



Date Received by City: _____
Application Number: _____
Fee Paid (Non-refundable): _____
Check # _____ Cash _____ CC _____

SSTS (Septic System) Application

Application Information

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Email _____

City, State, Zip _____

Property ID _____ Zoning District _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property: *(if not applicant)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

State nature of request in detail:

Proposed Installation Date: _____

Installer Name and License #: _____

Application

- A. Applicant shall complete the SSTS application provided by the City and submit to the City.
- B. Applicant shall attach proposed SSTS design to completed application or verify that the design has already been submitted. Design shall be done by a licensed designer, shall be complete and shall be legible.
- C. All applications shall be submitted 14 days prior to the proposed installation date.
- D. Application shall be accompanied by application fee made payable to City of Manhattan Beach.

Review

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments.
- B. Applicant shall be notified if additional information is required to complete the application.
- C. After receiving a completed SSTS application and supporting documents, the City/Zoning Administrator shall forward the design to the City SSTS Inspector for review and final approval.

Action

- A. The City/Zoning Administrator must review and approve the completed application and ensure that the permit fee has been collected.
- B. The Zoning Administrator and SSTS Inspector must ensure that the proposed improvements meet the requirements of the Ordinance.
- C. The Installer/property owner must contact the inspector at least 48 hours prior to the installation date.

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. Applicants will be charged an inspection fee for each on-site inspection visit by the City SSTS Inspector. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

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.

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

Please note that a Land Use Permit for a new SSTS is valid for a period of no more than two years from its date of issue, a Land Use Permit for the replacement of SSTS failing to protect groundwater is valid for 10 months from its date of issue, and a Land Use Permit for the replacement of SSTS that are imminent threats to public health is valid for 10 months from its date of issue.

SSTS Application Checklist

- _____ Completed SSTS application, including signature of property owner
- _____ Design attached or submitted to City
- _____ Fee
- _____ Designer name and license #
- _____ Installer name and license #
- _____ All current City charges paid
- _____ No outstanding violations

Contact Information

Planning and Zoning
Administrator:

Bethany Soderlund
Sourcewell
202 12th St NE
Staples, MN 56479
(218) 855-9605
bethany.soderlund@sourcewell-mn.gov

City Clerk:

Marlene Yurek
Manhattan Beach City Hall
39148 Co Rd 66
Manhattan Beach, MN 56442
218-692-3914

SSTS Inspector:

Greg Kossan
Tri-County Septic Inspections
(218) 352-6903