

**Re: Review of Components of a Proposed Amendment to the *Dane County Water Quality Plan* by
Revising the Policies and Criteria for the Review of Sewer Service Area Amendments – Staff
Presentation and Discussion**

Requested Action:

Feedback on the following components of revised *Policies and Criteria for the Review of Sewer Service Area*, which will be brought forward to the Commission for action at a future meeting:

- a. Sewer Service Area Amendments – General (see Section 01 of attached *Policies & Criteria*)
- b. Sewer Service Area Major Amendments – Standard Process (see Section 02)
- c. Sewer Service Area Major Amendments – Expedited Process (see Section 03)
- d. Sewer Service Area Minor Amendments (see Section 04)

Background:

The Wisconsin Department of Natural Resources (WDNR) is required to have a continuing water quality management planning process, under Wis. Stat. § 283.83. One component of areawide water quality management planning sewer service area planning. CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area (SSA) Amendments, under a contractual agreement with the WDNR.

The current [Policies and Criteria for the Review of \[Major\] Sewer Service Area Amendments](#) were last revised April 13, 2017. The current [Policies and Criteria for the Review of Minor Sewer Service Area Amendments](#) were last revised February 13, 2020.

On February 8, 2024, [Resolution 2023-11 \(Revised\)](#) was adopted to establish the Ad-Hoc Water Quality Committee. The charge of the committee was, as stated in the Resolution:

“Make recommendations to the Commission for changes to its [SSA] Amendment process to better align the process with the authority and functions of regional planning commissions under Wis. Stat. 66.0309, Wis Act 55, CARPC’s mission and vision, recommendations of the CARPC Proactive Planning Committee, and recommendations that will result from CARPC’s current strategic planning process.”

Over the course of 2025, staff and the Ad-Hoc Water Quality Committee met multiple times to discuss and develop proposed policy changes to the collective policies for SSA Amendments (Major and Minor). On October 23, 2025, the Committee directed staff to finalize the proposed changes and bring them to the Commission for review and comment. With some minor, additional edits, the attached documents reflect the culmination of this work.

Staff Comments:

As a result of the work of the Proactive Planning Committee and Ad-Hoc Water Quality Committee (see above), changes to the policies and criteria for how we administer and review proposed SSA Amendments are being proposed. In general, these updates seek to clarify submittal requirements, align with statutory requirements, and better align our processes with the intentions of the Proactive Planning Committee and Agency vision and mission. These updates were prepared in consultation with legal counsel and DNR staff, and in consideration of feedback received from regional municipalities. The proposal includes updates to the two existing amendment processes (now referred to as SSA Major – Standard, and SSA Minor) as well as introduction of an alternative process (SSA Major – Expedited), all of which are contained within a single

document covering all SSA amendment applications. An overview of key updates and highlights is provided in the attached *Overview of Key Changes & Highlights* document.

These updates will constitute an amendment to the *Dane County Water Quality Plan*. A public hearing will be held at a future Commission meeting. Assuming favorable action by the Commission (at a future meeting), the final proposed amendment will be sent to the WDNR for review and an administrative decision.

In support of the proposed policy updates, staff have also prepared ancillary documents intended to assist applicants in preparing a complete application. These documents are tools designed and utilized to facilitate implementation of the adopted Policies and Criteria. They are provided for reference and no Commission action will be requested.

Attachments:

1. Sewer Service Area Amendments to the Dane County Water Quality Plan - Policies & Criteria
(Note: this document will be considered by the Commission at a future meeting and forwarded to DNR for final approval)
2. Ancillary Documents *(Note: for reference only; no action will be requested)*
 - a. Applications (Major and Minor)
 - b. Flow Charts (Major - Standard Process, Major - Expedited Process, and Minor Process)
3. Overview of Key Changes & Highlights *(Note: for reference only; no action will be requested)*

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Next Steps:

Assuming no significant concerns or issues raised, staff will finalize all materials, incorporating any additional feedback received, and prepare for a public hearing and possible Commission action at a future meeting.

