

Application for Sewer Service Area Amendments

SSA Major Amendments
Dane County Water Quality Plan

Capital Area Regional Planning Commission
(May 22, 2026)

Instructions:

1. This form is recommended to be completed and submitted as part of an SSA application package—it is intended to be a tool to aid applicants in preparing a complete application.
2. All fields should be completed (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. Refer to the *Policies and Criteria for Sewer Service Area Amendments* for complete information [see [SSA Planning webpage](#)].
5. In case of discrepancy, the *Policies and Criteria Sewer Service Area Amendments* control.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the property will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner(s) of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location):

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Does this application include a request for a deviation from the Policies & Criteria for Environmental Corridors (i.e., Environmental Corridor Major Change Amendment) (yes/no)? _____

If yes, briefly describe the request:

Section 3 – Pre-Application Documentation

Pre-Application Meeting:

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process, schedule, and considerations that may impact development design. **This meeting is *required to be eligible for the Expedited Process* and strongly encouraged with the Standard Process.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present:

Process Selection:

Identify whether this application is intended for the Standard Process, with an expectation of DNR decision by Day 90; or the Expedited Process, with the possibility of a CARPC recommendation on Day 30 (occurring at the same meeting as public hearing) and potential DNR decision on Day 60.

Note: Day 0 refers to the day in which a formal, complete application is received by CARPC staff.

By checking the Expedited Process box, I acknowledge that:

- 1) Applicant has completed a Pre-Application meeting with CARPC staff
- 2) There are no known, unmitigated water quality concerns, as determined in consultation with CARPC staff

- 3) Applicant has met with affected units of government (or provided documentation that invitation was declined or not responded to within 10 business days)
- 4) The expedited timeline may not be possible if unmitigated water quality concerns or other legitimate controversies emerge during the public review process, requiring additional time to evaluate those concerns prior to CARPC action
- 5) DNR generally issues their administrative decision within 30 days upon receipt of a CARPC recommendation; in the Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC’s recommendation, thus rendering a final decision within 60 days of formal application. However, in accordance with Wis. Stat. § 283.83 which allows up to 90 days from the time of formal application to issue a final administrative determination, DNR may take up to 60 days to issue their decision.

Standard Process

Expedited Process

Section 4 – Fees

The following fees will be charged for SSA Major Amendments, in accordance with CARPC Resolution No. 2026-06.

Criteria	Application Fee ³	Remaining Balance
Adds greater than 1 net developable acre to urban service area	\$3,500	Actual cost exceeding \$3,500 ^{1,2}
Adds 1 or fewer net developable acre to urban service area		\$0
Exclusively removes developable acreage from urban service area		\$0

¹ At current CARPC billing rates and any associated direct costs

² Includes all costs directly attributable to SSA review and administration, which may include staff time prior to formal application, excluding the initial Pre-Application meeting between Applicant and CARPC staff which will not be charged

³ Fees will be reviewed and updated periodically, and adjusted based on current CARPC staff billing rates at time of review

Upon receipt of a formal application package, the individual listed as “Applicant” (see Section 1) will be invoiced for the application fee. Upon completion of work by CARPC (typically following DNR decision), the individual listed as “Applicant” will be invoiced for the remaining balance.

Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made. Please include with all payments reference to the invoice number and specific SSA Amendment for proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description
Consistency with Local and Regional Plans		
1.1	Consistency with Local Plan*	Description of consistency with local community’s comprehensive plan (or neighborhood plan, if applicable)
<i>Location in Package (or comment if not applicable):</i>		
1.2	Consistency with RDF*	Description of consistency with priorities in 2050 Regional Development Framework (RDF)
<i>Location in Package (or comment if not applicable):</i>		
Intergovernmental Cooperation		
2.1	Notification	Document notification to adjacent municipalities and other affected municipalities regarding the proposed SSA amendment, including transmittal of the location of amendment
<i>Location in Package (or comment if not applicable):</i>		
2.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)
<i>Location in Package (or comment if not applicable):</i>		
2.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: can be combined and covered by a single Resolution</i>
<i>Location in Package (or comment if not applicable):</i>		
2.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce nonpoint source pollution control (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development <i>Note: can be combined and covered by a single Resolution</i>
<i>Location in Package (or comment if not applicable):</i>		

