



Requirements and Procedures for Sanitary Sewer Extension Reviews

The Wisconsin Departments of Natural Resources (DNR) and Safety and Professional Services (DSPS) require applicants for nearly all sanitary sewer extensions in Dane County to include in their application a letter stating that the extension is consistent with the sewer service areas outlined in the *Dane County Water Quality Plan*. This Water Quality Management (WQM) review letter, also known as a 208 letter, is required for all public sanitary sewer extensions, private interceptor mains, and new construction (includes expansions and reconstruction, even where service is currently available or a stub is present) building sewer that require DSPS plan approval and discharge to a public sewer (Laterals serving individual one- or two-family dwellings or public buildings with fewer than six plumbing fixtures are generally not included).

Submittal Requirements - Digital Submittal Preferred (20 MB maximum email file size)

- A letter requesting the WQM review letter that includes the exact lots to be served and the applicant's mailing address, email, and phone number.
- A construction document plan set and a location map, to scale, showing the lands to be served with enough information (street locations and names, lot numbers, section corners, etc.) to allow determination of the exact location of the area to be served. Specific building and sewer locations, with street addresses, should be included if known. If building locations are not known, be sure to indicate any areas not intended for sewer development, such as outlots, lands dedicated to the public, drainage easements or greenways, etc. (Lands in adopted environmental corridors such as wetlands, floodplains, drainageways, etc. are often excluded from service areas, and sewer extensions to serve buildings or development in these areas may not be approved).
- The DNR sanitary sewer extension form (#3400-59).
- The final plat of the proposed project including planned environmental corridors. If a final plat is not available, the preliminary plat with a description of any potential changes can be substituted.
- Any additional materials necessary to show consistency with conditions of approval including, but not limited to, stormwater management plans, approved wetland delineation reports, approved DNR Chapter 30 and/or Army Corp permits.
- For lift stations and sewers 10" or larger, the estimated 20-year and ultimate or design service areas should also be indicated on a map.

Procedure and Schedule

If the proposed sewer extension is consistent with the sewer service area provisions of the *Water Quality Plan*, Capital Area Regional Planning Commission (CARPC) staff, in its capacity as an agent for the DNR, will provide the review letter within 10 business days of the receipt of a complete submittal.

Most sewer service area amendments to the *Water Quality Plan* have included conditions of approval. These conditions, typically having to do with stormwater quality and quantity management, need to be fulfilled as part of the sewer extension review process. To this end, a joint stormwater review process involving staff from the DNR, Dane County, and the municipality is in place for a timely review and approval of the stormwater management plan for a development receiving sanitary sewer service.

If there are questions about consistency, or the sewer extension is inconsistent with the adopted *Water Quality Plan*, the applicant will be contacted for additional information or clarification. If consistency is not established, the proposed extension may require an amendment to the *Water Quality Plan*. If an amendment to the *Water Quality Plan* is needed, public hearings and DNR approval are required, which can take up to 90 days after the receipt of a complete submittal.

Sewer extension review fees have been instituted for CARPC since 2008. An invoice will be emailed to the requesting individual after the 208 letter is issued. Fees are based on the type of review being provided, as follows:

- Sewer Extension Review Only = \$400
- Sewer Extension w/ Environmental Corridor Review = \$600
- Sewer Extension w/ Stormwater Plan Review = \$800
- Sewer Extension w/ Stormwater Plan and Environmental Corridor Review = \$1000

Public sewer reconstruction projects, which do not increase the service area or capacity, are exempt from sewer extension review fees.

Submittals and questions should be directed to:

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