

Permit # \_\_\_\_\_

Routing:

Applicant Agent  
 Township Sheriff  
 Health Dept. Assessor

## PRIVY APPLICATION

(SSTS & Land Use Joint Permit)

Shoreland Privy (Outhouse): \$150 Vault Privy: \$300

After-the-Fact Fee: \$800

Make Check Payable to: Lake County Auditor

**Incomplete Applications will be Returned!**

A. GENERAL PROPERTY INFORMATION					
PROPERTY OWNER NAME		DAY PHONE		INSTALLER NAME	
COMPLETE MAILING ADDRESS		PROJECT SITE ADDRESS		INSTALLER ADDRESS	
PROPERTY OWNER EMAIL		CONTRACTOR PHONE		INSTALLER EMAIL	
<input type="checkbox"/> Check box if permit is to go to Installer					
B. PROPERTY DESCRIPTION & LAND FEATURES					
Section	Township	Range	Township Name	Acreage	Parcel Number(s)
Quarter Section/Legal Description (attach separate sheet if necessary)				Nearest Road Access (attach map if site is remote)	
EXISTING LAND USE: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Seasonal <input type="checkbox"/> Other: _____					
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this Property Leased or Contract for Deed? If Leased or Contract for Deed property, you must attach written authorization.			If yes, from: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within Shoreland? Lake/River Name: _____			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within North Shore Management Zone (shoreland)?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wetland Present (If yes, show on sketch)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bluff Present (If yes, show on sketch, 30' setback)			
CLASSIFICATION OF SHORELAND (Check all that apply):					
<input type="checkbox"/> General Dev. (75')		<input type="checkbox"/> Lk. Superior (50')		<input type="checkbox"/> Rec. Dev. (100')	
<input type="checkbox"/> Nat. Environment (150')		<input type="checkbox"/> Rem. River (200')		<input type="checkbox"/> Unclassified Watercourse (50')	
<input type="checkbox"/> Designated Trout Stream Tributary (100')		<input type="checkbox"/> Designated Trout Stream (150')			
C. PRIVY DESCRIPTION (Type II SSTS per MN Rules 7080.2280)					
<b>**IF NO Plumbing in any structure on property, an EXEMPTION CERTIFICATE must be signed, notarized, and attached to application. **</b>					
Type of Permit:		Permit Requirements:			
<input type="checkbox"/> Shoreland Pit Privy		<ul style="list-style-type: none"> <li>○ Approved privy application with placard posted prior to construction.</li> <li>○ Soils evaluation by SSTS Designer to show 3' vertical separation from bottom of pit to saturated soils.</li> <li>○ SSTS Inspection after installation by County for Certificate of Compliance &amp; Future SSTS Compliance Inspections per Lake County SSTS Ordinance 11, Article VIII, Section 1.03</li> </ul>			
<input type="checkbox"/> Vault Privy		<ul style="list-style-type: none"> <li>○ Approved privy application with placard posted prior to construction.</li> <li>○ Operating permit, pumping contract, and management plan.</li> <li>○ SSTS Inspection during installation by County &amp; Future SSTS Compliance Inspections per Lake County SSTS Ordinance 11, Article VIII, Section 1.03</li> </ul>			
<b>Applicable Setbacks:</b> a. Distance from well to privy: _____ FT b. Distance from near property line to privy: _____ FT c. Distance from lake/river to privy: _____ FT d. Distance from road ROW to privy: _____ FT			<b>Privy Structure Details:</b> Dimensions (Including eaves): _____ FT x _____ FT Height: _____ FT		<b>Water Source:</b> <input type="checkbox"/> Drilled Well: Depth: _____ <input type="checkbox"/> Dug Well: Depth: _____ <input type="checkbox"/> Surface Water: Lake/River <input type="checkbox"/> Other: _____ Unique Well Number, if known: _____
Septic on Property?	Permit Number	Property Owner Name at Time of Installation	Year Installed	Date of Compliance Inspection	# Bedrooms on COC
<input type="checkbox"/> Yes <input type="checkbox"/> No	SP- _____ - _____				

**D. SITE EVALUATION MAP**

Provide a site sketch showing all applicable property features and setbacks, as defined in 7080.1730 C. You may attach a separate sheet IF it has the required information.