2.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging role in helping to protect designated environmental corridors by municipality who will have regulatory jurisdiction at the time of development. Applicant may also demonstrate this by reference to existing policy or planning document. <i>Note: can be combined and covered by a single Resolution</i>
<i>Location in Package (or comment if not applicable):</i>		
2.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing wastewater treatment for amendment area at the time of development
<i>Location in Package (or comment if not applicable):</i>		
2.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide wastewater collection and/or conveyance from the amendment area to the treatment plant at the time of development
<i>Location in Package (or comment if not applicable):</i>		
Land Use & Geography		
3.1	Existing Map & SSA Boundary	Map of the proposed SSA boundary and existing parcel lines, rights-of-way (ROW), and land uses
<i>Location in Package (or comment if not applicable):</i>		
3.2	Proposed Map & SSA Boundary	Map of the proposed SSA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)
<i>Location in Package (or comment if not applicable):</i>		
3.3	Plat / Concept Layout	Preliminary plat and final plat (can be draft versions), if available; conceptual layout of any imminent proposed development
<i>Location in Package (or comment if not applicable):</i>		
3.4	Land Use Table	A table with the following (refer to Policies & Criteria for details): 1. Acreage of "Proposed" land uses 2. Acreage of "Existing" land uses
<i>Location in Package (or comment if not applicable):</i>		

3.5	Proposed Land Uses	Description of proposed land uses, including estimated number and type of housing units (including single-family, multifamily, group quarters), commercial-building space area, and estimated employee types (if known, as applicable)
<i>Location in Package (or comment if not applicable):</i>		
3.6	Phasing	For proposals larger than 100 developable acres, map showing conceptual staging boundaries (smaller proposals also encouraged to submit phasing maps, if available)
<i>Location in Package (or comment if not applicable):</i>		
Ecosystem Resources & Environmental Corridors		
4.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area
<i>Location in Package (or comment if not applicable):</i>		
4.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)
<i>Location in Package (or comment if not applicable):</i>		
4.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion
<i>Location in Package (or comment if not applicable):</i>		
4.4	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>
<i>Location in Package (or comment if not applicable):</i>		

4.5	Major Change (if applicable)	<p>If any deviations to the Policies & Criteria for Environmental Corridors are proposed (constituting a Major Change request), also include the following (refer to Environmental Corridors Major Change request guidance for more information):</p> <ul style="list-style-type: none"> - Extent of the encroachment into the required environmental corridor - Justification for not meeting requirements - Practicable alternatives analysis - Proposed mitigation strategies & measures to offset and/or prevent water quality impacts or reduced function of the environmental corridor - Assessment of current conditions of natural resources affected (e.g., wetland delineation, tree survey, flora/fauna assessment, connectivity to other water resources, etc.) <p>Local municipality support (including any feedback received during local processes)</p>
<i>Location in Package (or comment if not applicable):</i>		
4.6	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.
<i>Location in Package (or comment if not applicable):</i>		
Utilities (Sanitary Sewer)		
5.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer connection(s) for the amendment area
<i>Location in Package (or comment if not applicable):</i>		
5.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions
<i>Location in Package (or comment if not applicable):</i>		
5.3	Existing Loading	Current average daily flow for <i>all</i> downstream receiving sewers and the wastewater treatment plant, including full calculations and sources of values and assumptions
<i>Location in Package (or comment if not applicable):</i>		
5.4	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity
<i>Location in Package (or comment if not applicable):</i>		

5.5	Existing Utility Map	Map of the current municipal wastewater collection system, noting areas which are outdated and of influence on the proposed amendment; identify the route of wastewater transport from the amendment area to WWTP (or regional interceptor if within MMSD's service area)
<i>Location in Package (or comment if not applicable):</i>		
Utilities (Water Supply)		
6.1	Proposed Water Supply	Description and map of the proposed public water supply system extension for the amendment area
<i>Location in Package (or comment if not applicable):</i>		
6.2	Proposed Demand	Estimate of the average daily and peak hourly water demand for the amendment area, including full calculations, sources of values and assumptions, and identification of any heavy water users
<i>Location in Package (or comment if not applicable):</i>		
6.3	Existing Demand	Current average daily and peak hourly water demand, including full calculations and sources of values and assumptions
<i>Location in Package (or comment if not applicable):</i>		
6.4	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area
<i>Location in Package (or comment if not applicable):</i>		
Stormwater Management		
7.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)
<i>Location in Package (or comment if not applicable):</i>		
7.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)
<i>Location in Package (or comment if not applicable):</i>		
7.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)
<i>Location in Package (or comment if not applicable):</i>		
7.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)
<i>Location in Package (or comment if not applicable):</i>		

7.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <i>Note: Areas within the watersheds of waters listed by DNR as Areas of Special Natural Resources Interest (e.g., ORWs, ERWs, trout streams, etc.) will be encouraged to achieve higher standards when in alignment with goals of the local jurisdiction or where determined to be needed to achieve water quality goals.</i>
Location in Package (or comment if not applicable):		
7.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities
Location in Package (or comment if not applicable):		
7.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)
Location in Package (or comment if not applicable):		

Section 6 – Certification

I, _____ (name), on behalf of the _____ (City/Village/Town) of _____, certify in accordance with Wis. Stat. § 283.83 that the proposed change to the _____ Limited/Urban Service Area, an amendment to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards under Wis. Stat. § 281.15 and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution No. 2026-06, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

Signature: _____ Date: _____

(end)