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|---|---------------------------------------|--|
| <input type="checkbox"/> Real Estate Transfer/Refinance | <input type="checkbox"/> Water Supply | <input type="checkbox"/> Sewage Disposal |
| <input type="checkbox"/> Addition/Remodel | | |
| <input type="checkbox"/> Successor Building | | |
| <input type="checkbox"/> Change of Use (Non-Residential Only) | | |

FOR DEPARTMENT USE
Fee _____
Application # _____

Property Information

County: _____

Property Tax ID# (MANDATORY): _____ Township: _____ Section#: _____

Address: _____ City: _____ Zip code: _____

Subdivision: _____ Lot #: _____

Owner at time sewage/well system was installed, if known: _____

Number of bedrooms (including bonus rooms): 1 2 3 4 5 6 7

Property status: Occupied Vacant Lockbox code: _____

Occupant's name: _____

Phone number: _____

Type of water supply: Private well Public: Name of system owner: _____

Owner/Contact Information

Owner Name: _____

Mailing Address: _____ City: _____ State: _____ Zip code: _____

Phone Number: _____ Email: _____

Contact Name: _____

Phone Number: _____ Email: _____

Send Report to (if other than owner)

Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone Number: _____ Email: _____

Property Transfer/Client Checklist:

- Pumper statement
 - Receipt if pumped in last 5 years
 - If NOT pumped in last 5 years, needs to be pumped prior to evaluation and receipt submitted
- Outlet lid of septic tank exposed
- Water turned on for water sample collection
- Copies of well and septic permits (if available)
- Directions to the site (see next page)
- Site plan with general location of well/septic/property lines (see next page)

This department requires that the owner or his/her representative draw a site plan and directions to the property described above. Please use the back of this form and attach the appropriate documentation. Failure to draw a site plan, or provide adequate directions to the property may delay the process of this permit/report.

I hereby authorize Health Department of Northwest Michigan to access the above described property to determine its suitability for the development plans indicated, to conduct such tests as may be necessary in order to obtain information required for this evaluation, and to conduct inspections of permitted facilities. I also agree to comply with the requirements of the District Sanitary Code for the county, and with the applicable laws of the State of Michigan.

Signature of Owner/Agent: _____ Phone #: _____ Date: _____

Directions to site: (include name of nearest crossroad/landmarks/neighboring house number) _____

INCLUDE ON SKETCH:

PLEASE COMPLETE A SITE PLAN SKETCH BELOW

1. Property lines/dimensions
2. Location of any buildings – include distance to roads/landmarks
3. Well locations - (proposed and/or existing) distance to septic/drain field
4. Neighboring well/septic system location
5. Septic tank and drainfield location(s) - proposed and/or existing
6. Location(s) of streets/roads
7. Location(s) of body(ies) of water
8. Location(s) of underground and above ground fuel storage tanks
9. Test hole locations
10. Indicate proposed additions/changes to existing buildings for remodeling
11. Attach existing and proposed floor plan for remodeling.
12. Location of utilities; i.e. electric, gas, phone



Attach copy of (8 ½” x 11”) Property Survey

Office Locations

Antrim
 209 Portage Dr.
 Bellaire, MI 49615
 (231) 533-8670
 Fax (231) 533-8450

Charlevoix
 220 W. Garfield
 Charlevoix, MI 49720
 (231) 547-6523
 Fax (231) 547-6238

Emmet
 3434 Harbor-Petoskey Rd., Suite A
 Harbor Springs, MI 49740
 (231) 347-6014
 Fax (231) 347-2861

Otsego
 95 Livingston Blvd.
 Gaylord, MI 49735
 (989) 732-1794
 Fax (989) 732-3285

FOR HEALTH DEPARTMENT USE ONLY:

Date Received: _____ Amount Received: _____ Cash: _____ Check: _____ CC # _____
 Receipt #: _____ Pending: Reason: _____ Denied Approved
 Sanitarian's Signature _____ Date of Inspection: _____

Milton Township Septic Inspection and Property Transfer Ordinance (Summary)

In April 2012 the Milton Township Board enacted the Septic Inspection and Property Transfer Ordinance, also known as Time of Transfer (TOT). The effective date of the Ordinance is October 8, 2012 and applies to all Purchase Agreements signed on that date and later. This Ordinance requires an evaluation of a sewage treatment and disposal system (STDS) and private water supply system at the time a Milton Township property is sold or transferred to determine the operational status of the STDS and private water supply system. Certain exemptions apply and are provided at the end of this Summary. Township approval of exemptions is required.