- Proposed Privy Location
- All Structures, Well(s), Easements, & other lot improvements
- Pertinent distance from the proposed privy to all required setbacks
- Direction and Percent Slope
- Access route for system maintenance (Vault Privy only)

- Distance from Privy to:**
- Property Lines
  - Waterbodies (lakes, rivers, drainages/swales)
  - Road Right-of-way
  - Well and Neighbors Well if within 100'

The grid area is a large rectangular space filled with a light blue grid pattern. In the top-left corner of this grid, there is a compass rose with four points labeled 'N' (North), 'S' (South), 'E' (East), and 'W' (West). The grid is intended for drawing site features and setbacks.

**E. AGREEMENT & SIGNATURES**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you Flag/Mark the location of proposed privy? <b>Proposed structures <u>must</u> be flagged.</b> Failure to stake the proposed privy will delay the processing of this application.
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**As property owner,** I hereby certify that I am the owner of the described property and that all uses will conform with existing state laws and local ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I agree to provide erosion control measures including, but not limited to, mulch and silt fencing in accordance with Best Management Practices.

I also certify that the separation distances on this sketch plan are to the best of my knowledge true and correct. I consent to site visits by County representatives between the hours of 8:00 A.M. to 6:00 P.M. and understand that a privy permit must be issued prior to any activities taking place on the property

I declare I have reviewed the above application and declare the information provided to be correct. I further understand my responsibility to maintain my privy per Best Management Practices.

**Landowner’s Authorized Agent (if applicable):**  **CHECK HERE IF** an Authorized Agent is to act on the property owner’s behalf, giving permission to the agent to modify and make changes to this application. The Authorized Agent’s signature is required.

<b>Owner Name</b>	<b>Signature of Owner</b>	<b>Date</b>
<b>Authorized Agent Name</b>	<b>Signature of Authorized Agent</b>	<b>Date</b>

**F. CONTRACTOR SIGNATURES (Required for Shoreland Pit Privy and Vault Privy)**

**As designing/installing contractor,** I certify that all data on this application, including forms, plans and specifications, are true and correct to the best of my knowledge. I declare that all materials, design, construction and workmanship will be supplied in accordance with Minnesota Rules Chapter 7080 and the Standards adopted by Lake County. Application is incomplete without adequate, signed sketch plan, a complete application form, application fee, and all appropriate UMN design worksheet forms.

- **IF ANY MODIFICATION IS PROPOSED, APPROVAL OF LAKE COUNTY LAND USE OFFICE SHALL BE OBTAINED BEFORE INITIATION.**
- **The permit placard must be posted at the work site during construction.**
- **I shall notify the Lake County Septic Inspector 24 hours preceding the day inspection(s) are required.**

***Permit must be posted at construction site prior to work!***

*\* BOTH THESE SIGNATURES REQUIRED IF DESIGNER & INSTALLER ARE NOT THE SAME.*

<b>*Designer Name:</b>	Designer Address or email address:	
<b>*Designer Signature:</b>	Designer License #	Date:

**G. Installer Signature, Vault Privy Only:**

<b>*Installer Name:</b>	Installer Address or email address:	
<b>*Installer Signature:</b>	Installer License #	Date:

**-FOR OFFICE USE ONLY-**

Received By:	Date Received:	Approved By:	Shoreland Classification:	NSMZ or EHA?
				NSMZ    EHA
Permit Fee	Payment Method	Receipt #:	Date Issued	Permit Number
\$	Cash    Check			SP-___-_____

<b>Remarks:</b>	Application Revision Date: 6/15/2020

## Privy/Outhouse Information Sheet:

**Privy:** a non-dwelling structure containing a toilet waste treatment device. Per Article III of the Lake County SSTS Ordinance, All sewage generated in unsewered areas of the County shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated, and maintained in accordance with the provisions of this Ordinance or by a system that has been permitted by the MPCA.

### A pit privy must be constructed to meet the following minimum standards:

1. Pit privies must have at least 25 cubic feet of capacity. (Example: 3' x 3' x 3'= 27 cubic feet)
2. Privies must be adequately vented.
3. Sides of the pit must be curbed to prevent cave-in.
4. The privy must be easily maintained and insect proof.
  - a. The door and seat must be self-closing.
  - b. All exterior openings, including vent openings, shall be screened.
5. Call 218-834-8327 for Inspection upon completion (Shoreland Only) to receive Certificate of Compliance.

