

LOAN APPLICATION PROCEDURE

1. The landowner needs to contact the Mille Lacs County Zoning Office with the interest in upgrading their failing individual sewage treatment system. Department staff will provide a list of licensed ISTS designers and installers and provide this CWP Loan Application.
2. The landowner needs to contact a state licensed sewage treatment system designer and obtain a design. The sewage treatment system design must be submitted to the Zoning Office and subsequently approved. All designs must meet the specifications of Mille Lacs County Ordinances. The cost of the SSTS design, inspections, and county permits/applications may not be paid using this loan.
3. The landowner submits this completed loan application (with a signature from a property owner, a project estimate from two licensed installers, and copy of photo ID) to the Zoning Office. A non-refundable application fee of \$75.00 must accompany the application (payable to the Mille Lacs County). The Zoning Office will accept applications from May 1st 2022 to June 1st 2022. Staff will then have 60-90 business days to make a decision on the application. If funds are still available after the application window has closed, it will be reopened for an additional 30 days.
4. Applications will be scored based on: Imminent Threat to Public Health, Failing to Protect Groundwater, within 1,000ft of a lake, within 300ft of a river, and existing noncompliant system.
5. Upon the preliminary approval of the application by Department staff, it will be forwarded to the County Auditor's Office.
6. The Auditor's Office will verify up-to-date taxes, accurate ownership, and check for any other liens or assessments against the specified parcel. The Auditor's Office will provide this information to Department staff. If the verification meets these aforementioned guidelines, a letter is sent to the property owner approving project commencement.
7. Upon completion of the septic system, Department staff will inspect the septic system. If it meets the requirements, Mille Lacs County will issue a certificate of compliance to the property owner. The landowner must submit a final invoice for the project (supplied by the contractor) to Department staff.
8. Department staff will specify the loan principal, interest rate, term, and the legal description of the property the loan will be assessed against. The exact amount to be borrowed will be verified with the landowner and will be certified to the taxes as a special assessment bi-annually. A \$15,000 SSTS system will cost approximately \$1,725 per year with interest over a 10-year span.
9. The Auditor's Office will submit loan payments to the MPCA bi-annually.

Application for SSTS Loan



INSTRUCTIONS

Before you apply for an SSTS Loan, all property taxes must be current. Please complete this application in full. Incomplete or incorrect applications will be returned to the applicant. The application and required submittal documents may be submitted in person or mailed to:

Mille Lacs County Zoning Office

635 2nd Street SE
Milaca, MN 56353

APPLICANT/PROPERTY INFORMATION

Name: _____ Contact Phone: _____

Mailing Address: _____

E-mail Address: _____

Property Owner: _____

Property Address: _____

Are you an agent acting on behalf of the landowner? (*circle one*) Y N

If yes, please have the landowner sign here: _____

PROJECT INFORMATION

Installer Name: _____ Estimated Project Cost: _____

Loan Amount Requested: _____ Dwelling Type: _____

Parcel ID Number: _____ # Bedrooms: _____ Flow: _____

Is the property located within 1,000 feet of a lake or 300 feet of a river? (*circle one*) Y N

APPLICATION SUBMITTAL REQUIREMENTS

- An itemized bid from two licensed contractors.
- Copy of photo ID for the applicant and co-applicant, if applicable.
- Complete SSTS design

TERMS AND CONDITIONS

The septic system must serve property located within Mille Lacs County and must be homesteaded by the applicant. The applicant must be the property owner on the tax rolls in the Mille Lacs County Auditor's Office and all property taxes must be current.

Applications will be accepted starting May 1st 2022 and ending June 1st 2022. The property to benefit from the septic system must have an existing prohibited or failing system, and be homesteaded by the applicant. Systems will be scored based on: Imminent Threat to Public Health, Failing to Protect Groundwater, within 1,000ft of a lake, within 300ft of a river, and existing noncompliant system. The highest scoring systems will be given priority. Only standard type 1 and type 3 mounds will be accepted. Ineligible activities include; refinancing of a previously installed septic system, a septic system for a new home, or if the system is currently under court order for replacement/repair.

Applicant may borrow less than the total construction cost, and loans will be approved for the accepted quote amount. If funds are still available, additional funding can be provided for unforeseen expenses. Only MPCA licensed installers will be allowed to install the proposed system, and construction must occur within one (1) year of the loan application date. An extension may be granted at the discretion of Mille Lacs County Staff. Construction may begin after the approval letter is received.

Interest rate for the term of the loan is 1.5% APR. The loan may be paid in full within thirty (30) days after Mille Lacs County submits payment to the landowner/contractor without accruing interest. Interest will begin to accrue after the thirty-day grace period. Loan terms are for ten (10) years. If the property that has received this loan is to be sold, the remaining loan amount will continue to be certified to the taxes as a special assessment bi-annually under the new landowner.

All administrative fees and design fees, including the application fee (\$75.00), and the Mille Lacs County Sewage Treatment System Permit fee (currently \$250.00), may not be included in the loan amount requested.

Payment is made by the Mille Lacs County Auditor's Office to the contractor.

**I HAVE READ AND UNDERSTAND THE TERMS OF THE LOAN PROGRAM AS STATED ABOVE.
FAILURE TO ABIDE BY THE ABOVE TERMS MAY RESULT IN THE NULLIFICATION OF THE
LOAN AGREEMENT.**

Signature of Applicant/Owner

Date

Signature of Co-Applicant (if applicable)

Date

Application for SSTS Loan



Office Use Only

Zoning Office

Septic System Permit Obtained, #: _____

Type of System to be installed: _____ Two Itemized Bids Received?: _____

\$75 Application Fee Received?: _____

Are Requested Funds Available?: _____

Zoning Approval by: _____
Signature Date

Auditors Office

Up-to-Date Taxes?: _____ Accurate Ownership?: _____

Other Liens or Assessments on The Property?: _____

Auditor Approval by: _____
Signature Date