Sewer Service Area Amendments to the Dane County Water Quality Plan

Policies & Criteria

Capital Area Planning Commission

(DRAFT December 2, 2025)

Review Note: Proposed policies for all SSA amendments, based on the following:

- Policies and Criteria for the Review of Sewer Service Area Amendments (dated April 13, 2017) ([Link](#))
- Policies and Criteria for the Review of Minor Sewer Service Area Amendments (dated February 13, 2020) ([Link](#))

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01 Sewer Service Area Amendments – General

KEY TERMS AND CONCEPTS

Sewer Service Area (SSA)

Planning area which identifies existing sewer areas and adjacent land most suitable for new development, as well as environmentally sensitive areas where development would have an adverse impact upon water quality (see Environmental Corridors definition below). In the Dane County region, sewer service areas have historically been further defined as either Urban Service Areas or Limited Service Areas (see definitions below).

Urban Service Areas

Lands intended for urban development, located in and around existing communities in the Dane County region, with the capacity to provide a full range of urban services (e.g., public sanitary sewer, public water supply, trash/refuse collection, EMS, etc.).

Limited Service Areas

Lands intended for limited urban development, located in and around existing communities in the Dane County region, with the capacity to provide one or more urban services (typically inclusive of public sanitary sewer collection).

Environmental Corridors

Generally contiguous network of open space and environmentally sensitive areas within urban service areas that are protected from development.

Estimated Environmental Corridors

Preliminary estimates of lands that would be required to be designated as Environmental Corridor if brought into an urban service area.

Voluntary Environmental Corridors

Lands that provide important benefits to the region, but do not have legal protection from development or disturbance (e.g., old-growth woodlands, 500-year floodplains, etc.), and which are recommended for voluntary inclusion in Environmental Corridors.

NEED FOR SEWER SERVICE AREA PLANNING

Sewer service area planning plays an important role in keeping Wisconsin's water safe for drinking, recreation and diverse aquatic life. Sewer service area planning is not intended to restrict a community's growth, obligate wastewater treatment plants to provide sewer throughout the planning boundary or affect community annexation policy. Planning accommodates future growth, while at the same time consolidating wetland, shoreland and floodplain protection programs within a community-based plan for sewer development.ⁱ Effective service area planning and policies relating to wastewater collection and treatment are best developed in tandem with Comprehensive Planning at a

regional and local level. CARPC conducts sewer service area planning activities under contract with Wisconsin Department of Natural Resources (DNR).

All amendments to urban service areas and limited service areas represent changes to the sewer service area within the *Dane County Water Quality Plan*, and as such, are referred to as Sewer Service Area (SSA) Amendments. This planning approach considers the interrelationship and impact of land development on water resources and ecosystem resources on an areawide basis.

Predicting the specific impacts of any one development on water resources can be difficult, or even impossible. At a regional or watershed scale, recognizing and accounting for the cumulative impacts of development on the ecological systems that are vital to the region's wellbeing is also a difficult, but vital challenge. As watersheds experience increased urbanization, infrastructure expansion, and increases in impervious surfaces, the cumulative impacts can push these natural systems beyond the point where ecological degradation accelerates, often irreversibly. In this way, there is a need for balancing the needs of a growing economy and population with the need for sustaining the ecological systems that are the foundation of the region's vitality.

Avoiding all detrimental impacts to the water resources and ecological systems within a watershed can be difficult, or entirely impossible, in a highly urbanized area, especially given the historical lack of proper stormwater management or focus on conservation and protection of these sensitive ecosystems. However, there are strategies which can slow and even reverse some of the harm done. Development practices with a focus on sustainability and progressive stormwater management using integrated green infrastructure throughout are an effective way to pair the need for development with limiting detrimental impacts on ecosystems.

In areas of the region where water resources are not already highly impaired, special emphasis should be placed on avoiding degradation and pushing these resources beyond the tipping points described above. Current stormwater management ordinances do not fully mitigate the effects of development on water resources. Even with more stringent (i.e., protective) stormwater management performance standards, the effects of land conversion from natural systems to agriculture use or urban development can have detrimental impacts on water resources and biological systems. As such, it is often appropriate in the watersheds of Areas of Special Natural Resources Interest (ASNRI) resources (e.g., Outstanding Resource Waters (ORWs)/Exceptional Resource Waters (ERWs), trout streams, etc.) to enact higher standards for stormwater management and ecosystem conservation to further limit the degradation of these resources.

Given the varying levels of complexity and the associated potential for adverse water quality impacts on receiving waters and ecosystem resources for any given SSA Amendment, three separate processes have been established for prospective sewer service area amendments commensurate with the potential impacts.

