



GENERAL REQUIREMENTS FOR DISTRICT PUBLIC SEWER EXTENSION REVIEW

ALL materials must be submitted to the District in electronic format a **minimum of 14 days** before a Commission meeting. Incomplete submittals may result in delays to the sewer extension approval process.

All submittals require one copy of 11x17 paper plans to be submitted, along with pdf files of the plans, DNR forms and all other documentation on a flash drive.

1. Transmittal Letter(s)

- To: District - include project description and enclosed materials.
 - Typical questions to be answered in the letter: With a reconstruction project, what is the reason for the project? Will it increase capacity? With new sewers, for commercial or residential development? How many lots are included in the current phase? Are there future phases planned? A brief description is required.
- To: DNR (optional) – similar to District letter, but not always included.

2. Final Construction Plans

- 11"x17" required, 24"x36" no longer accepted.
- Drawn to suitable scale with north arrow.
- Referenced to a published vertical datum.
- Sealed by professional engineer.
- Erosion control information should be included.

3. DNR Forms

<https://dnr.wi.gov/topic/Wastewater/adequatesubmittal.html>

- Form 3400-59 (Sanitary Sewer Submittal)
- Form 3400-95 (Sewer Specification Checklist)
- Form 3400-160 (Sanitary Sewer or Lift Station Project Approval Request)
- Form 3400-205 (Wastewater System Approval Request)
- Form 3400-168 (optional, ONLY necessary if lift station included)

4. Sewer service map This is a general map showing connection to existing system, overview of sewer layout and area to be served (i.e. phase limits, corresponding with DNR form 3400-059, Item 5)

- Show immediate service area and acreage.
- Show ultimate service area and acreage.

5. Owner approval letter

- If a consultant is submitting the sewer extension, an owner approval letter from the municipality is required to confirm responsibility for ownership and maintenance of the proposed sewers.

6. Capital Area Regional Planning Commission '208' water quality review letter

https://danedocs.countyofdane.com/webdocs/PDF/capd/Misc/Sewer_Extension_Requirements_2016.pdf

- Sewer extensions cannot be published on a District Commission agenda until a '208' water quality review letter has been issued which states the project is in conformance with regional plans.

7. Plat map or Certified Survey Map showing lot areas for computation of connection charges. If unrecorded map is submitted, additional fees may be due if recorded map is changed.

8. A CAD file that includes proposed parcel lines for developments within unrecorded or newly recorded plats or certified survey maps. This file can be submitted on a disk/flash drive or emailed to curts@madsewer.org