TO WHOM IT MAY CONCERN

RE: NON PLUMBING SANITATION SYSTEMS
(Vault Privies, Portable Toilets, Incinerating Toilets, etc.)

Enclosed is information on the construction and setback standards and the required procedure to obtain a sanitary permit for the installation of a vault privy. Please read the construction and installation standards carefully for a vault privy. The forms in this packet are also suitable for the use of any non-plumbing system (portable toilet, incinerating toilet, etc.). The term “non-plumbing system” will be used to reflect any of the systems noted above, including a vault privy.

To obtain a sanitary permit for the installation or use of a non-plumbing sanitation system, you must do the following:

1. Complete and sign the sanitary permit application form. The areas that you need to complete are printed in red. Some of these areas may not apply to your particular system type. If this is the case, enter N/A (not applicable). Office staff will be able to help you fill in a complete legal description, but fill in as much as you can.
2. Complete the non-plumbing sanitation system plan view sheet, showing the lot lines, location of proposed non-plumbing system, wells, streams, lakes, buildings, wetlands, floodplain, etc.
3. Complete the required information on the non-plumbing sanitation system installation agreement. A notarized signature is needed on this form.
4. In the case of a vault privy, attach a separate sheet showing details as to how the building and vault will be constructed in accordance with the standards. If a pre-constructed septic tank is used as a vault, indicate the brand/manufacturer, specifications sheet plus detailed plans of the building are required. Please keep in mind that the capacity of the tank must be at least 200 gallons. In addition, the tank must be proven to be watertight construction and able to withstand the pressures of underground burial by meeting the same standards as those established for septic tanks. (Copy of administrative code specifications attached.)
5. Return all forms along with $325.00 payable to Waushara County Zoning Office. This fee includes the application fee as well as the recording fee for the non-plumbing sanitation system installation agreement.

Upon receiving the completed forms and necessary fees, we will record the non-plumbing sanitation system agreement and issue the sanitary permit. You must notify us upon completion of the vault privy or placement of the non-plumbing sanitation system so that we can conduct an inspection to assure it is in accordance with the applicable standards.

If there are any questions regarding the attached materials, please feel free to contact the Zoning Office at (920) 787-0453.
Sanitary Permit Application

In accordance with SPS 383.21(2), Wis. Adm. Code, submission of this form to the appropriate governmental unit is required prior to obtaining a sanitary permit. Note: Application forms for state-owned POWTS are submitted to the Department of Safety and Professional Services. Personal information you provide may be used for secondary purposes in accordance with the Privacy Law, s. 15.04(1)(m), Stats.

I. Application Information – Please Print All Information

<table>
<thead>
<tr>
<th>Property Owner’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel #</td>
</tr>
<tr>
<td>Property Location</td>
</tr>
<tr>
<td>Govt. Lot ____________, 1/4, Section _____ (circle one)</td>
</tr>
<tr>
<td>T __________, N. R __________, E or W</td>
</tr>
<tr>
<td>Subdivision Name</td>
</tr>
<tr>
<td>City of ________________</td>
</tr>
<tr>
<td>Village of ______________</td>
</tr>
<tr>
<td>Town of ________________</td>
</tr>
</tbody>
</table>

II. Type of Building (check all that apply)

<table>
<thead>
<tr>
<th>1 or 2 Family Dwelling – Number of Bedrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public/Commercial – Describe Use</td>
</tr>
<tr>
<td>State Owned – Describe Use</td>
</tr>
</tbody>
</table>

Lot #
Block #
CSM Number

III. Type of Permit: (Check only one box on line A. Complete line B if applicable)

A. X New System
□ Replacement System
□ Treatment/Holding Tank Replacement Only
□ Other Modification to Existing System (explain)

B. □ Permit Renewal Before Expiration
□ Permit Revision
□ Change of Flumber
□ Permit Transfer to New Owner

List Previous Permit Number and Date Issued

IV. Type of POWTS System/Component/Device: (Check all that apply)

□ Non-Pressurized In-Ground
□ Pressurized In-Ground
□ At-Grade
□ Mound ≥ 24 in. of suitable soil
□ Mound < 24 in. of suitable soil
□ Holding Tank X Type of nonplumbing system ________________
□ Pretreatment Device (explain) ________________

V. Dispersal/Treatment Area Information:

<table>
<thead>
<tr>
<th>Design Flow (gpd)</th>
<th>Design Soil Application Rate (gpd/ft)</th>
<th>Dispersal Area Required (sf)</th>
<th>Dispersal Area Proposed (sf)</th>
<th>System Elevation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. Tank Info

<table>
<thead>
<tr>
<th>Capacity in Gallons</th>
<th>Total Gallons</th>
<th># of Units</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Tanks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Tanks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Holding Tank

VII. Responsibility Statement- I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.

Owners’s Name (Print) Owners’s Signature Phone Number

Owner’s Address (Street, City, State, Zip Code)

VIII. County/Department Use Only

□ Approved
□ Disapproved
□ Owner Given Reason for Denial

<table>
<thead>
<tr>
<th>Permit Fee</th>
<th>Date Issued</th>
<th>Issuing Agent Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>$325.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IX. Conditions of Approval/Reasons for Disapproval

Attach to complete plans for the system and submit to the County only on paper not less than 8 1/2 x 11 inches in size
NON PLUMBING SANITATION SYSTEM PLAN VIEW
(Detailed Plan View must either be drawn to scale, or all distances indicated)

All must be shown on plan view:
☐ Lot boundaries (all lot lines)
☐ Size of parcel
☐ Driveway
☐ All structures (existing and proposed)
☐ Location of non plumbing sanitation system
☐ Wells
☐ Lakes or streams

Legal Description: _____ ¼, _____ ¼, Section, T____ N, R____ E, Township of ____________.