### Design and Setbacks per MN Rules 7080.2280

Suggested specifications for the outer portion of an outhouse are provided in the figures on the next page. There are two options for the design of a privy:

1. A pit can be dug that meets the 3-foot separation requirement. This means that the soil beneath the bottom of the pit has 3 vertical feet dry soil to the saturated soil or bedrock. Pits or vaults must have sufficient capacity for the dwelling they serve but must have at least 25 cubic feet of capacity. The sides of the pit must be curbed to prevent cave in.
2. A watertight holding tank (vault privy) meeting applicable requirements can be used instead of a pit.

### The pit or tank must meet the same setbacks as septic tanks or structures, whichever is greater:

SETBACKS	Structures	Well (Casing depth 50' or >)	Top of Bluff	Property Lines	Lake/River
Vault Privy	10'	50'	30'	Depends on zoning district	Depends on the Classification
Pit Privy	20'	50' (100' if casing depth <50')	30'		

### Ventilation:

**Privies must be adequately vented.** To minimize odors in the upper part of the privy a vent should extend from the underside of the seat board through the roof or up to a horizontal vent open to the sides of the toilet. The vent must be flush with the underside of the seat board and must not extend down into the pit. Gases which cause odors are lighter than air, and if the vent extends down below the seat board, these gasses will collect under the seat board to be released upward into the privy when the seat cover is opened. At the top of the privy there should be a screened opening on each side or, preferably, all the way around the top to allow air to pass through and carry away any odors which may seep into the upper part of the structure.

**Privy must be easily maintained and insect proof. The door and seat must be self-closing. All exterior openings, including vent openings, shall be screened.**

All vent openings to the outside should be properly screened to keep out insects. Insect-proof openings should be placed in the walls below the seat. The opening in the seat board must have a tight-fitting cover. The type of seat and cover used on a flush toilet is not satisfactory unless weather stripping is added. The cover should be kept in place when the privy is not in use, and can be hinged to close automatically. A tight-fitting door, preferably with a self-closing feature, such as a spring, should be used to minimize the number of insects that get into the privy. (A crescent-shaped window, also screened, may be cut into the door so that the utility of the structure will be recognized.)

### Odor Control

An outdoor toilet can be kept relatively odor-free and can be constructed for year-round use. An improperly constructed and maintained privy can be an abomination to both eyes and nose. Several methods can be used to minimize the sanitary privy odor problem caused by decomposition of the organic matter in the pit:

- Use chemical compounds to change the bacterial action to reduce odor generation.
- Vent both the pit and the upper part of the structure.
- Place tight-fitting covers on the seat openings.
- Finally, the inside of the structure should be painted with a polyurethane-type paint to minimize the penetration of odors into the wood.

