

**OVERVIEW AND REGULATORY CONTEXT**

To protect public health and maintain the integrity of the waters of the state, the Wisconsin Department of Natural Resources (WDNR) and Department of Safety and Professional Services (DSPS) require sewerage systems under their authority to be in conformance with and/or designed in accordance with the approved areawide water quality management plans, pursuant to NR 110.08(4), SPS 382.30(12)(b), and SPS 382.20(11)(f).

On behalf of the WDNR, the Capital Area Regional Planning Commission (CARPC) administers the *Dane County Water Quality Plan (DCWQP, or Plan)*, the areawide water quality management plan for the designated area of Dane County. As part of this role, CARPC staff review plans for development served by public sewer and plans for improvements to sewerage systems for conformance with the *DCWQP*.

Common projects required to conform to the *DCWQP* include the extension, improvement, or modification of public sanitary sewers, interceptor sewers, force mains, and pumping/lift stations, as well as private interceptor sewers and building sewers. Replacement of existing public sanitary sewers that do not change the alignment, slope, or size are considered “maintenance” projects and are generally not reviewable by DNR and do not require review by CARPC. Projects solely involving extension of laterals serving one- or two-family dwellings or public buildings with fewer than six (6) plumbing fixtures do not require review by CARPC.

**SUBMIT APPLICATIONS VIA EMAIL:**

[Reviews@CapitalAreaRPC.org](mailto:Reviews@CapitalAreaRPC.org)

**REVIEW FEES**

Review fees will be assessed in accordance with [CARPC Resolution No. 2026-11](#). Please visit <https://www.capitalarearpc.org/water-quality/reviews> for current fee schedule. An invoice will be emailed to the applicant after the WQM review letter is issued.

Applications involving only minor revisions to valid WQM review letters or reconstruction of public sewer solely serving areas with existing access to sewer service are generally not subject to review fees.

**WQP CONFORMANCE REVIEW LETTERS**

CARPC staff will review submitted materials for conformance with the *DCWQP*, which includes the [Policies and Criteria for Environmental Corridor](#) and any provisions of applicable sewer service area amendments. Once established, a Water Quality Management conformance review letter (WQM review letter), also known as a “208 letter”, will be issued stating that the plans are generally consistent with the sewer service area provisions of the *DCWQP*.

See below for additional information on procedure.

**DIRECT QUESTIONS TO:**

Nick Bower, PE, ENV SP | Water Quality Program Director  
Phone: (608) 474-6019 | [NickB@CapitalAreaRPC.org](mailto:NickB@CapitalAreaRPC.org)

Prachi Mehendale | Environmental Engineer  
Phone: (608) 474-6016 | [PrachiM@CapitalAreaRPC.org](mailto:PrachiM@CapitalAreaRPC.org)

## PROCEDURE

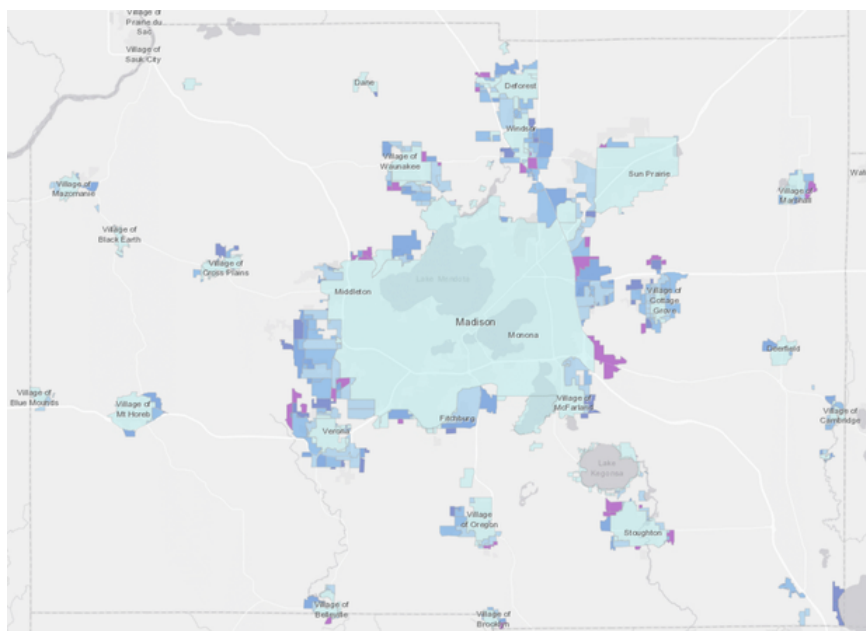


CARPC staff will issue a WQM review letter, or provide comments regarding the lack of conformity with the *Dane County Water Quality Plan (DCWQP)*, within 10 business days of receipt of a complete submittal. Applicants may submit revised materials to address the issues raised in the comments, which then begins a new 10-business-day review period. Once conformity with the *DCWQP* has been established, staff will issue the WQM review letter to the applicant and provide a copy to the local municipality and authorized representative(s) of the applicable wastewater collection and treatment systems. The applicant is responsible for including the WQM review letter with their materials to be submitted to the State for review and permitting. WQM review letters remain valid for four (4) years from the date of issue.