___________ scale

NOTE: If a vault privy is being constructed, on a separate sheet of paper submit a detailed drawing showing detailed construction plans including the building construction, venting, and construction materials being used, details on water tight tank, self closing door, etc.
NON PLUMBING SANITATION SYSTEM
INSTALLATION AGREEMENT

This indenture, made by ____________________________________________ and their successors in interest hereinafter, called “owner”, own the following described parcel(s) of land in the State of Wisconsin: (provide legal description or location of property):

1) No plumbing will be installed in the privy.

2) No plumbing will be installed in the premises served by a non plumbing sanitation system unless a Code compliant soil absorption system or holding tank exists, or a valid sanitary permit to install such a system has been issued.

3) A privy vault shall maintain minimum setbacks as follows:

<table>
<thead>
<tr>
<th>Well</th>
<th>Building</th>
<th>Lake/Stream</th>
<th>Additional County Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealed Vault</td>
<td>50 ft.</td>
<td>25 ft.</td>
<td>Min. 75 ft.</td>
</tr>
</tbody>
</table>

4) Non plumbing sanitation systems for public buildings shall comply with SPS 352.63, Wis. Adm. Code.

5) Vault privies or structures housing a non plumbing sanitation systems used for one and two family purposes shall be constructed in such a manner so as to exclude flies, rats, and other vermin. Doors should be self closing and vault ventilators, where applicable, should terminate at least one foot above the roof.

6) A privy vault shall be constructed of watertight plastic, fiberglass, coated steel or monolithic concrete. Materials shall comply with the intent of SPS 383.20, Wis. Adm. Code. Counties may, by ordinance, establish minimum sealed vault sizes and type or construction within the guidelines of SPS 383.20, Wis. Adm. Code.

7) A non plumbing sanitation system shall be kept clean and sanitary. The contents of the system shall be disposed in accordance with NR 113, Wis. Adm. Code.

8) This agreement shall be binding on the owner, their heirs and assigns and shall be recorded by the register of deeds.

Owner:

Print Name(s)

Signature(s)

THIS INSTRUMENT DRAFTED BY: ZONING OFFICE

Subscribed and sworn to before me on ___ day of ____________, 20__

__________________________________________________________________________
Notary Public

My commission expires:

__________________________________________________________________________
Water tight vault using approved materials and construction method.

Manufacturer:  

Vault material*:  
( ) concrete  
( ) steel  
( ) fiberglass  
( ) other  
* Incompliance with SPS 384.25 & Wisconsin Stats.
Sec. 54-94. Nonplumbing sanitation systems.

(a) Generally.

(1) Nonplumbing sanitation systems are devices regulated under Wis. Admin. Code ch. Comm 91, which are alternatives to water-carried sanitation plumbing systems and drain systems. Nonplumbing sanitation systems are not connected to a water supply and are not connected to a plumbing system. Nonplumbing sanitation systems include, but are not limited to, composting toilets, incinerating toilets, pit privies, vault privies and portable restrooms. Buildings served solely by a nonplumbing sanitation system shall not contain any plumbing and shall not be connected to a water supply. A county sanitary permit must be obtained by the property owner before installing any nonplumbing sanitation system or similar device regulated under Wis. Admin. Code ch. Comm 91.

(2) A nonplumbing sanitation system may be permitted only when the structure or premises served by the nonplumbing sanitation system is not provided with an indoor plumbing system. If running water is supplied to the structure, then an acceptable method of sewage disposal, other than, or in addition to, a nonplumbing sanitation system must be provided.

(3) Construction of vault privies shall be in accordance with all applicable state administrative codes, and the following requirements:

a. No privy shall be erected within 50 feet of any well, 75 feet of the ordinary high-water mark of any navigable body of water, ten feet of the line of any street or other public thoroughfare or any other property line, or within 25 feet of the door, window, or fresh air inlet of any habitable building.

b. The foundations shall be of concrete or other masonry.

c. The vault shall extend at least six inches above the surrounding grade.

d. All windows, ventilators and other openings shall be screened with minimum 16-mesh to prevent the entrance of flies, and all doors shall be self-closing. A separate ventilator of at least four inches in diameter shall be provided for the vault and shall extend from the vault to not less than one foot above the roof and be provided with an effective ventilating hood.

e. The entire installation shall be kept clean and sanitary. Milk of lime (freshly slaked lime) or other equally effective disinfectant shall be used in the vault in sufficient quantities at frequent intervals.

f. Vaults may be constructed of concrete, steel, fiberglass or other materials approved for construction of septic tanks in accordance with the provisions set forth in the applicable sections of the Wisconsin Administrative Codes.

go. Prior to issuance of a sanitary permit for vault privies or portable restrooms, an agreement must be signed by the landowner and licensed septage hauler, ensuring adequate and proper maintenance of such vault privy or portable restroom, on forms furnished by the county zoning office.

(4) Pit privies are not permitted. Only vault-type privies are allowed in approved campground areas, for public buildings, and in all recreation areas.

(Ord. No. 300, § 4.01, 9-12-2000; Ord. No. 532, 3-8-2011)