The Township has an intergovernmental agreement with the Health Department of Northwest Michigan (HDNW) in which the HDNW has agreed to conduct all evaluations required by this Ordinance. Only evaluations conducted by the HDNW or its contractors comply with this Ordinance. If an evaluation discovers a defective STDS or private water supply system, the HDNW may take such action, pursuant to its own rules and regulations, to protect the environment and/or public health.

Applications for an evaluation that is required by this Ordinance may be obtained at the Township office, downloaded from the Township website (www.miltontownship.org) or from the HDNW. Local real estate agencies may also have copies of the application. The application must be returned to the HDNW and must be accompanied by the evaluation fee, as set by the HDNW.

STDS Evaluation

An STDS evaluation will consist of visual and olfactory observations of the sewage system, use conditions, information gathering, evaluations at time of prior pumping, evaluation of the condition of the septic tank, absorption system, pumps, filters, and other important features of the sewage system. The evaluation will provide a determination regarding whether the STDS is in compliance with the HDNW's Environmental Health Regulations. In making this determination, evaluators will adhere to the evaluation checklist established by the HDNW for evaluations to be conducted under the Ordinance.

If a STDS has been pumped within 5 years prior to the requested evaluation and documentation concerning this prior pumping can be provided to the evaluator prior to the TOT evaluation, the STDS will not need to be pumped as a part of the STDS evaluation. Otherwise the septic tank(s) must be pumped and serviced by a Michigan licensed septage hauler prior to evaluation. The licensed hauler will provide written documentation of service to the homeowner and to the evaluator.

An STDS with design features that met the design standards at the time of construction will not be considered a failed system unless its performance is deemed failed.

The evaluator will provide complete documentation of each STDS evaluation to the owner, Township and HDNW within 5 business days of the evaluation.

Any owner or authorized agent of a failed STDS will request a permit from the HDNW for corrective action(s). This request will be made within 10 business days of the receipt of the evaluation report or notification from the HDNW.

Once the HDNW gives final approval to the corrected STDS, the system will be considered in compliance with this Ordinance.

Water Supply System Evaluation

If a STDS must be evaluated as required by this Ordinance and the premises being served by the STDS also has a private water supply system, then the private water supply system will be evaluated in addition to the STDS. Water sample(s) will be obtained by the evaluator and analyzed at a State of Michigan certified drinking water laboratory to determine the presence or absence of coliform bacteria, nitrate concentrations, and to determine whether the water quality complies with Safe Drinking Water Act (399 PA1976; MCL 325.1001 et seq.).

The evaluator will also perform a visual evaluation of the private water supply system for compliance with Michigan Groundwater Quality Control Rules or other regulations in force at the time of construction. The evaluator will identify the existence and disposition of any abandoned wells and describe any abandoned wells in the evaluation report.

Compliance

After reviewing the evaluation report or based on its own investigation, if the HDNW determines that the STDS or private water supply system fails to comply with the requirements of this Ordinance, then the transfer of the premises will not take place until the failed STDS complies with the HDNW's Environmental Health Regulations and/or the failed private water supply system complies with the requirements of Section 7 this Ordinance.

The remedies provided by the Ordinance are in addition to remedies and penalties that are authorized by law for violations of those Environmental Health Regulations. Any seller/transferor who violates this Ordinance will be subject to a municipal civil infraction punishable by a fine of not more than \$500. All owners, regardless of their interest in the property, may be responsible for the civil infraction. The Township Zoning Administrator and other officials designated by the Township Board are designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court. Each day the violation remains may be a separate offense.

Exemptions

The transfer of a premises is exempt from the STDS and private water supply system evaluation requirements of this Ordinance under any of the following circumstances:

1. Based on information provided by the owner or the records of the HDNW a determination is made by the HDNW that, pursuant to a permit issued by the HDNW under applicable Environmental Health Regulations, a new or replacement STDS was installed on the premises within ten years prior to the proposed date of transfer
2. Based on information provided by the owner or the records of the HDNW, a determination is made by the HDNW that the STDS, which serves the premises, has been evaluated and found by the HDNW to meet the requirements of this Ordinance within 5 years prior to the date of the proposed transfer.
3. Based on information provided by the owner or the records of the HDNW, a determination is made by the HDNW that any structure on the premises, which is served by a STDS, will be demolished and not replaced.
4. When a mortgage or other payment obligation for which the premises is pledged as security is refinanced.
5. A transfer from one spouse to the other spouse and which does not involve any other person obtaining or conveying a legal or equitable interest in the premises.
6. A change in ownership solely to include a spouse.
7. A transfer to establish, release or foreclose on a secured interest (such as a mortgage).
8. An involuntary transfer pursuant to foreclosure or court order.

