



CARPC Resolution No. 2026-06

Adopting a Fee Policy for the Review of Sewer Service Area Amendments

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is authorized to carry out a range of planning activities, pursuant to Wis. Stat. §66.0309(8), and contracts with the Wisconsin Department of Natural Resources (DNR) to conduct areawide water quality management planning for the Dane County region; and

WHEREAS, the *Dane County Water Quality Plan (DCWQP)* is the approved areawide water quality management plan for the Dane County region, first adopted in 1979 and since amended from time to time by recommendation of CARPC and approval by Wisconsin DNR; and

WHEREAS, as part of its areawide water quality management planning work, CARPC conducts review and administration of amendments to Sewer Service Areas (SSA) contained within the region; and

WHEREAS, CARPC has prepared the *Policies and Criteria for Sewer Service Area Amendments*, which includes processes for Major Amendments and Minor Amendments, and which were subject to a public hearing and Commission adoption, and ultimately approval by Wisconsin DNR as an amendment to the *Dane County Water Quality Plan*; and

WHEREAS, CARPC adopted Resolution No. 2018-03 on July 12, 2018, and Resolution No. 2020-04 on February 13, 2020, which established the existing fee policies applicable to SSA amendments, and which shall be replaced in full by the proposed fee policy contained herein;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the following fee schedule and associated provisions for the review and administration of SSA amendments, to be effective upon approval by Wisconsin DNR of the *Policies and Criteria for Sewer Service Area Amendments*:

General Provisions:

1. Upon receipt of a formal application, the Applicant will be invoiced for the application fee per the fee schedules listed below for Major and Minor Amendments.
2. The Applicant is responsible for paying all invoices issued, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final Wisconsin DNR determination.
3. These policies and fee schedules will be reviewed and updated periodically by action of the Commission (based on current CARPC staff billing rates at the time of review and other

appropriate parameters to ensure the application fees are appropriate and commensurate with the required level of effort needed to perform the work).

4. Eligibility for the processes described below shall be based on the *Policies and Criteria for Sewer Service Area Amendments, adopted by CARPC on March 12, 2026 (or as amended thereafter)*.
5. The fees assessed are intended to generally cover the cost of CARPC staff reviewing and administering the proposed SSA amendment. This includes all costs directly attributable to review and administration, which may include staff time prior to formal application, except that neither optional nor required Pre-Application meetings identified in the *Policies and Criteria for SSA Amendments* will be charged for. Additional meetings beyond those identified which may be necessary due to, for example, the complexity or degree of water quality concerns of the proposal may be charged for.
6. Where balances due are not fixed, but are based on CARPC staff time, the invoice amount will be based on current CARPC billing rates at the time of work completion and any associated direct costs.

SSA Minor Amendments:

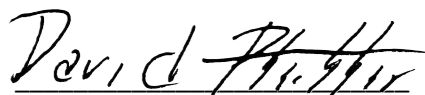
1. All applications shall be charged a non-refundable, fixed application fee according to the following criteria of the proposal:
 - a. Solely existing buildings, or the comparable replacement thereof, currently on septic systems = **\$0**
 - b. New residential land uses (eligible for SSA Minor Amendment) = **\$2,500**
 - c. All other cases (eligible for SSA Minor Amendment) = **\$1,500**

SSA Major Amendments:

1. All applications shall be charged a non-refundable, fixed application fee of **\$3,500**.
2. Upon completion of work by CARPC (typically following a Wisconsin DNR decision), the remaining balance will be charged based on the following criteria of the proposal:
 - a. Adds greater than one (1) net developable acre to the sewer service area = actual cost of CARPC staff time (less application fee)
 - b. Adds one (1) or fewer net developable acre to the sewer service area, or exclusively removes developable acreage from the sewer service area = no additional fees

03/12/2026

Date Adopted



David Pfeiffer, Chairperson



Cynthia Richson, Secretary