



Swift County Environmental Services  
P.O. Box 207  
1000 Industry Drive  
Benson, MN 56215

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## Septic System Loan Application

1. The property owner needs to contact Swift County Environmental Services (S.C.E.S.) if they are interested in upgrading their failed or sub-standard Subsurface Sewage Treatment System (SSTS). Swift County Environmental Services (S.C.E.S.) will provide a list of licensed SSTS designers and installers and also provide this application.
2. The property owner needs to contact a state licensed septic system designer/installer from the list and obtain a design. The septic system design must be submitted to S.C.E.S. and subsequently approved. All designs must meet the specifications of the Swift County ordinance. A septic system permit fee of \$125.00 must also be paid to S.C.E.S. (usually the septic installer will take care of this step).
3. The property owner submits this completed loan application with a signature from a property owner and a SSTS estimate for the septic system project to S.C.E.S. A NON-REFUNDABLE application fee of \$100.00 (payable to S.C.E.S.) must accompany the application. Upon preliminary approval of the application by S.C.E.S., it is forwarded to the Swift County Finance Office.
4. The Swift County Finance Office will verify up-to-date property taxes and accurate ownership. The Swift County Finance Office will provide the information to S.C.E.S. If the verification meets the guidelines, a letter is sent to the property owner approving the project commencement.
5. Upon completion of the septic system project, S.C.E.S. will inspect the septic system. If it meets MN 7080 requirements, S.C.E.S. will issue an inspection report to the property owner. Then the property owner must submit a final invoice for the septic system project (supplied by the SSTS installer) to S.C.E.S. The exact amount to be borrowed will then be verified with the property owner and will be entered onto a recordable "Note and Septic System Lien Notice" document.
6. The "Note and Septic System Lien Notice" document will be completed by S.C.E.S. and sent to the property owner. It will specify the loan principal, interest rate, term and the legal description of the property that the "Note and Septic System Lien Notice" will be assessed against. This "Note and Septic System Lien Notice" document will need to have **notarized signatures** by the property owners and returned to S.C.E.S.
7. After the "Note and Septic System Lien Notice" is officially completed, S.C.E.S. will request the funds from the Minnesota Pollution Control Agency (MPCA). The MPCA will send the funds directly to the Swift County Finance Office and then they will send out the check, which will be in the property owner's name and the SSTS installer's name. The Swift County Finance Office will acknowledge to S.C.E.S. that the payment is complete.
8. The Swift County Finance Office will submit a list of the "Note and Septic System Lien Notices" including applicable interest to the Swift County Commissioners annually. The property owners will make payments to the Swift County Finance Office semi-annually along with their respective property taxes. The Swift County Finance Office will submit loan payments to the MPCA semi-annually.

# SSTS Application

Applicant/Property Owner

Telephone Number

Complete Mailing Address

Legal Description of Property

Township and Section

Parcel Number

Installer Name	Project Cost Estimate
Loan Term:      5 Years      10 years	Loan Amount Requested

### Septic System Loan Terms

The septic system must serve property located in Swift County only. The applicant must be the property owner listed on the property taxes in the Swift County Finance Office.

The property to benefit from the septic system must have an existing prohibited or failing system. Specifically, this includes the following types of failed/failing systems: Discharge to cesspool, seepage pit, or dry well, any system with less than three (3) feet of soil or sand between the bottom of the distribution medium and the saturated soil or bedrock, or the current septic system does not meet current setbacks to the well, lake, property line, etc.

Ineligible activities include: Refinancing of a previously installed 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/installation cost, but may not request more than the actual cost of design and installation. The cost of the system must not exceed the reasonable cost of a similarly designed system, and installation must occur with one (1) year of the loan application date. Construction may begin after the approval letter is received.

Interest rate for the term of the loan is 1.0% APR. The loan may be paid in full with thirty (30) days after Swift County submits payment to the property owner/installer without accruing interest. Interest will begin to accrue after the thirty (30) day grace period. Loan terms are for either five (5) or ten (10) years. All administrative fees, including the application fee (currently \$100.00) and the Swift County Septic System Permit fee (currently \$125.00) may not be included in the loan amount requested.

Payment made by the Swift County Finance Office to the property owner for the project will include the installer's name jointly as payer.

**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**

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Signature of Property Owner

Date

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Signature of Property Owner

Date

\*Your signature indicates your intent to borrow the estimated loan amount requested under the terms described on this application. These application signatures DO NOT require notarization.