REGIONAL PLANNING PRIORITIES

The following items represent general planning priorities and best practices supported by CARPC. While the applicant is encouraged to incorporate these into their proposal, these are not a basis for a decision on water quality criteria.

- A. Contiguity to Existing Urban Infrastructure. Development should seek the efficient use of existing capacity in urban infrastructure (roads and streets, sewerage systems, water systems, parks and open space, etc.).
- B. Efficient Land Use. Development should seek efficient use of land through higher densities of development, infill development and redevelopment of existing development areas across the region.
- C. Reliance on Planning. USA expansion should be based on the community's comprehensive plan. Ad-hoc plan amendments in response to an unanticipated development opportunity should be rare but are sometimes necessary, especially for a land use in short supply in the community.
- D. Intergovernmental Cooperation. Infrastructure systems (e.g. transportation) and natural systems (e.g. watersheds) cross municipal boundaries. Annexation and development decisions affect functions and outcomes for neighboring communities. CARPC encourages good communication between neighbors and intergovernmental agreements that coordinate growth, boundaries and services.
- E. Climate Change Mitigation and Resiliency. All facets of planning and development should consider the impacts of a warming climate and increased precipitation anticipated in the region, including increased severe weather patterns. Future development and infrastructure planning should aim to ensure reliability and sustainability in the face of these conditions and consider the associated socio-economic impacts.
- F. Transportation Planning. Careful planning of transportation systems can improve cost efficiency and mobility outcomes for current and future residents of our region. CARPC will provide all SSA amendment applications to the Greater Madison MPO for review and commentary.

PUBLIC PARTICIPATION PROCESS

A key component of areawide water quality planning, and specifically the sewer service area amendment process, is meaningful public participation. Amendment proposals should be prepared with public input at the local process. All areawide water quality plan and plan revisions, including SSA Amendments, must have been subject to a public participation process approved by Wisconsin DNR including, at a minimum, a public hearing [[NR 121.07\(1\)\(b\)](#)].

A public hearing will be set for the next possible CARPC meeting unless the DNR determines it will hold the hearing at a time and place it deems appropriate in accordance with the contractual agreement between DNR and CARPC. The DNR may petition the circuit court for an order extending the time to act on the proposed amendment [[Wis. Stat. § 283.83\(1m\)\(c\)\(2\)](#)]. All affected local units of government (generally, local clerks and administrators), applicable county board supervisors, local chief elected officials, and other interested parties will be notified by letter thirty (30) days prior to the public hearing in accordance with [Wis. Stat. § 66.1001\(4\)\(d\)](#). For amendments which would expand the Central USA more than 300 developable acres, CARPC will notify all the units of government within the Central USA and invite them to comment.

All materials, including the application, staff analysis, CARPC recommendation, records of public hearings and Commission action, and DNR decision letter will be made available to the public throughout the amendment process through the CARPC website or other designated medium.

CREATION OF NEW SEWER SERVICE AREAS

In general, new sewer service areas will not be created unless there is no existing wastewater treatment facility and service area which could logically be expanded to serve the area. Creation of new service areas must meet the requirements and conditions of NR 110 regarding new treatment facilities to serve new and existing residential and non-residential development, and the state anti-degradation policy (NR 207, which prevents the unnecessary creation of new point-sources of wastewater discharge on water bodies). This process will require additional coordination with DNR and may be subject to additional criteria and requirements not stated in this document.

HISTORICAL LIMITED SERVICE AREAS

Historically, Limited Service Areas (LSA) have been defined within the Dane County region for areas where only one or a few urban services, such as sanitary sewer service, are provided to accommodate special or unique facilities or institutional uses which are appropriately located outside urban service areas, or areas of existing development experiencing wastewater disposal or water supply problems. This offered distinction from Urban Service Areas, which were provided a full range of urban services.

At times, some Limited Service Areas have been “absorbed” by Urban Service Areas during amendments to the sewer service area. In other instances, reference names of both Limited Service Areas (e.g., Oak Hill Correctional LSA) and Urban Service Areas (e.g., Central USA) have been retained. However, the distinction is no longer relevant and both Limited Service Areas and Urban Services Areas are more broadly defined as sewer service areas.

