

Application for Sewer Service Area Amendments

SSA Minor 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 & Criteria Sewer Service Area Amendments* control.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Location of existing property or location of proposed residential units 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: _____

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 optional but recommended.** 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:

Section 4 – Fees

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

| Criteria | Application Fee ¹ |
|--------------------------------|------------------------------|
| Existing Development on Septic | \$0 |
| New Residential Land Uses | \$2,500 |
| All Other Cases | \$1,500 |

¹ 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 |
|--|---|---|
| Intergovernmental Cooperation | | |
| 1.1 | Notification | Document notification to adjacent local governmental units regarding the proposed USA amendment, including transmittal of draft (or final) application |
| <i>Location in Package (or comment if not applicable):</i> | | |
| 1.2 | 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> | | |
| 1.3 | 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> | | |
| 1.4 | 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> | | |
| 1.5 | Supporting Resolution (Environmental Corridors) | Resolution acknowledging enforcement role in protection of 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> | | |
| 1.6 | 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> | | |

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| 1.7 | 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 | | |
| 2.1 | 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> | | |
| 2.2 | 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 amendment area, to the extent known) |
| <i>Location in Package (or comment if not applicable):</i> | | |
| 2.3 | Plat / Concept Layout | Existing plat or CSM, or proposed CSM (can be draft versions), if available; conceptual layout of any imminent proposed development |
| <i>Location in Package (or comment if not applicable):</i> | | |
| 2.4 | Proposed Land Uses | Description of proposed land uses, including estimated number and type of housing units |
| <i>Location in Package (or comment if not applicable):</i> | | |
| Ecosystem Resources & Environmental Corridors | | |
| 3.1 | 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> | | |
| 3.2 | 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> | | |
| 3.3 | 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> | | |

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| 3.4 | 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> | | |
| 3.5 | 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) | | |
| 4.1 | 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> | | |
| 4.2 | 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> | | |
| 4.3 | 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> | | |
| Utilities (Water Supply) | | |
| 5.1 | 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> | | |
| 5.2 | 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 | | |
| 6.1 | 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> | | |

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| 6.2 | 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> | | |
| 6.3 | 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> | | |
| 6.4 | 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> | | |
| 6.5 | 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> |
| <i>Location in Package (or comment if not applicable):</i> | | |
| 6.6 | Maintenance | Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities |
| <i>Location in Package (or comment if not applicable):</i> | | |
| 6.7 | 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) |
| <i>Location in Package (or comment if not applicable):</i> | | |

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)