
- D. Based on the date indicated on the application, the Zoning Administrator will assign a field inspector to inspect the installation.

Note 1: The City Fee Schedule is based on the average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Note 2: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

Note 3: All SSTS installations must be inspected by the City appointed inspector. There shall be no exceptions. SSTS's that are not inspected shall be in violation of the Ordinance subject to enforcement action under the City Code.

The following items are required for a complete SSTS application:

- _____ **SIGNED AND COMPLETED APPLICATION**
- _____ **SSTS DESIGN WITH REQUIRED INFORMATION**
- _____ **PAYMENT OF FEES**
- _____ **CURRENT SEWER COMPLIANCE INSPECTION, IF APPLICABLE**
- _____ **ALL CURRENT CITY CHARGES PAID**

If the above items have not been met, the permitting process will not be able to be completed; this will delay your start time for the project. If you have any questions please feel free to ask; a question now may save time and money later.

CITY OF FIFTY LAKES CONTACT INFORMATION

CITY OF FIFTY LAKES:

40447 Town Hall Road
P.O. Box 125
Fifty Lakes, MN 56448

Phone: (218) 763-3113
pz@fiftylakesmn.com

SSTS INSPECTOR:

Greg Kossan
Tri-County Septic
Inspections

Phone: (218) 352-6903
kossan@brainerd.net

PLANNING & ZONING ADMINISTRATOR:

Bethany Soderlund
Community Development Administrator
Sourcewell

Phone: (218) 855-9506
bethany.soderlund@sourcewell-mn.com