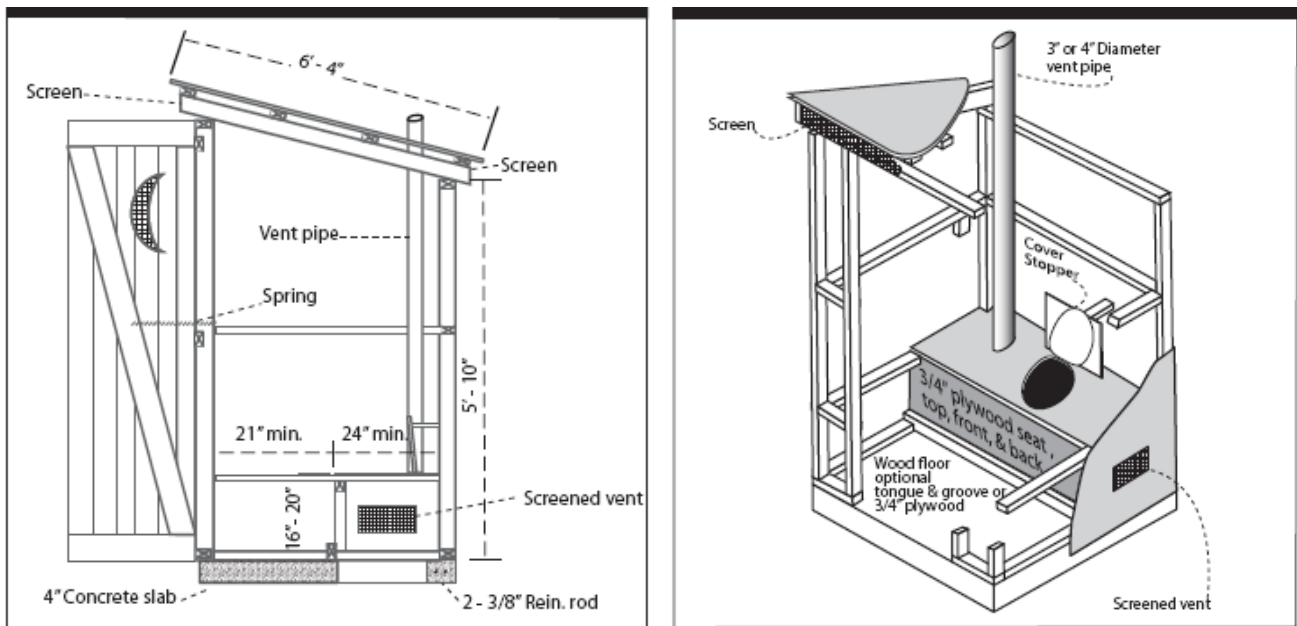
## Odor Control Products

A number of products on the market claim to minimize odors in a sanitary privy. One that is reasonably effective is hydrated lime. Associated compounds containing the same chemical are slaked lime, quicklime, hot lime, chloride of lime, and pebbled lime. Approximately one cup of hydrated lime sprinkled over the solids in the pit will minimize odors and aid in decomposition. As the odors again become objectionable, another cup of lime should be added. Excess amounts of hydrated lime will slow decomposition, however, rather than promote it, although the generation of odors will be inhibited. Caution should be used to keep the hydrated lime dust out of eyes and nostrils. Commercial compounds are available and may be tried by the individual owner in order to determine their effectiveness. Some of them are odor suppressants while others change the bacterial environment within the pit.

## Keeping wood odor-free

Any odors which in the past have risen into the structure of an old privy have probably become entrapped in the pores of the wood. To remove these odors, make a solution of disinfectant and tri-sodium phosphate, and scrub the inside walls and all other inside surfaces of the privy. This solution will remove odors from the pores of the wood. After the wood has dried, paint the inside of the privy with a polyurethane compound to prevent any additional odors from penetrating the wood. These techniques should minimize the odor that collects in the structure of a sanitary privy. Proper air circulation can be very helpful in carrying away any odors, so proper venting of the structure is absolutely essential.

Example Pit Privy Construction Diagram



## Lake County Privy Permitting Requirements Summary:

### Non-Shoreland Pit Privy

- Approved Land Use Application for Structure Placement

### Shoreland Pit Privy

- Soils evaluation by SSTS Designer to show 3' vertical separation from bottom of pit to saturated soils.
- Approved Privy Application
- SSTS Inspection after installation by County for Certificate of Compliance
- Future SSTS Compliance Inspections per Lake County SSTS Ordinance 11, Article VIII, Section 1.03

### Vault Privy

- Approved Privy Application
- Operating Permit, Pumping Contract, and Management Plan
- SSTS Inspection during installation by County
- Future SSTS Compliance Inspections per Lake County SSTS Ordinance 11, Article VIII, Section 1.03

