

Please submit ONE original of all documents required with original signatures (in ink) on all appropriate pages. We will make copies for disbursement after issued.

ORIGINAL PERMIT APPLICATION

CONVENTIONAL	ALTERNATE (Mound, IGP, At-Grade)	HOLDING TANK	REPLACE / RELOCATE TANK ONLY (Does not include Holding Tank)	RECONNECT / REPAIR (County Permit)
Sanitary Permit Application (SBD-6398) \$375 FEE (1)(2)(3) Plot Plan Drawing System Cross Section Pump Tank Cross Section & Pump Curve (If Conventional w/lift) POWTS Owner's Manual & Management Plan Septic Maintenance Agreement Soil Test w/ \$25 review fee ⁽¹⁾ (unless already on file)	Sanitary Permit Application (SBD-6398) \$450 FEE (1) Plot Plan Drawing System Cross Section Tank Cross Section (Pump tank and pump curve) POWTS Owner's Manual & Management Plan Septic Maintenance Agreement Soil Test w/ \$25 review fee ⁽¹⁾ (unless already on file) State Plan Approval	Sanitary Permit Application (SBD-6398) \$525 FEE ⁽¹⁾ (includes plan review fee) Plot Plan Drawing (Refer to checklist) Tank Cross Section (Refer to checklist) POWTS Owner's Manual & Management Plan Holding Tank Documents ⁽⁴⁾ w/recording fees (Any Docs recorded after 6/24/10 are a flat \$30 fee) Soil Test Not Required (\$25 review fee ⁽¹⁾ if submitted)	Sanitary Permit Application (SBD-6398) \$225 FEE (1) Plot Plan Drawing Pump Tank Cross Section & Pump Curve (If Conventional w/lift) POWTS Owner's Manual & Management Plan (unless already on file) Septic Maintenance Agreement (unless already on file) Drainfield evaluation including soils information no older than 1980	County Permit Application \$125 FEE (1) Plot Plan Drawing Septic Maintenance Agreement or HT documents (unless already on file) Statement from plumber indicating the system has been evaluated and is functioning & code compliant including soils information no older than 1980. <u>A reconnect is required any time the "building sewer" is interrupted</u>

CHANGES TO ISSUED PERMITS

CHANGE OF PLUMBER CONVENTIONAL /HT	MOUND/COMMERCIAL	TRANSFER – OWNER (After issued – Not Installed)	RENEWAL (Submit before expired)	REVISION (After permit issued)
Sanitary Permit Application (SBD-6398) \$50 FEE (1)(5) NEW Plot Plan Drawing NEW System Cross Section NEW Pump Tank Cross Section & Pump Curve (If Conventional w/lift) NEW POWTS Owner's Manual & Management Plan	Sanitary Permit Application (SBD-6398) \$50 FEE (1)(5) NEW Plot Plan Drawing NEW System Cross Section NEW Tank Cross Section (Pump tank and pump curve) NEW POWTS Owner's Manual & Management Plan NEW State Plan Approval	Sanitary Permit Application (SBD-6398) \$50 FEE (1)(5) NEW Septic Maintenance Agreement signed by new owner Return original permit	Sanitary Permit Application (SBD-6398) \$50 FEE (1)(5) Any information required by code amendments Return original permit	Sanitary Permit Application (SBD-6398) \$75 FEE (1)(5) Retain original permit Information pertinent to revision <u>Revision paperwork and fee must be submitted for ANY Revision as listed under SPS 383.22 (4)(a) Wisconsin Administrative Code</u>

O:\Formw\POWTS\Sanitary Submission Chart (rev.5/1/16)

(1) All fees are subject to change. A Lincoln County Fee Schedule will be provided upon request.

(2) Additional \$10/gal for daily wastewater flow EXCEEDING 750 gal /day is required

(3) If the system is a non-pressurized in-ground system for public or commercial facility with a design wastewater flow of 3,000 gpd or less you must submit an additional \$100 Plan Review Fee with application.

