

Septic System & Well Application

Information and Application Procedure

The ISTS Loan (Individual Sewage Treatment System) Program will be used to repair or replace existing septic systems in Cass, Crow Wing, Morrison, Todd and Wadena counties. Loans at a rate of 3% will be provided to qualified property owners. The Minnesota Department of Agriculture has allocated funds to these counties to finance loans. The Region Five Development Commission will administer these funds.

Terms:

- No income limits but must show repayment ability
- On loans greater than \$5,000, the landowner is required to pay 10% of the amount over \$5,000 as an owner's equity injection into the project.
- Maximum interest rate shall be 3% per annum
- Maximum term is five (5) years
- An origination fee of ½% shall be charged to the borrower, along with other customary closing costs and recording fees.
- Landowner will sign a promissory note and mortgage lien on real estate to secure the loan.

Eligible Projects:

- Repair or replacement of an existing septic system or well that does not conform with the provisions of the MN Rules Chapter 7080.
- Relocation of ISTS out of environmentally sensitive area
- Replacement of septic system or well that is failing or non-conforming
- Mandated connection or hook-up to a city waste-water system. **Do not submit to county; send these project applications directly to Region Five**

Ineligible Projects:

- ISTS in excess of 5,000 gallons of waste water per day.
- Installation of ISTS or well for new construction, **new construction does not qualify.**
- Expansion or upgrading of a conforming ISTS due to construction of additional living quarters or expanded use.
- Costs incurred before the loan is approved, or before receiving a letter committing funds to your project.
- Costs incurred after the expiration date on the commitment letter.

Process:

1. Request or download an application. Loan funds can be disbursed to property owners in Cass, Crow Wing, Morrison, Todd or Wadena County.
2. Complete the application packet and return it to your county contact listed below. If the project is a city sewer hook-up, send the packet directly to Region Five. The application packet should include:

- Personal financial statement
 - County-wide ISTS Loan Application allowing credit check
 - A contractor's bid
 - Proof of income
 - Complete and accurate legal description
 - \$50 application fee, make the check out to: Region Five.
3. The loan board usually meets the second Thursday of each month. They review the financial package and make a recommendation to the Commission, the Commission gives final approval. Allow 2-4 weeks for a decision.
 4. You will receive the Board's decision in writing. If your request is approved, Region Five will send you a confirmation letter, committing funds to your project. Sign and return the commitment letter to Region Five.
 5. Retain the installer/contractor to begin the work.
 6. After the system is installed, contact Region Five to arrange a closing date. Funds will be disbursed for the bid amount authorized in your commitment letter. The check will be made out to both the applicant and the installer.

Water well loans: will be used to repair or replace existing water wells in Cass, Crow Wing, Morrison, Todd and Wadena counties. Loans at a rate of 1% will be provided to qualified property owners that can show repayment ability. The USDA has allocated funds to these counties to finance loans. The Region Five Development Commission will administer these funds. The loan process is the same for both loans.

Terms:

- Must meet USDA income guidelines, ie: family of 4 must earn less than \$52,600 per year.
- Loans to \$11,000, the landowner is required to pay 10% of the amount over \$5,000 as an owner's equity injection into the project.
- Maximum interest rate shall be 1% per annum
- Maximum term is twenty (20) years
- An origination fee of ½% shall be charged to the borrower, along with other customary closing costs and recording fees. Some closing costs can be rolled into the loan.
- Landowner will sign a promissory note and mortgage lien on real estate to secure the loan.
\$50 application fee, make the check out to: NCEDA

County Contacts:

Cass County Environmental Services

Septic or well:

Dawn Berg

PO Box 3000

Walker, MN 56484

Phone: 1-218-547-7291

Or Brenda @ 218-547-7399

cass.esd@co.cass.mn.us

Crow Wing County Planning & Zoning

Septic or well:

Tom Espersen

322 Laurel Street; Suite 14

Brainerd, MN 56401

1-218-824-1134

tom.espersen@co.crow-wing.mn.us

Morrison County

Septic system or well:

Amy Kowalzek

Morrison County Planning & Zoning

213 1st Ave SE

Little Falls, MN 56345

(320) 632-0170

amyk@co.morrison.mn.us

Todd County

Septic system:

Sarah Katterhagen

347 Central Ave, Suite 2

Long Prairie, MN 56347

www.toddsxcd.org.

320-732-2644

sarah.katterhagen@co.todd.mn.us

Well:

ELRM ADMINISTRATOR

Tim Stieber

347 Central Ave; Suite 2

Long Prairie, MN 56347

(320) 732-4420

tim.stieber@co.todd.mn.us

Wadena County Planning & Zoning

Septic:

Deana Skov

415 Jefferson St, Room 234

Wadena, MN 56482

1-218-631-7604

deana.skov@co.wadena.mn.us

For information only:

Region Five Development Commission

Anne Hanson

200 1st Street NE; Suite 2

Staples, MN 56479

1-218-894-6011

ahanson@regionfive.org

Region Five Development Commission
ISTS (SEPTIC SYSTEM) APPLICATION

APPLICANT(S) INFORMATION

Name:		
Date of birth:	SSN:	Cell Phone:
Address:		
City:	State, Zip Code:	
Address of Property to be improved:		County:
Co-Applicant Name:		
Date of Birth:	SSN:	Cell Phone:
Email:	Home Phone:	

EMPLOYMENT/INCOME INFORMATION

Current employer:		
Address:		How long?
City:	State, Zip Code:	
Position:		Annual income:
Co-Applicant Current employer:		
Address:		How long?
City:	State, Zip Code:	
Position:		Annual income:
Other Income (Social Security, Child Support, Pension etc.):		
Other Income:		
Other Income:		

