Todd County
Septic System Management Plan Agreement

Property Owner __________________________ Phone: __________________ Date: __________

Site Address ____________________________________________________________ Parcel # __________

System Designer __________________________ 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.

Management Plan Agreement Form
Revised 1/1/2014