CRITERIA FOR ALL SSA AMENDMENTS

Requests for all amendments (Major and Minor) must comply with ALL the following:

- A. The applicant for a proposed amendment should be the municipality within which the property will be located at the time of development.
- B. The following must be provided with the application which shows that certain designated local management agencies in charge of various aspects of water quality protection have the ability and recognize their responsibilities in serving the amendment area (Note: one or more of the following can be combined if the responsible agency is the same):
 - i. Resolution stating support of the amendment to the SSA by municipality who is making the application
 - ii. Resolution acknowledging obligation to enforce nonpoint source pollution control (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development

- iii. Resolution acknowledging enforcement role to protect designated Environmental Corridor by municipality who will have regulatory jurisdiction at the time of development
Note: In lieu of a Resolution, applicant may demonstrate this by reference to existing policy or planning document
- iv. Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing wastewater treatment for amendment area at the time of development
Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the treatment system
- v. Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide wastewater collection and/or conveyance from the amendment area to the treatment plant at the time of development
Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the downstream systems

C. The applicant must have notified neighboring and affected units of government of their intent to expand the service area. Where post-development stormwater runoff from the amendment area will likely be discharged to an area under the jurisdiction of another unit of government, notification should identify this condition.

D. Adequate treatment capacity must be available in wastewater treatment facilities to receive the anticipated volume of wastewater generated by the area.

E. Service areas must be delineated to ensure the cost-effective (as defined in NR 110.03) and environmentally sound expansion of public sewerage facilities.

F. The boundary of SSA amendment areas should generally follow parcel lines, rights-of-ways (ROWs), or other appropriate, repeatable boundaries. Consult with CARPC staff on delineation.

G. In general, SSA amendment areas should be contiguous to existing sewer service areas, although exceptions may be made for unique land uses where isolation is warranted. In these rare instances, an amendment area may be discontinuous (on an "island") to accommodate special or unique facilities or institutional uses which are appropriately located outside the immediate vicinity of existing service areas, or areas of existing development experiencing wastewater disposal or water supply problems.

H. Amendments should not omit adjacent lands which would create a gap or "hole" in the resulting SSA.

I. Stormwater management measures should be aimed at mitigating to the maximum extent practicable the cumulative and incremental adverse impacts of development on surface water and groundwater resources and associated ecological systems. Such impacts include, but are not limited to, increases in off-site erosion and flooding, increases in pollution, reductions in stream baseflow, reductions in groundwater recharge, lowering of groundwater levels and

groundwater quality, reductions in flows to and from springs, hydrologic alterations of wetlands, and reductions in the ecological health of natural habitats. The effectiveness of proposed measures should be analyzed in the context of the current best management practices and available technology, and in consultation with municipal, county, and WDNR technical staff.

SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the respective Application – Major Amendments [[link](#)] or Application – Minor Amendments [[link](#)] for additional details and a checklist of items needed for submittal to demonstrate compliance with these policies.

Requests for sewer service area amendments must be accompanied by plans for development, including proposed land uses and major facilities in the area, provisions for water supply and wastewater collection and treatment services to be provided to the amendment area, description of nonpoint source pollution control measures and standards (e.g., stormwater management), and identification of environmentally sensitive areas which will be protected from development and a description of local policies, ordinances and other measures to protect such areas.

The specific level of detail in supporting materials can vary depending on how much is known about the future development area and whether there are specific development plans, provided that enough specificity is provided in terms of type and densities of land use to enable the determination of long-range urban service needs and impacts of development and the applicant can show compliance with water quality standards under Wis Stats. 281.15, applicable provisions of NR 121, and additional policies and criteria of the *Dane County Water Quality Plan*.

Completeness

For a complete submittal, the applicant shall submit the following:

- 1) Cover letter from Applicant (sponsoring municipality) or Applicant's Representative
- 2) Supporting resolution(s)
- 3) Documentation of notification to adjacent local governmental units
- 4) Application form (Major [[link](#)] or Minor [[link](#)])
- 5) Narrative and associated maps, tables, and figures which address requirements of application checklist
- 6) Relevant reports and studies (e.g., wetland delineation, stormwater management report, flora/fauna assessment, utility report, etc.)

Land Use Tables

Applications require two land use tables using the categories provided below, one table for the existing land uses and a second for proposed land uses. It is important for our data collection that applicants use consistent land use categories (i.e., all land uses should fit into one of the predefined categories).

When in doubt, applicants should refer to the [North American Industry Classification System \(NAICS\)](#) for example uses within each category. Provide values rounded to the nearest tenth of an acre.