If a homeowner believes that one of these exemptions applies to the sale of his/her property, they should contact the Milton Township Zoning Administrator to obtain a letter of approval.

Frequently Asked Questions

Milton Township Septic Inspection and Property Transfer (TOT) Ordinance

1. How do I know if I have to have my Septic System and water supply system inspected before I sell my home?

A TOT summary document is available on the Township website www.miltontownship.org, at the Township office, or from your real estate agent. This document specifies the details and procedures related to the Ordinance and lists the exemptions to the Ordinance. The Ordinance becomes effective on Purchase Agreements dated October 8, 2012 and later.

2. I am having my home inspected by a home inspector, can he evaluate my septic and water supply system to satisfy the Ordinance?

No, all evaluations required by the Ordinance must be performed by the Health Department of Northwest Michigan (HDNW) or one of its contractors.

3. Do I have to have my septic system pumped before the evaluation?

If the septic system has been pumped during the 5 year prior to the anticipated date of sale, the system does not need to be pumped. You will need to get documentation from the firm that pumped your system. If it has been more than 5 years, it will need to be pumped.

4. How much does the evaluation cost?

The HDNW currently charges \$262 to evaluate both the septic system and the water supply system. There may be additional costs if follow-up evaluations are required such as retesting the water supply system.

5. Who usually pays for the evaluation?

The seller is responsible for assuring that the evaluations are completed prior to closing, but the payment of fees may be negotiated between the buyer and seller, or a third party.

6. How long will it take to complete a septic and water system evaluation?

You should expect to have the evaluation performed within 2 weeks from the date that the HDNW receives your complete application and fee. The evaluation report will be mailed to you within the following week after the laboratory results are finished. Of course, any negative findings will entail additional steps and time.

7. What if my either my septic or water supply system does not pass inspection?

The HDNW will indicate that the system has failed inspection in its written report to you. You must then apply to the HDNW for a permit to have your system repaired or replaced. The HDNW must then approve the repaired or replaced system.

Health Department of Northwest Michigan

INSTRUCTIONS TO APPLICANTS FOR ENVIRONMENTAL HEALTH SERVICES

1. Obtain an Environmental Health application from Health Department of Northwest Michigan.
2. Check the appropriate box for the permit or evaluation for which you are applying.
3. All applicants must fill out section “A”.
4. **By following these instructions, unnecessary delays in application processing can be avoided. After completing the necessary sections of the application, sign and date the application and submit it with the fee to the appropriate county Health Department office.**

FOR WELL AND SEPTIC PERMIT APPLICATIONS – New or Repair/Replacement:

1. Complete Sections “A” and “B” of the application using either the “Residential” or “Commercial” section as appropriate. Please note that items left blank or not filled in correctly may result in a delay in your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of property survey or engineering plans and attached to the application.
3. Test holes are required for **septic permit** applications. The test hole must be at least 4 feet deep and in the area where the sewage system is to be installed and marked with a flagged stake. When this has been completed, notify the Health Department, or note this on your application so that a site inspection can be completed.
4. For a **well permit**, mark the site of the proposed well location with a flagged stake.
5. Following the site inspection, a sewage and/or well permit may be issued if the requirements of the Sanitary Code are met. If a permit is issued, it will indicate the location, size and capacity of the system to be installed.

FOR EXISTING SYSTEM EVALUATIONS – for Remodeling Purposes:

1. Complete Sections “A” and “C” of the application. Please note that items left blank or not filled in correctly may result in a delay in processing your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of a property survey or engineering plans and attached to the application. Include existing buildings and proposed additions and or buildings.
3. Provide copy of existing and proposed floor plans with all rooms labeled. Include a detailed description of what is being proposed.
4. If available, please provide a copy of the permit issued for the installation of the sewage disposal system.

FOR LAND EVALUATIONS AND PRELIMINARY SUBDIVISION/SITE CONDOS – for Vacant Property for purposes of selling/buying or subdividing:

1. Complete Section “A” of the application. Please note that items left blank or not filled in correctly may result in a delay in processing your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of property survey or engineering plans and attached to the application.
3. Test holes are required for **land evaluation and preliminary subdivision/site condo** applications. The test hole must be at least 4 feet deep and in the area where the sewage system is to be installed and marked with a flagged stake. When this has been completed, notify the Health Department, or note this on your application so that a site inspection can be completed.

FOR MORTGAGE EVALUATIONS – for purposes of Mortgage Loan Approval/Purchases:

1. Complete Sections “A” and “C” of the application.
2. If available, please provide a copy of the permit issued for the installation of the sewage/well system.

NOTE: Make checks payable to: **HDNW**