



APPLICATION INSTRUCTIONS
Septic System and Holding Tank Permit

This instruction sheet explains application requirements for septic systems and holding tanks. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a structure or project requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eurekatn@frontiernet.net.

To simplify the process for obtaining permits for septic systems and holding tanks, the township has adopted the following policy:

1. The town clerk and planning commission chair (or vice chair) will jointly review applications for septic systems or holding tanks as soon as they are received. Incomplete applications will be returned within 15 days, and must be resubmitted.
2. If the clerk and the planning commissioner **agree the proposal meets township ordinances**, the clerk may approve the permit, and applicants need not appear before the planning commission or town board. The clerk will forward building plans to the township building inspector, who will issue a permit per his usual procedure. Once a permit has been issued, applicants can obtain their permit from the town clerk after paying the appropriate permit fees. No work shall begin on the project until the applicant has paid for and obtained the proper permits.
3. If the clerk and the planning commissioner **do not agree that the proposal meets township ordinances**, then the application will be forwarded to the planning commission for review per the township's standard procedures for reviewing permits; in such cases, the applicant must appear before the planning commission and town board. No work shall begin on the project until the proper permits have been obtained.

General Requirements

Septic systems and holding tanks are governed by Eureka Township Ordinance 3, Chapter 4, Section 7; Dakota County Ordinance 113; and Minnesota Pollution Control Agency regulations. You can get a copy of the Eureka Zoning Ordinance, Dakota County Ordinance, and applicable state requirements from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

General requirements for septic systems and holding tanks are as follows:

1. All septic tanks shall be designed to provide adequate volume for settling, for sludge and scum storage. The design shall also provide for access for cleaning.
2. All septic tanks shall be placed not less than ten (10) feet from the property line of adjoining private property. These tanks shall be not less than fifty (50) feet from any source of domestic water supply. The tank shall be located not less than ten (10) feet from the foundation of any building.
3. The sewer line between the building and the disposal tank shall have water tight joints. This sewer pipe shall have a gradient of not less than one-fourth (1/4) inch per foot of pipe except by special permission of the Inspector.
4. Metal septic tanks must comply with the Minnesota Pollution Control Agency Individual Sewage Treatment System Chapter 7080.



Documents Required for a Complete Application

To be considered complete, an application for a new residential structure, residential addition or remodel, or residential accessory building requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Building Permit Application" form.
2. Application fee, as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. Two (2) copies of a site plan (see "Building Permit, Land Use, and Zoning Procedures" handout for a list of site plan requirements).
5. Two (2) sets of onsite sewage system plans created by a licensed designer (if applicable).

In addition, other permits may be required as follows:

- If the land parcel is located in the Dakota County Shoreland Zoning area, a Shoreland permit is required from the Dakota County Planning Department.
- If the land parcel is located in the North Cannon River Watershed District, a storm water permit may be required by Eureka Township.