SEPTIC SYSTEM TAX ASSESSMENT BORROWER'S CHECK LIST

Please use this checklist to understand the process and make sure you are following the necessary steps.

_____ After completing the application and signing the Notice to Landowner, Dakota County will contact you when you are approved.

_____ Select a state licensed septic designer and installer. You may solicit more than one bid.

_____ Proceed in getting the permit from the regulating authority (city, township or county). The permit fee is not added to the assessment. Your septic contractor may submit the permit application and supporting documents for you.

_____ Have the septic system installed. Once the system is installed and inspected, a certificate of compliance/asbuilt record must be received by the County. Your contractor can then submit the final invoice. If you choose to pay a portion of your septic system installation, make sure the payment is reflected on the invoice the county receives from the contractor. This will be the amount assessed on your taxes. The County pays the contractor directly.

_____ The Assessment and Waiver of Irregularity and Appeal must be notarized at the time of your signature. This document is used to certify the assessment. There are notaries available at the county; you may arrange to come to the county to sign and notarize the documents. We will make you a copy and keep the original. If you have the documents notarized elsewhere, please make a copy and mail or drop off the original to:
> Dakota County Environmental Resources
> Attn: Dee McDaniels
> 14955 Galaxie Avenue
> Apple Valley, MN 55124.

_____ You will be sent a fully executed copy once all signatures have been obtained.

_____ Approximately 30 days from the day your contractor submits the final invoice, they will receive a payment from the County.

_____ Your septic system loan will be certified as an assessment and entered on to the tax list in November of 2017. Your first payment will be due in the spring of 2018. Sometime in January 2018, you should receive an official amortization schedule from the County.