



Dodge County Land Resources & Parks Department

127 East Oak Street - Juneau, WI 53039-1329
PHONE: (920) 386-3700 - FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

SEPTIC SYSTEM ABANDONMENT REQUIREMENTS FOR YOUR PRIVATE SEPTIC SYSTEM

Dear Septic System Owner:

The Dodge County Land Resources and Parks Department is required to maintain an inventory of private sewage systems that are located within Dodge County. If a private sewage system is no longer in operation, Wisconsin Administrative Code SPS 383.33 (Plumbing Code) requires that the system be permanently abandoned or it must be serviced or inspected a minimum of once every three (3) years in accord with the plumbing maintenance requirements. In order to remove your system from the County inventory and to end the maintenance reporting requirement, you must have your sewage system properly abandoned, and you are required to submit a private sewage system abandonment form ([located on the back of this letter](#)) to our office at the address given above.

In order to properly abandon a private sewage system, SPS. 383.33 requires the following:

1. Disconnect all piping to the tanks and/or pits,
2. Seal all disconnected piping to the tanks and pits as per SPS. 382,
3. Pump and dispose of the contents from all tanks and pits by a WI licensed septicpumper, and
4. Remove or destroy all the tanks and fill the hole with clean native soil, gravel, or inert solid material. Proper destruction of a tank left in place includes removal of the cover, breaking the bottom and collapsing the side walls of the tank.

These abandonment requirements apply to all systems that are no longer in use, including but not limited to those that serve a structure that has been connected to public sewer, serve a structure that no longer exists on the property, or those that are no longer functional and are replaced by a new private sewage system. A final private septic maintenance fee will be assessed on a property in the year that the system is abandoned. No fee will be assessed in the years following abandonment unless a new septic system is installed as a replacement. If a system is not abandoned, it will be maintained in the County inventory, subject to reporting requirements, and assessed private septic maintenance fees.

Your assistance in this matter is greatly appreciated. If you have any questions, please feel free to contact our office at (920) 386-3700 X2.

Sincerely,

Dodge County
Land Resources and Parks Department

PRIVATE SEWAGE SYSTEM ABANDONMENT FORM

To THE SYSTEM OWNER: It is important for you to verify the legal description, including the parcel number, with your tax records. Please indicate any changes or corrections on this form.

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION
Contractor / Person Abandoning the Septic System	Parcel Identification Number (PIN)
License Number	Town
Address	Site Address of Property Where the System was Abandoned
City • State • Zip Code	
Property Owner	Reason for Abandonment <input type="checkbox"/> Residence/Structure Removed <input type="checkbox"/> Residence/Structure Connected to Public Sewer <input type="checkbox"/> Other _____
Street Address	
City • State • Zip Code	
CONTACT PERSON	
Name and daytime phone number (include area code) of a person we can contact if we have any questions about the system abandonment.	
Name _____ Daytime Phone (____)____-_____	

POWTS ABANDONMENT CERTIFICATION

Please note: The person that performs the septic tank pumping must be properly licensed and must provide the information to complete all statements in the certification section. Any report that does not include all information cannot be accepted.

The septic tank(s) and pump chamber located on the property described above was/were abandoned on: _____ (DATE).

- 1) The septic tank(s) (and pump chamber, if applicable) were pumped by licensed septic pumper:
 Yes No
- 2) The septic tank(s) (and pump chamber, if applicable) were (please check the appropriate box):
 Completely Removed
 Destroyed In Place
- 3) If the tank(s) were destroyed in place, please certify that the following actions were taken:
 Tank Cover Removed:
 Tank Bottom Broken
 Tank Sidewalls Collapsed
 Remaining Pit Filled and Compacted
- 4) All piping leading to and from the septic tank(s) and septic field was/were disconnected and sealed:
 Yes No

Comments: _____

Signature of Septic tank(s) / Septic System Abandoner: _____

Please call (920) 386-3700 x2 if you have questions.

Return this form to:
 Dodge County Land Resources and Parks Department
 127 E. Oak Street
 Juneau, WI 53039