## REFERENCE INFORMATION

**DEFINITIONS:**

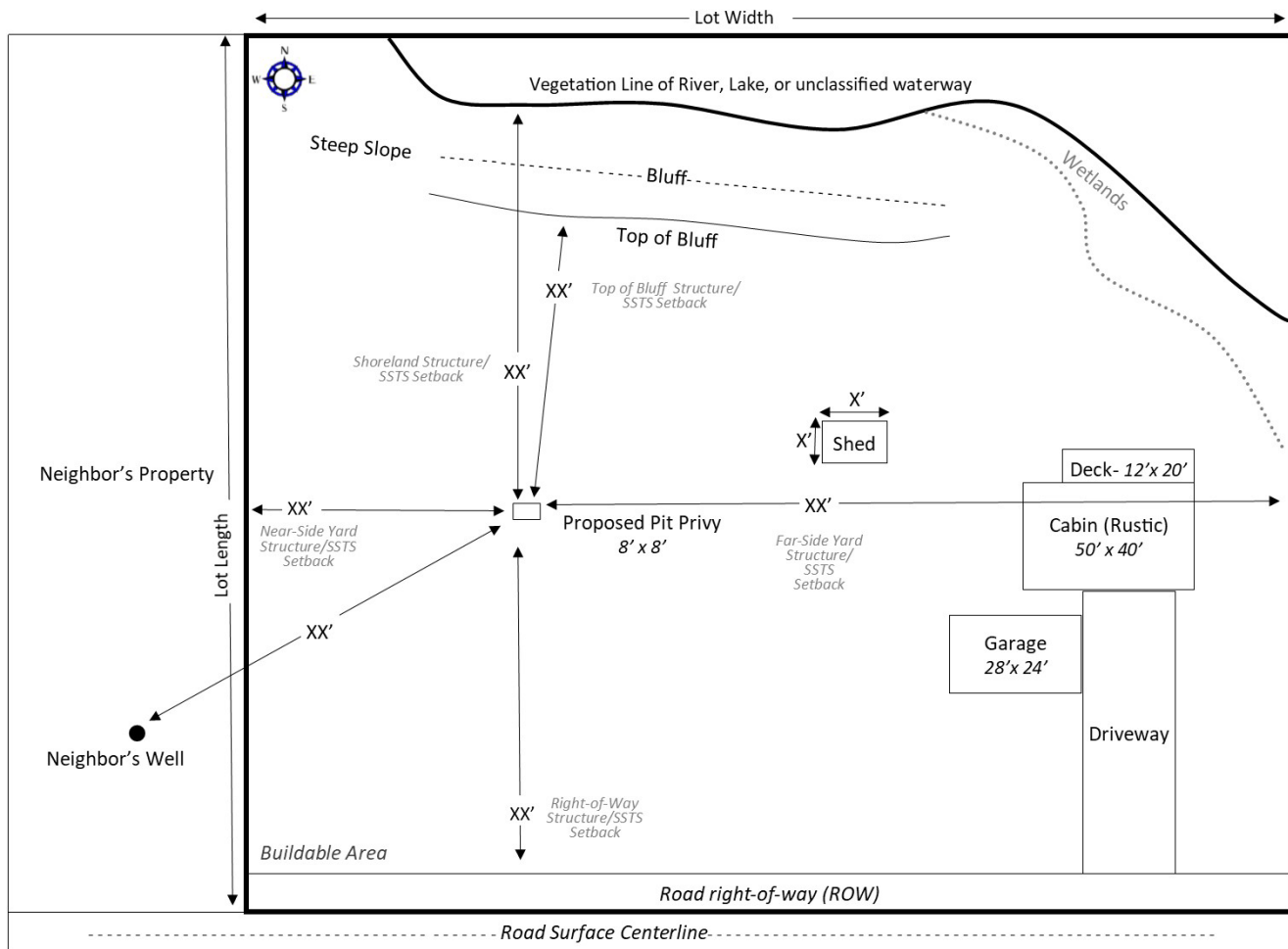
**SHORELAND AREA:** The North Shore Management Zone and all lands located within the following distance from public waters: One thousand (1,000) feet from the ordinary high water level of a lake, pond or flowage; Three hundred (300) feet from the ordinary high water level of a river or stream.

**VEGETATION LINE:** The line defining where vegetation on land begins. The vegetation line is not where a single bush, tree, flower, etc. grows from the rocks or the side of a cliff. A sod layer is needed to be considered the vegetation line. If the vegetation line is not clear, we can assist in this determination.

**BLUFF:** A slope (hill, cliff, or embankment) rising 25 ft. or greater above the ordinary high water level of the waterbody and the grade of the slope from the toe of the bluff to a point 25 ft or more above the high water level averages 30% or greater.

**Road Right-of-Way:** Determined by the local road authority, either MN DOT (218) 725-2700, Lake County Highway (218) 834-8578, or your local Township.

### Site Sketch Example



Lake County Atlas is an online parcel viewer is a reference that may help you with collecting information for this permit application. It is NOT intended for legal purposes. Go to: <https://www.co.lake.mn.us/>

On-the-ground measurements must still be collected for the purposes of measuring setbacks.