GREEN LAKE/ MARQUETTE/ WAUSHARA COUNTY
PLAN/PERMIT Checklist for Private On-site Wastewater Treatment Systems

HOLDING TANKS (Revised 2-11-05)

___Soil and Site Evaluation Report (SBD-8330) with original signature and dated by a certified soil tester (CST), with plot plan attached showing area tested. Plan to be drawn to scale or all appropriate distances noted on plan. Contour lines are required at appropriate intervals to depict the ground surface elevation. Reports and plans to be submitted in ink, no pencil accepted.

___Where lot size and setback limitations preclude any soil absorption system, a soil boring description is not required; however the plumber or designer must **clearly** indicate why the parcel is not suitable for anything other than a holding tank, (scaled drawing of lot is preferred).

___Where the property is in a floodplain, it must be determined that the holding tank will be installed in the floodfringe area and not in the floodway as required by both state and county floodplain regulations. (Cross-sections of the area and relevant elevations by a licensed surveyor may be required.) In addition, the proposed method and calculations of the weight of anchoring of the tank is necessary. Soil is not an acceptable anchoring component in floodprone areas because of its potential to wash away during a flood event.

___Plumbers or licensed designers must sign, date, and seal or indicate their license number on **each** page of the submittal or provide an index page with bound plans that is signed, dated, and indicates the license number or seal of the submitter.

___TWO (2) complete sets of plans are required for every submittal. One set shall be returned to you. Plans shall be clear, permanent, and legible on paper no less than 8½ x 11 inches.

___Plans shall be completely dimensioned or drawn to scale with scale noted, with parcel size and boundaries clearly indicated, along with legal description and location information. Benchmark shall be noted and clearly described, and a north arrow provided. The benchmark denoted must be clearly identified and **permanent,** grade elevations will not be accepted.

___System sizing must be shown including the number of bedrooms for 1 and 2 family residences. For public buildings, the sizing calculations must be shown. (Remember the minimum tank size for a holding tank is 5 times the estimated daily wastewater flow or 2000 gallons, whichever is less.)

___A holding tank cross-section shall be provided for single tanks or tanks in series, complete with the size and manufacturer of the tank, and the location of the manhole and inspection openings. If the tank is to be site-constructed, all construction details shall be provided.

___The site plan shall show the location of the tank and connecting piping as well as the manholes, vents, all weather service drives, wells, buildings, and any other pertinent components or structures. Information shall also include height difference from the bottom of the tank to the servicing pad if that height is greater than 15 feet, and accommodations made to insure servicing of the tank can take place when these heights are encountered.

___An original Holding Tank Agreement and a Holding Tank Servicing Contract must be submitted, with appropriate signatures that are notarized, (black ink only), and a proper legal description of the property, along with the appropriate recording fee for the H.T. Agreement.

___The POWTS Application for Plan Review (Form #SBD-10577) shall be filled out and submitted with the appropriate fee for state plan review by either the state or the county as the agent for the state. For permit issuance, a Sanitary Permit Application (SBD-6398) shall be completely filled out with the appropriate county permit fee paid. A landowner signed and notarized Wisconsin Fund affidavit is required for all submittals.

___A management plan meeting the requirements of **Comm 83.54(1)(c)1-9** shall be submitted and reviewed with the plans for a holding tank. This plan needs to include the procedures for proper maintenance of the system, servicing frequency, any testing required and its frequency, the amount and quality of wastewater that the system is designed for, and any checklist necessary for installation and inspection.

___A contingency plan meeting the requirements of **Comm 83.22(2)(b)f** is required that describes a recommended agenda to follow should the proposed holding tank fail.