



Land Resources & Environment Department
505 Broadway, Baraboo, Wisconsin 53913
(608) 355-3245 www.co.sauk.wi.us

Dear Septic System Owner

RE: Proper abandonment of your private septic system

Sauk County is required to maintain an inventory of private sewage systems in the County. If a private sewage system is no longer in operation for any reason, Wisconsin Administrative Code SPS 383.33 requires that the system be permanently abandoned. In order to remove your system from the County inventory and stop the triennial reporting requirements, you must have your sewage system properly abandoned by a licensed plumber, and submit a private sewage system abandonment form, which is attached, 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 septic pumper.
4. Remove or destroy all the tanks and fill the pits 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.

If a system is not abandoned, it will be maintained in the County inventory, subject to reporting Requirements, with possible enforcement action for non-compliance.

We appreciate your assistance in this matter. If you have any questions, please feel free to contact the department at 608-355-3245.

Sincerely,

Gina Templin-Steward
Land Use & Sanitary Tech

PRIVATE SEWAGE SYSTEM ABANDONMENT FORM

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.

Owner(s): _____

Mailing address: _____

Site address (septic is located): _____

Legal Description: _____ ¼ _____ ¼ Section _____ Town _____ Range _____

Tax Parcel No: _____ Township: _____

Please note: The person that performs the work for you shall be properly licensed and shall provide the information to complete all of the statements in the certification section. Any report that does not include all of the information will not be accepted.

PRIVATE SEWAGE ABANDONMENT CERTIFICATION

The private sewage system identified above was abandoned on _____

1) The septic tank(s) were pumped by a licensed septic pumper: Yes No

2) The septic tank(s) were: Completely removed
 Destroyed in place

3) If the septic tank(s) were destroyed in place, please certified that the following actions were taken: tank cover removed
 tank bottom broken
 tank side walls collapsed
 remaining pit filled

4) All piping leading to and from the septic(s) was disconnected and Sealed Yes No

Comments: _____

Licensed Septic Pumper: _____
Printed Name Signature License #

September Pumper Business Name and Telephone Number: _____

Licensed Plumber: _____
Printed Name Signature License #

Licensed Plumber Name and Telephone Number: _____

Return this form to Sauk County Land Resources and Environment Department, 505 Broadway, Baraboo, WI 53913 or email to gina.templin@saukcountywi.gov. Please call 608-355-3245 with questions.