

**PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS**

**NOTICES**

Maintenance Certification notices will be sent to property owners in spring of the cycle year (March).

A reminder notice will be sent to property owners in the summer or early fall

Maintenance Certifications are due to be pumped/inspected by October 31<sup>st</sup> and Maintenance information to be entered or filed with this office by November 30<sup>th</sup> of each year.

If not received, please refer to the "Citation Process" below:

**CITATION PROCESS**

Citations will be issued after October 31<sup>st</sup> (date to be decided by Planning & Zoning).

Schedule of initial appearances can be done all at once or on two different dates depending upon quantity of citations issued.

At the initial appearance date the defendant may be offered an extension of approximately 30 days to submit the Maintenance Certification to Planning & Zoning.

Defendants who contest the citation will be sent a Notice of Pretrial Conference during which they may discuss their reasons for non-compliance.

A trial date will be scheduled for those cases that cannot be settled. Someone from Planning & Zoning must attend trials.

**Forfeiture Schedule**

Maintenance form submitted shows pumped/inspected after October 31 <sup>st</sup> of pumping year and before the initial appearance date. Court costs only	\$114.50
Defendant granted 30 days from the Initial Appearance date to submit the Maintenance form. Reduced fine.	\$162.70
Guilty, no contest, or default (no maintenance form submitted). Full forfeiture.	\$200.50