If conformance with the *DCWQP*, including site-specific provisions from applicable sewer service area amendment approvals\* and the *Policies and Criteria for Environmental Corridors*, cannot be established, the applicant may pursue an amendment to the *Plan*. An amendment to the *Plan* generally requires a formal application, public hearing, and DNR approval and can take up to 90 days after receipt of a complete submittal, with no guarantee of approval. Please refer to the adopted [Policies and Criteria for Sewer Service Area Amendments](#) and [Policies and Criteria for Environmental Corridor](#) for additional information.

CARPC staff will work to accommodate external project deadlines as much as feasible, though please be aware that projects will be reviewed in the order they were received. Please plan your submittal schedule accordingly. Providing a complete submittal can streamline the review period.

\*Refer to CARPC's [Open Data Portal](#), which contains mapping of Sewer Service Area Amendments and links to applicable materials associated with approval. Contact CARPC Staff in case of apparent discrepancy or lack of information.



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Prachi Mehendale  
Environmental Engineer  
Phone: (608) 474-6016  
[PrachiM@CapitalAreaRPC.org](mailto:PrachiM@CapitalAreaRPC.org)



# SUBMITTAL REQUIREMENTS - Sewer Extension Reviews

Please provide a separate digital file for each of the following components

(all items are required for a complete submittal, unless otherwise indicated below):



|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cover Letter</b>                   | <p>A letter requesting CARPC review for conformance with the areawide water quality management plan (i.e., <i>Dane County Water Quality Plan</i>), including:</p> <ul style="list-style-type: none"> <li>Brief description of project, including identification of the type of development (e.g., commercial, mixed-use, residential, etc.) and anticipated number of dwelling units (if applicable)</li> <li>Identification of specific lots to be served by current extension or connection to public sewer (e.g., lot numbers or Parcel ID)</li> <li>Identification of which municipality/utility will provide sanitary sewer collection, stormwater review/permitting, and zoning/building approval</li> <li>Description of how stormwater management will be handled (e.g., site-level or regional stormwater management facilities) and status of stormwater review by local and state approving bodies</li> </ul> |
| <b>Project Location Map</b>           | Location map with enough information to locate project site within the sewer service area (street locations/names, section corners, municipality, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Construction Documents / Plans</b> | <p>Civil drawings illustrating the general project design, sanitary sewer service, and stormwater management, including:</p> <ul style="list-style-type: none"> <li>Site plan</li> <li>Grading plan</li> <li>Erosion control plan</li> <li>Overall utility plan</li> <li>Plan &amp; Profile for sanitary sewer</li> <li>Stormwater facility construction details and location of test pits on the site</li> <li>Restoration plan (applicable when there are Environmental Corridors onsite or when compaction mitigation is required)</li> </ul> <p>Note: Draft drawings can be submitted; however, if site or utility design changes impact the area served, substantially change the sanitary loading, or impact how stormwater is managed, such changes should be resubmitted to CARPC for additional review and may require an updated WQP review letter</p>                                                         |
| <b>WDNR Form 3400-059</b>             | <p><u>WDNR Wastewater Plan Submittal</u> Form 3400-059: Sanitary Sewer Submittal</p> <p>Note: required only when the project involves public sanitary sewer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Plat / CSM</b>                     | <p>The final plat or Certified Survey Map (CSM) for the proposed project (including the underlying plat or CSM if there is no current land division), preferably including identification of Environmental Corridors and a note describing applicable restrictions to development within Corridors. For proposed plats, show all navigable watercourses, wetlands, and other pertinent features (per Wis Stats s. 236.20 (5)).</p> <p>Note: Draft plats (including preliminary plats) and CSMs can be submitted; however, if changes occur which affect layout, lot numbering, or land uses, the revised/final document should be submitted to CARPC for additional review and may require an updated WQP review letter</p>                                                                                                                                                                                              |
| <b>Sewer Service Area Exhibit</b>     | <p>A map of the immediate service area for the proposed sanitary sewer (not required for site developments being served by lateral connection), additionally including (where applicable):</p> <ul style="list-style-type: none"> <li>For projects involving lift stations, forcemain, and/or sewers 10" or larger, show the estimated 20-year and ultimate service area (including the anticipated phasing plan, if applicable)</li> <li>For public sewers not within the public right-of-way, show the public sewer easement</li> <li>Unless documented otherwise, identify which sewers are public and which are private (of those being reviewed)</li> </ul>                                                                                                                                                                                                                                                         |
| <b>Sewer Capacity Calculations</b>    | Calculations which demonstrate that the proposed sanitary sewer has adequate capacity to serve both the immediate service area (and ultimate service area, if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Supplemental Materials</b>         | <p>Any additional materials necessary to show consistency with applicable conditions of approval for the sewer service area (e.g., conditions within CARPC Resolution/Water Quality Management Letter and/or DNR Approval Letter):</p> <ul style="list-style-type: none"> <li>Stormwater management plan/report, including narrative, tabulation of results, inputs, outputs, soils reports, and maps</li> <li>Approved wetland delineation reports (or by assured delineator)</li> <li>Other permits and/or exemptions which may impact conformance with water quality regulations or Policies &amp; Criteria for Environmental Corridors, including: DNR Chapter 30 permits, DNR-approved wetland exemptions, general permits, individual permits, USACE permits/determinations, FEMA-approved LOMCs (or CLOMRs), etc.</li> </ul>                                                                                      |

