

Ashland County Checklist for Sanitary Applications

Submit the following using permanent ink:

- Checklist
- Original Sanitary Application (Submitted in **DEED HOLDERS NAME** – *not* prospective buyers)
- Index Page / Title Page (Signed by Pumper)
- Original Plot Plan
- Cross Section, Over-Head Profile of the System and Schematic of Tank from Manufacturer
- Pump Tank Diagram, Alarm and Pump Curve (when applicable)
- Contingency Plan / Management Plan
- Holding Tank Agreement w/ original signatures (Recorded at the Register of Deeds – must be signed by all property owners listed on the deed in front of a notary. This form will also need to be signed by their local town official.)
- Holding Tank Servicing Contract w/ original signatures (The form must be signed by all property owners listed on the deed in front of a notary. This form will also need to be signed by the pumper of their choosing.)
- Fee
- Soil and Site Evaluation Report (when applicable)
- State Plan Review (when applicable)

Sanitary Application to include the following:

- Parcel ID Number
- Project Address or Road Name where driveway is/will come off of
- Owner's Phone Number
- Type of Building
- Type of Permit
- Type of POWTS System
- Dispersal / Treatment Area Information
- Tank Information
- Responsibility Statement (Plumber's Information)
- Date Stamp

Plot Plan: To Scale or To Dimension

- Signature and Plumber Information
- Surface Elevation of Body of Water
- Direction and Percent Land Slope
- Tank and Filter Information and Location
- Wetlands / Navigable Bodies of Water
- Absorption Area (Proposed and Existing)
- Bench Mark (Location, Elevation, and Description)
- Component Manual Version
- Piping Material Information (conveyance line, building sewer line, material type, and diameter)
- Address Number and Road
- North Arrow
- Contour Lines
- Structures and Driveways
- Boring Locations
- Property Lines
- Well Locations
- Legal Descriptions

Cross-Section and Over-Head Profile of the System:

- Surface and System Elevation
- Position of Observation and Vent Pipes
- Dimensions and Depths
- Make, Model, and Number of Chamber Units in each Cell

Fees:

▪ Private Sewage System (Septic Tanks)	\$400.00
▪ Private Sewage System (Holding Tank)	\$400.00
▪ Mounds or Systems requiring Pre-Treatment	\$450.00
▪ Sanitary Revision	\$150.00
▪ Sanitary Reconnect (separate application)	\$150.00
▪ Change of Plumber	\$150.00
▪ Madeline Island Ferry Fee	Homeowner Responsibility
▪ Register of Deeds Recording Fee	\$30.00