



**INSTRUCTIONS FOR COMPLETING HOLDING TANK AGREEMENT**

1. You must complete the Agreement in black ink, including all signatures.
2. You must complete or fill in all blank spaces on the Agreement.
3. You must attach a copy of the most recent deed of recording showing the correct legal description of the property. The deed reflects how the property is held and by whom. Attaching a copy of the most recent deed of record to the Holding Tank Agreement is the most preferred method of describing the property for purposes of recording the Agreement at the Washington County Register of Deeds Office.
4. All property owners listed on the most recent deed of record must sign the Agreement and print his or her name under the signature as reflected on the current deed. For example, if the property is held jointly by husband and wife, both must sign in the presence of a notary public. The notary public must sign, affix seal and print his or her name under his or her signature. If the property is owned by a corporation or limited liability company, individuals with the authority to act on behalf of the corporation or company must sign the Agreement and attach the appropriate documentation reflecting that person's authority to act, including the person's official title.
5. You must indicate the correct parcel identification number or tax key number on the Agreement.
6. You must print your name next to the statement "Drafted by".
7. You must obtain the governmental unit official's approval and signature and name printed below the signature before recording the Agreement at the Register of Deeds Office. A copy of the Agreement will be left at the Register of Deeds Office.
8. You must be sure all of the above instructions are done before sending the document to the Register of Deeds Office for recording.
9. You must take the completed Agreement to the Register of Deeds Office and return a copy of the Agreement and a receipt of the recorded Agreement to the Planning and Parks Department Office before scheduling a hearing for a variance, if required, and before you can receive a sanitary permit from the land use inspector. The Agreement can be attached to the sanitary permit application plan and design.

Revised 7/2015



Document Number/Plan ID No.

HOLDING TANK AGREEMENT

This agreement is made between the government unit and holding tank owner(s).

Parcel Identifier Number (PIN) **V10-**

Agreement Date

Government Unit **Village of Richfield**

Holding Tank Owner(s) — All Owners (print name)

Recording Area

We acknowledge that application is being made for the installation of (a) holding tank(s) on the following property: (Provide legal land description. Use reverse side if additional space is needed.)

**(Attach copy of last deed of record)**

Return to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Or that continued use of the existing premises requires that a holding tank be installed on the property for the purpose of proper containment of sewage. Also, the property can not now be served by a municipal sewer or any other type of private onsite wastewater treatment system as permitted under Ch. SPS383, Wis. Adm. Code, or Ch. 145, Stats.

As an inducement to Washington County to issue a sanitary permit for the above described property, we agree to do the following:

1. Owner agrees to conform to all applicable requirements of Ch. SPS 383, Wis. Adm. Code relating to holding tanks. If the owner fails to have the holding tank properly serviced as ordered by the governmental unit to prevent or abate a human health hazard as described in s.s. 254.59, Stats., the governmental unit may enter upon the property and service the tank or cause to have the tank to be serviced and charge the owner by placing the charges on the tax bill as a special assessment for current services rendered in accordance with ss. 66.0701-66.0733, Wis. Stats.
2. Owner agrees to pay all charges and costs incurred by the governmental unit for inspection, pumping, hauling, or otherwise servicing and maintaining the holding tank in such a manner as to prevent or abate any human health hazard caused by the holding tank. The governmental unit shall notify the owner of any costs which shall be paid by the owner within thirty (30) days from the date of notice. In the event the owner does not pay the costs within thirty (30) days, the owner specifically agrees that all the costs and charges may be placed on the tax roll as a special assessment for the abatement of a human health hazard and the tax shall be collected as provided by law.
3. The owner agrees to contract with a person who is licensed under Ch. NR 113, Wis. Adm. Code, to have the holding tank serviced and to file a copy of the contract or the owner's registration with Washington County. The owner further agrees to file a copy of any changes to the service contract, or a copy of a new service contract, with Washington County within ten (10) business days from the date of change to the service contract.
4. The owner agrees to contract with a person licensed under Ch. NR 113, Wis. Adm. Code, who shall submit to the governmental unit and the County on a semiannual basis, a report in accordance with Ch. SPS 383, Wis. Adm. Code, for the servicing of the holding tank. The governmental unit or County may enter upon the property to investigate the condition of the holding tank when pumping reports and meter readings may indicate that the holding tank is not being properly maintained.
5. This agreement will remain in effect only until the governmental unit responsible for the regulation of private onsite wastewater treatment system certifies that the property is served by either a municipal sewer or a soil absorption system that complies with Ch. SPS 383, Wis. Adm. Code. In addition, this agreement may be cancelled by executing and recording said certification with an appropriate reference to this agreement.
6. This agreement shall be binding upon the owner, heirs and assignees. The owner shall submit the agreement to the Register of Deeds for recording and bear all recording costs.

Owner(s) Signature(s) — All Owners

1.)

2.)

Owner(s) Name(s) Please Print — All Owners

1.)

2.)

**ACKNOWLEDGEMENT**

STATE OF WISCONSIN

COUNTY OF \_\_\_\_\_

On this day, \_\_\_\_\_, the named owner(s) \_\_\_\_\_  
\_\_\_\_\_, personally appeared before me to execute the  
foregoing instrument and acknowledge the same.

Notary signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Governmental Unit Official Signature

Governmental Unit Printed Name

1)

Governmental Unit Official Title (Printed)  
**Building Inspector**

**ACKNOWLEDGEMENT**

STATE OF WISCONSIN

COUNTY OF \_\_\_\_\_

On this day, \_\_\_\_\_, the named owner(s) \_\_\_\_\_  
\_\_\_\_\_, personally appeared before me to execute the  
foregoing instrument and acknowledge **the same**.

Notary signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My commission expires \_\_\_\_\_

Drafted by: \_\_\_\_\_  
(Print name of person drafting document)