

**Todd County**  
**Septic System Management Plan Agreement**

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Site Address \_\_\_\_\_ Parcel # \_\_\_\_\_

System Designer \_\_\_\_\_ Company Name \_\_\_\_\_ License # \_\_\_\_\_

This management plan agreement will identify the operating and management activities necessary to ensure the long-term performance of the septic system. This agreement must determine the responsibilities of the system owner and those of the system designer in conducting regular maintenance and monitoring of the septic system.

Identify the service intervals recommended by the system designer and Todd County Planning and Zoning. The tank assessment for the system must be the **shortest interval of these three intervals**. Pumping and cleaning of tanks must be done by a licensed professional.

System Designer: check every \_\_\_\_\_ months  
 Todd County P&Z: check every 36 months  
 State Requirement: check every 36 months

**My tank needs to be checked every  
 \_\_\_\_\_ months**

**Tank pumping and tank maintenance is contracted with** \_\_\_\_\_

**Management Tasks required seasonally or several times per year:**

- Leaks.* Check (listen, look) for leaks in toilets and dripping faucets. Repair leaks promptly.
- Surfacing sewage.* Regularly check for wet or spongy soil around your treatment area. If surfacing sewage or strong odors are not corrected by pumping the tank or fixing broken caps, call your service professional. Untreated sewage may make humans and animals sick.
- Alarms.* Alarms signal when there is a problem; contact your maintainer any time the alarm signals.
- Lint filters.* If there is a lint filter, check for buildup and clean when necessary.
- Effluent screen.* If there is an effluent screen, inspect and clean it twice a year or per manufacturer recommendations.

**Management Tasks required annually and/or scheduled maintenance:**

- Inspection Caps.* Check to make sure they are properly capped. Replace caps that are damaged.
- Pumps and controls.* Check to make sure the pump and controls are operating correctly and inspect wiring for corrosion and function.
- Event counter or water meter.* Monitor the average daily water use (if applicable).
- Septic tank integrity.* **Scheduling** of pumping and cleaning of tanks at the recommended interval is very important. This maintenance **must** be conducted through the manhole openings and include verification that tank and tank components are watertight and in good operating condition.

These management tasks are the responsibility of **the septic system owner/septic designer (Circle one)**

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Designer Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Todd County P&Z Signature \_\_\_\_\_ Date: \_\_\_\_\_

*"I understand it is task manager's responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements of the Management Plan are not met, I will promptly notify Todd County Planning & Zoning and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."*

Todd County Planning & Zoning will not accept sewer designs unless accompanied by a signed Septic System Management Plan Agreement.