(4) It is the owner's responsibility to ensure that all recordable documents are accurately and legibly completed. Owner will be responsible for correcting and re-recording any documents that are denied by the Register of Deeds

(5) If submitting more than one of these "changes" for an existing issued permit at the same time you will only be charged one fee (higher fee of \$75 if the changes involve a permit revision)

IMPORTANT INFORMATION FOR PLUMBERS

In an effort to help the process run more efficiently, we have condensed the paperwork and documentation required for a sanitary application into the chart on the back of this page. Please review this information prior to submitting a sanitary application to ensure that you have the required documentation. All plans **must be signed by a licensed Master Plumber or Designer** and must be submitted in ink or photocopied with an original signature (**No pencil**). When you submit a sanitary permit application, please include only **one original of everything**. We will make our own copies.

INSTALLATION INSPECTIONS

All POWTS installations require an installation inspection – **INCLUDING RECONNECTS**. Please call at least 24 hours in advance for an installation inspection. **If you are not going to be ready for the inspection as scheduled PLEASE CALL our office as soon as possible to adjust or cancel the inspection.** (If we do not receive notice to cancel and a technician goes to the site, you will be billed \$75 for that inspection) Time is at a premium in the busy season and the schedule gets very tight for the Zoning Technicians to do permit on-sites and septic installation inspections. **If you adjust the time for the inspection but still need it for that same day you will then be scheduled around the other inspections that we have set up for that day.** You are required to have a **credentialed** representative onsite for all inspections. Please have a transit style level or laser level available for all inspections.

IN HOUSE REVIEW OF HOLDING TANK PLANS

Lincoln County has Agent Status for review of Holding Tanks for one and two family dwellings and public/commercial Holding Tanks 3000 gpd or less. Effective December 1, 2008 an Agent Status Plan Review fee will be **INCLUDED** in the permit fee for Holding Tank permit. **A sample Holding Tank Checklist is attached for your review to ensure that you have provided all the required information with your application.**

IN HOUSE REVIEW OF SMALL COMMERCIAL/PUBLIC CONVENTIONAL PLANS

Lincoln County has Agent Status for review Non-pressurized in-ground systems for public or commercial facilities with a design wastewater flow of 3,000 gpd or less. Effective December 1, 2008 there will be a \$100 Agent Status Plan Review fee in **ADDITION** to the Sanitary Permit fee.

ISSUANCE OF SANITARY PERMITS WITHIN 30 DAYS OF RECEIPT

Complete sanitary permit application will be reviewed and issued within 30 days of the date that we receive ALL documents for that permit. Please make sure you are in agreement with the owner as far as the location of proposed buildings because the septic could go in before the land owner even applies for permits for the buildings.

FORMS & DOCUMENTS AVAILABLE ON COUNTY WEBSITE

If you need to print any of the documents listed on our chart you may go to our website at www.co.lincoln.wi.us . When the homepage comes up, please click on the **"Forms & Documents"** bar on the left side of the screen. On the list that comes up scroll to the bottom of the list and you will see **"Zoning-Information for Plumbers"**. Click on that and it will bring up documents listed on the Paperwork requirement table. You will need Adobe Acrobat Reader to open these scanned .pdf files. Please print, copy and use as needed. If you need copies of the Fee Schedule & Town Officials List (for HTA signature) they would be in **"Zoning-Apps & Related Forms"**.

LINCOLN COUNTY HOLDING TANK COMPONENT REVIEW CHECKLIST

County: LINCOLN

Date: _____ Reviewer: _____

Commercial [] Residential []

Project Name: _____ Sanitary Permit No. _____

County File No. _____

Designer / Plumber: _____ Credential No. _____

CST: _____ Agent Name: _____

General Submittal Information Check List

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One complete set of plans and specifications that are clearly legible and in permanent ink or photocopy. Submittals must be on paper measuring at least 8½ x 11 inches. A set of plans shall include: a plot plan, cross-section of the tank(s) and a management plan. Other legal documentation may be required depending on circumstances described within the checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Designers, Engineers or Architects who sign plans must possess a valid POWTS credential that allows them to design a POWTS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Master Plumbers who sign the plans must possess a valid credential that allows them to design a POWTS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If an index page is used: State the name of the project, include the legal description and reference the name of the holding tank manual SBD No. The index sheet must also be dated and signed by an individual who is responsible for the design and has a valid POWTS credential. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All signatures must be original and in ink. |

