



Monroe County Sanitation & Zoning Department
777 S. Black River St,
Suite #2, Sparta WI 54656
Phone #: (608) 269-8736
www.co.monroe.wi.us

Alison Elliott, Director

Cindy Stierman, Sanitation & Zoning Specialist
Lila Burnett, Sanitation & Zoning Specialist

Dear Property Owner,

Wisconsin Statutes and the Monroe County Sanitary Ordinance require a continuing maintenance program of all private sewage disposal systems to ensure proper operation and provide for a longer life span of the system. When septic tanks are not pumped, solids move into the drainfield causing the drainfield to fail prematurely.

As the listed taxpayer for the property you are receiving this notice and are the party held responsible for filing the report. If the property has changed ownership please note the new owner's name on the Private Sewage Maintenance Report, **(on the back of this letter)** and return this form to our office. We will direct the notice to the new owner.

An inspection and certification of each system is required every 3 years after the installation or reconnection date of the system. If corrective measures are necessary to maintain proper operation of the system the property owner is required to complete the necessary corrections within a reasonable length of time.

As an owner, you are required to provide this Department with proof that you have had your septic tank pumped, or you may have the system inspected to see if it is less than 1/3 full of scum or sludge. A licensed master plumber, a master restricted sewage plumber, or a licensed septic tank pumper can inspect the system. The certification form **on the reverse side of this letter** must be completed by the inspector or pumper, signed by you and the inspector or pumper and returned to this Department within 30 days of today's date. If you wish to get confirmation of the receipt of this form please provide a self-addressed stamped envelope and we will send you a copy of the received form. Please contact us with any questions.

Sincerely,

Alison Elliott
Sanitation Dept. Director