

**SHAWANO COUNTY MAINTENANCE AGREEMENT FORM**  
**COURTHOUSE 311 N. MAIN STREET**  
**SHAWANO, WI 54166**  
**715-526-6766**

Owners Manual for operation, maintenance and performance of a Private Onsite Wastewater Treatment System.

**Sanitary Permit #:**

**Tax Parcel ID #:**

The information below are the minimum standards for all the components of your private onsite waste treatment system (P.O.W.T.S.). The owner is responsible for the operation and maintenance of each component in order to assure the proper treatment of the waste produced from the structure being served.

To ensure property performance of the components the owner should be aware of the following:

- Component is sized for a \_\_\_\_\_ bedroom home or a \_\_\_\_\_ G.P.D. Commercial/public use.
- Inspections of the P.O.W.T.S. components are required at least once every \_\_\_\_\_ years. These inspections include checking liquid levels in observation pipes and examination of any seepage around the system area.
- Treatment and dosing tanks are to be inspected routinely and maintained when necessary in accordance with their approvals.
- The sewage treatment apparatus (filter) is to be inspected and cleaned periodically. This apparatus located on the outlet of the treatment tank will require cleaning based on discharge to the tank.
- In ground soil absorption components shall be seeded and mulched or sodded to provide frost and erosion protection.
- Ensure proper maintenance of vegetative covering. Area shall be free of heavy vegetation, leaves and deep rooted plants in order to provide aeration and proper drainage.
- Winter traffic on the in ground soil absorption component is not permitted to avoid frost penetration and to minimize compaction.
- Water softener discharge shall not be allowed into the treatment tank unless accounted for in the system design.
- Clear water or garage floor drains shall not be allowed to discharge into the treatment tank.
- Avoid allowing grease, antibiotics, disinfectants, paint products, degreasers, and slowly or non-biodegradable products such as course fruit and vegetable peelings, sanitary napkins, condoms, cigarette filters, etc. into the treatment tank.
- Drainage away from the components is highly recommended, diverting downspouts and proper design of landscaping in proximity of the soil absorption component is important.
- Reserve area: This property does/does not have an alternate system area. There can be no structures within 10 feet of this tested area and no driving on, excavating or filling of this area. Any disturbances may make it impossible to use this area for replacement.

**MAINTENANCE AGREEMENT REQUIREMENTS**

I (we) agree to submit to the County a certification form to be provided by the County every \_\_\_\_\_ years, signed by a master plumber, journeyman plumber, master restricted sewer plumber or a licensed septic hauler. This form shall require certification of the following:

- 1) That the septic tank is structurally sound and that the in ground soil absorption component is in proper operating condition.
- 2) That after inspection the septic tank is less than 1/3 full of sludge.
- 3) That the dates of inspection or pumping of the septic/treatment tanks are listed.

You are also responsible to pay the annual P.O.W.T.S. service fee currently set at \$15/year which may be increased from time to time and you agree to have such annual service fee placed as a special fee/special charge to be collected like a tax or special assessment on your tax bill.

NOTE: You are obligated by law to advise, in writing, any subsequent owner of the requirements of this maintenance agreement.

I (we) certify that I am/we are the owner(s) of the property described by the Parcel Tax number listed on this form.

\_\_\_\_\_

Owner(s) Signature(s)

\_\_\_\_\_

Date Signed