Soils Information

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Holding tanks are a system of choice at the state thereby eliminating the need for a Soil and Site Evaluation Report (Form # SBD-8330). |
|--------------------------|--------------------------|--------------------------|---|

Plot Plan

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned plans or plans drawn to scale (scale indicated on plans) with parcel size or all property boundaries clearly marked. Reference to nearest intersection also needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Benchmark and North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks identified as per appropriate code. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location information; legal description of parcel must be noted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of any nearby system(s) or well(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reference to OHWM (Ordinary High Water Mark) when near floodplain or bodies of water. (Ex. – reading of lake elevation vs. ground elevation at/near the tank.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of service drive/pad to be within 25 feet of service manhole(s). |

NOTE: The plan is considered an Individual Site Design and must be forwarded to the State for review of the service drive/pad is > 25' from the manhole(s) or the tank is site constructed.

System Sizing

Y N N/A

NOTE: The minimum tank capacity of a holding tank is calculated using estimated flow only. The surge factor of 150% does not apply.

- ◇ ◇ ◇ For one and two-family dwellings the number of bedrooms must be indicated. [Ex. (2 bedroom estimated = 200 gpd x 5-day = 1000 gallons); the manual requires a tank size of not less than 2000 gallons.]
- ◇ ◇ ◇ For public facilities the sizing calculations per Table 3 published in the manual must be included. [Ex. (Total estimated daily flow x 5-days = minimum tank capacity required); the manual requires a tank capacity of not less than 2000 gallons.]
- ◇ ◇ ◇ Sizing may be based on per capita occupancy or by meter-reading instead of estimated flow; however, a deed restriction will need to be filed with the county.

Tank Information

- ◇ ◇ ◇ Size and manufacturer information for prefabricated tanks.
- ◇ ◇ ◇ Installation information must include vent and manhole locations, depth to inlet, and depth of freeboard and anchoring provisions, if applicable.
- ◇ ◇ ◇ A cross-section of the tank(s) must be included with the plan. The cross-section detail must contain information regarding liquid depth of the tank(s) depth of the high water alarm (1' below inlet), approved joints/piping material and any modifications (suction pipes, etc.) clearly marked.

Management Plans: Typical items included as part of the management plans include:

- ◇ ◇ ◇ A management plan must be included with the plan.
- ◇ ◇ ◇ Evaluation, monitoring and maintenance schedules for components.
- ◇ ◇ ◇ Procedures for abandonment of system components.
- ◇ ◇ ◇ An Owner's Manual that contains the names and phone numbers of the local health authority, component manufacturer and POWTS service providers to be contacted in the event of component failure or malfunction.

Contingency Plan

- ◇ ◇ ◇ Written statement from owner regarding method of disposal required for design flows greater than 3000 gpd.
- ◇ ◇ ◇ An affidavit for 2 or more buildings sharing a POWTS must be included with the submittal identifying the individual(s) responsible for the operation and maintenance of the POWTS. See SPS 382.22(2)(b)(5), Wis. Adm. Code. The affidavit must be signed by the responsible individual(s), notarized and recorded with the deed plan prior to approval.

- A copy of a pumping contract is not needed for state review but it does satisfy all the requirements listed in SPS 383.54, Wis Adm. Code.
- See SPS 383.54(1)(e) for special circumstances when elevation difference from the bottom of the tank and the pump pad is greater than 15 feet vertically or when the distance to the servicing manhole is greater than 150 feet horizontally from the pump pad.
- Anchoring calculations for the tank(s) must be included for those plans where the tank(s) are located on sites prone to saturated soil conditions. (Ex. – low lying areas, A+0 sites, near open waters/floodplain.)

NOTE: Water meters are no longer required by code as of 02/01/04. However water meters may be required by county/local ordinances.