ASSETS (LIST ALL THAT APPLY)

Cash on Hand: \$		
Savings: \$		
IRA or Retirement Account: \$		
Real Estate: \$	Real Estate #2	Real Estate: \$
Auto: \$	Auto: \$	Auto: \$
Personal Property (list): \$		
Other Asset: \$	Other Asset:	Other Asset:

LIABILITIES- MONTHLY PAYMENTS

Mortgage: \$	Are Property Taxes Current?	
Original Cost: \$	Present Value: \$	Balance Remaining: \$
2 nd Mortgage: \$		
Line of Credit/Home Equity Loan: \$		
Vehicle Loan: \$	Vehicle Loan: \$	Vehicle Loan: \$
Installment loans: \$		
Credit Cards: \$		
Student Loans: \$		
Other:	Other:	Other:
List more info on separate sheet of paper:		

Region Five Development Commission
ISTS (SEPTIC SYSTEM) APPLICATION

APPLICATION CHECKLIST

____ Application			
____ Signed AgBMP form - The AgBMP form is used by the State of MN to track, by county, who is using the program.			
____ Complete Legal Description of Property			
____ Contractor's Bid/Invoice			
____ Proof of income (ytd Pay Stub or tax return)			
____ \$50.00 Application fee			
Total cost of Project: \$			
Amount of Loan Request: \$			

COUNTY CONTACTS

Cass County --Dawn Berg	Environmental Services 218-547-7291		
Crow Wing County -- Tom Espersen	Planning & Zoning	218-824-1134	
Morrison County -Amy Kowalzek	Planning & Zoning	320-632-0170	
Todd County - Sarah Katterhagen	SWCD	320-732-2644	
Wadena County -Deana Skov	Planning & Zoning	218-631-7604	

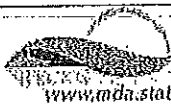
APPLICATION SUBMISSION INFORMATION

1) Submit packet to county contact		
2) Region Five Development Commission Anne Hanson	200 1 st Street NE, Suite 2 Staples, MN 56479	
3) Call for more information:	218-894-6011	

I certify that the above information is true and accurate to the best of my knowledge. I authorize representatives of Region Five to review my credit report and credit history to verify the accuracy of the statements made and to determine my creditworthiness. I authorize Region Five to contact my employer to verify employment or salary information. I authorize Region Five to discuss my application with county employees (environmental/planning & zoning) in which the septic system will be repaired or replaced. I agree to pay a \$50.00 application fee and it is included with this application. I understand that the intentional misrepresentation of facts may be the basis for a denial of credit.

I further agree that, in compliance with Minnesota Rules 7080, and the County Zoning Ordinance, the existing septic system on the property described herein, is a "failing to protect groundwater" or non-compliant system.

Signature of applicant	Date
Signature of co-applicant, if for joint account	Date



MINNESOTA DEPARTMENT
OF AGRICULTURE
www.mda.state.mn.us/AgBMPLoans

Minnesota Department of Agriculture
625 Robert St. N., St. Paul, MN 55155-6120

Agricultural Best Management Practices Loan Program 651-201-6618 Fax: 651-201-6109 AgBMP.Loans@state.mn.us

AgBMP Loan Application

County: North Central Minnesota JPB

Borrower Information: _____ Company: _____

"911" Street Address: _____

City: _____ State: _____ Zip: _____ Telephone: () _____

Project Information: On a Farm: Non-Farm:

Locate project within 10 acres for Twp/R/Sec. on Section Map below
Each square is 10 acres. Check only one.

Brief description of what will be purchased or constructed:

Twp #: _____
Range: _____
Sec: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Borrower Signature: _____ Date: _____

PROJECT BUDGET INFORMATION

FARM OPERATION INFORMATION

Category	MAX APPROVED AgBMP Loan
Ag Waste Management	\$
Structural Erosion Control	
Conservation Tillage Equipment	
Sewage Systems	
All Other Practices	

Animal Units: <small>(Cattle, Horses, Swine, etc. (CO, and any other))</small>	Beginning:	Ending:
Primary Animals or Crop Raised:		
Conservation Tillage Acres AFTER project:		acres
Total Acres Farmed:		acres
Total Project Cost from all Sources:	\$	
Will this be reported in eLink:	Yes <input type="checkbox"/>	No <input type="checkbox"/> Unknown <input type="checkbox"/>

Project Approved by: _____ Date: _____

Completion Certification: This project is complete, operable, and in compliance with accepted standards, specifications or criteria.

Project completion certified by: _____ Date: _____

LENDER INFORMATION & LOAN TERMS

Local Revolving Funds	TOTAL PROJECT COST
\$	\$

Project approval expires on: _____

Other restrictions: _____

Number of payments per year: _____ Loan Amortization: _____ Optional Balloon: None Date: ____/____/____

Bank Name and Address: _____

Request # 1 - Lender Signature: _____ Amount Requested: \$ _____ Date: ____/____/____

Optional Request # 2 - Lender Signature: _____ Amount: \$ _____ Date: _____

Attach copies of the invoices or affidavits provided by the individual borrowers, which support the request for disbursements
FAX, SCAN or MAIL TO: Ag BMP LOAN PROGRAM, Minnesota Department of Agriculture,
625 Robert St N, St Paul, MN 55155-2538 Fax: (651) 201-6109 AgBMP.Loans@state.mn.us