

## Kelle's Creek Watershed Septic System Inspection Program



**VB** Valley Branch  
Watershed District

### Valley Branch Watershed District (VBWD) Septic System Cost-Share Application Steps

The Valley Branch Watershed District (VBWD) has obtained a State of Minnesota Clean Water Fund grant to develop a voluntary septic system inspection program for all properties within the Kelle's Creek watershed in Afton, Minnesota. If, upon inspection, a septic system is found to be noncompliant, Washington County, on behalf of the City of Afton, may issue a notice of noncompliance and order the system to be replaced or upgraded.

To help offset the financial burden of upgrading or replacing a septic system, the VBWD has established a cost-share program. This program is available to property owners within the Kelle's Creek watershed who have been ordered to upgrade or replace their noncompliant system. This cost-share covers 25% of the estimated replacement cost, up to \$5,000.

#### Four steps for participating in the VBWD Septic System Cost-Share Program

- 1** To qualify for the cost-share program, your property must be located within the Kelle's Creek watershed and your septic system must be inspected through the VBWD Kelle's Creek Watershed Septic System Inspection Program. If you have not had a septic system inspection performed in the last 3 years, see the [VBWD Septic System Inspection Process and Application document](#).
- 2** If you have had your septic system inspected in the last 3 years and the system was determined to be compliant, you are not eligible for this cost-share program. However, if you have had your septic system inspected and Washington County, on behalf of the City of Afton, has issued an order to upgrade/replace your system, you will need to comply with that order within the time frame outlined in the City of Afton Subsurface Sewage Treatment System Ordinance. To help offset system replacement costs you can pursue cost-share funding through the VBWD.

As the property owner, you will be responsible for:

- Costs associated with the system design by a state-licensed septic system designer.
- Obtaining construction bids from septic system installation contractors and the costs associated with the replacement of the septic system.
- Obtaining a permit from Washington County for the replacement of the septic system and associated permit fees.

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Once you've obtained bids from two septic system contractors for the replacement of your septic system, you can complete the VBWD Septic System Cost-Share Application form (below).

Make sure the application package is complete (including all items in the checklist) and submit it to Barr Engineering Co. (Engineers for the VBWD), as outlined on the application. All applications need to be submitted prior to the first Wednesday of each month for review and approval by the VBWD Board of Managers.

- 3** The VBWD Board of Managers will review the results of the septic system inspection, the cost-share application, and the bids from contractors to upgrade/replace the noncompliant septic system. You will be notified whether the Managers approve your cost-share application or if additional information is needed.
  
- 4** If your cost-share application has been approved by the VBWD Board of Managers and the septic system replacement work is complete, you or your contractor can submit the final invoice along with the [VBWD Septic System Cost-Share Payment Request Form](#) to the VBWD. The VBWD will send a joint check written to you and your contractor within 60 days of receipt. Checks are typically issued once a month and typically signed by the VBWD treasurer on the fourth Thursday of the month.

**Kelle's Creek Watershed  
Septic System Inspection Program**



**VB** Valley Branch  
Watershed District

**Valley Branch Watershed District (VBWD)  
Septic System Cost-Share Application**

To be completed by VBWD

Date received: \_\_\_\_\_

**Return application to:**

Jen Koehler  
Barr Engineering Co. (Engineers for VBWD)  
4300 MarketPointe Drive  
Bloomington, MN 55435  
jkoehler@barr.com

<b>Project and contact information</b>		
Name of landowner/applicant		
Street address		
City	State	Zip
Parcel identification number (if known)		
Phone(s)		
E-mail address(es)		
Preferred method of contact (phone or email)		
Preferred contact day/time		
Mailing address (if different from above)		

<b>Property and septic system inspection summary</b>	
Property address	
Year home built	Year home purchased
Number of bedrooms	Number of bathrooms
Estimated age of septic system	
Date of septic system inspection	
Date of notice of noncompliance/order to replace	
Total estimated cost of project	
Total cost share requested from VBWD (25% up to \$5,000)	

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### Checklist for application package

- |  |   |
|--|---|
| <input type="checkbox"/> Completed application form  | <input type="checkbox"/> Total estimated cost of project    |
| <input type="checkbox"/> Two bids from state-certified contractors                           | <input type="checkbox"/> Total cost-share request from VBWD |
| <input type="checkbox"/> Notice of noncompliance and order to replace from Washington County |   |

### Certification

I/We the undersigned, the Landowner, do consent to participate in the Valley Branch Watershed District (VBWD) Kelle’s Creek Watershed Septic System Cost-Share Program to help defray the costs of installing the project listed on this application form and detailed in the attached contractor bids. The Landowner’s signature indicates their agreement to and understanding of the following:

1. The VBWD representative(s) will have access to the parcel where the project is located throughout the duration of the project implementation.
2. The Landowner agrees to obtain all permits required in conjunction with the installation and establishment of the project prior to starting construction of the project. The Landowner agrees to sign permit applications and provide proof of Landowner property ownership where the project is planned.
3. The Landowner agrees to maintain the project in accordance with the City of Afton Subsurface Sewage Treatment System Ordinance.
4. Items of cost for which reimbursement is sought directly by the Landowner must be pre-approved by VBWD and supported by invoices/receipts for payments and will be verified and approved for payment by the VBWD Board as practical and reasonable. The VBWD Board has the authority to make adjustments to the costs submitted for reimbursement.
5. This contract, when approved by the VBWD Board, will remain in effect unless cancelled by mutual agreement, except where installations of projects covered by this contract have not been started within one year from the date of the Board approval of this contract; this contract will be automatically terminated on that date. Projects will be installed within two years from the date of Board approval unless this contract is amended by mutual consent to reschedule the work and funding.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

VBWD Board cost-share approval	
Date application received	Contract number
Cost share amount (not to exceed 25% of total estimated costs, up to \$5,000)	
VBWD Board representative	Board meeting date approved
Payment authorization	
Total eligible expenses from receipts	Amount authorized for payment (not to exceed cost share amount)
VBWD Board representative	Board meeting date approved