

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

IN-GROUND (CONVENTIONAL) SOIL ABSORPTION SYSTEMS

(Revised 1-16-12)

___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 elevations, topography and slopes. Elevations at all four corners of the system area is acceptable only if the slope is less than 1% and % slope is indicated on plans.

___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. You **must** indicate which component manual(s) you are using when designing a system using the pre-approved manuals.

___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 8 ½ x 11 inches. Reports and plans to be submitted in ink, no pencil accepted.

___Plans shall be completely dimensioned or drawn to scale with scale noted. Parcel size and boundaries shall be 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. All setbacks shall be noted or scaled. Any neighboring buildings, septic systems or wells shall be noted.

___Dimensions of the absorption area shall be noted, or as with gravelless leaching units, the manufacturer, model, and number of units shall be listed along with the equivalent square footage these units provide.

___All piping shall be shown, including the layout of the laterals/infiltrators, header or manifold, vents, observations pipes, and the length, diameter, composition and location of all components.

___A cross-section of the system shall be provided including the depths and dimensions of aggregate, piping or leaching unit, the type of cover material used, and the minimum and maximum depths of components below original and final grade.

___System sizing must be shown including the number of bedrooms for 1 and 2 family residences. For public buildings, the sizing calculation must be shown. (Remember the design flow rate is 150% of actual estimated flow.)

___The size and manufacturer of pre-constructed septic tanks must be noted. If a septic tank is site constructed, a cross-section must be submitted with all construction details provided. The manufacturer and model identification of the effluent filter to be installed shall be noted.

___If a pump is installed, a pump tank cross-section is required, including storage volumes, dosing cycle and volumes, electrical and venting connections, and location of the manholes. Information must also include designation of the pump to be used, a pump performance curve, a note of the forcemain diameter and length with calculations of the friction loss, and the total dynamic head.

___For issuance of a sanitary permit, a Sanitary Permit Application Form (#SBD-6398) must be completely filled out and the appropriate county permit fees paid. For public buildings, an SBD-10577 is required along with the appropriate fee. A landowner signed and notarized maintenance affidavit is required for all submittals.

___A management plan meeting the requirements of **SPS 383.54(1)(c)1-9** shall be submitted that includes the steps for proper maintenance of the system, servicing frequency of the system and its components, any testing required and its frequency, load and rest schedules, start up and shut down procedures, the amount and quality of wastewater that the system is designed for, any checklists necessary for installation and inspection, and the proper method to abandon the system if it fails. Any special measures needed to service the system, including servicing of treatment tanks where the bottom of the tank is greater than 150 feet horizontally or greater than 15 feet below the servicing pad shall be noted.

___A contingency plan meeting the requirements of **SPS 383.22(2)(b)f** is required that describes a recommended agenda to follow should the proposed system fail. A soil tested area large enough for an initial and replacement soil absorption system shall suffice as a contingency plan if so noted.