Table 1. Existing Land Use

Land Use	Total Area (ac)	Housing Units (Count)
Agricultural		
Cemetery		
<i>Commercial</i>		
Extractive		
Governmental/Institutional		
Manufacturing		
Military		
Open Land		
Parks and Recreation		
<i>Residential</i>		
Single-Unit		
Multi-Unit		
Rural		
Group Quarters		
Mixed-Use	— ³	
Road Rights-of-Way (ROW)		
Stormwater Management		
Water and Wetlands		
Woodland		
TOTAL ACREAGE		

¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual *production* of goods.

² Where possible, separate residential uses into the following categories: Single-Unit, Multi-Unit, Rural, Group Quarters, and Residential/Commercial Mixed-Use.

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Table 2. Proposed Land Use

Land Use	Total Area (ac)	Existing Development (ac)	New Development (ac)	Housing Units (Count)
Agricultural				
Cemetery				
<i>Commercial</i> ¹				
Extractive				
Governmental/Institutional				
Manufacturing				
Military				
Open Land				
Parks and Recreation				
<i>Residential</i> ²				
Single-Unit				
Multi-Unit				
Rural				
Group Quarters				
Mixed-Use	— ³		— ³	
Road Rights-of-Way (ROW)				
Stormwater Management				
Water and Wetlands				
Woodland				
TOTAL ACREAGE				

¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual *production* of goods.

² Where possible, separate residential uses into the following categories: Single-Unit, Multi-Unit, Rural, Group Quarters, and Residential/Commercial Mixed-Use.

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

02 Sewer Service Area Major Amendments – Standard Process

SSA Major Amendments allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality.

The goal of the Standard Process is to provide a pathway for applicants to amend the sewer service area boundaries to accommodate imminent and future planned growth in a structured manner while managing, protecting, and enhancing groundwater and surface water quality. This process has been established in accordance with [Wis. Stat. § 283.83\(1m\)](#).

ADDITIONAL CRITERIA FOR STANDARD PROCESS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for major amendments utilizing the Standard Process must comply with ALL the following:

(none)

PROCEDURES FOR MAJOR AMENDMENT - STANDARD PROCESS

The following describes the application and review of an SSA major amendment, utilizing the Standard Process. Refer to the referenced flow charts for an illustrative outline of steps (in case of discrepancy, this document shall control) [[link](#)].

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is optional (but *highly recommended*). Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any known public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
 - e. Review of environmentally sensitive areas and ecosystems as well as opportunities for enhanced protections which still meet the goals of the municipality and development

Note: CARPC staff will present information on Voluntary and Estimated Environmental Corridors.

- 3) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 4) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.
- 5) Applicant submits a formal application to CARPC staff (via email is preferred).

Completeness Review Stage

- 6) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 7) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 8) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 9) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 10) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - a. A public hearing, at which members of the general public will be open to speak.
 - b. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.

- 11) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - c. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - d. The Commission may act on the Water Quality Management Letter.
- 12) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 13) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 14) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

03 Sewer Service Area Major Amendments – Expedited Process

SSA Major Amendments allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality.

The goal of the Expedited Process is to provide an elective, alternative route of pursuing an SSA amendment. Working collaboratively prior to the formal amendment application allows for the possibility to resolve issues, align priorities, and yield better outcomes. By initiating the proposal early in the overall development process and proactively engaging with CARPC staff regarding possible issues and concerns, the formal amendment review period has the potential of being completed on a shorter timeline (i.e., 60 days from formal submittal, compared to 90 days for the Standard Process).

Note: DNR has historically operated in a manner which provides their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 90 days of formal application pursuant to [Wis. Stat. § 283.83\(1m\)](#); in the Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 60 days of formal application.

ADDITIONAL CRITERIA FOR EXPEDITED PROCESS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for major amendments utilizing the Expedited Process must comply with ALL the following:

- A. There shall not be any known, unmitigated water quality concerns related to the proposed amendment to the sewer service area following submittal of formal application.
- B. Applicants shall have met with CARPC staff for a pre-application meeting.
- C. Applicants shall have met with CARPC staff and neighboring and affected units of government regarding their intent to expand the service area (or provided documentation that invitation was declined or not responded to within 10 business days).
- D. Notification to CARPC staff of intent to pursue an amendment must be given prior to local approval of the preliminary plat.
- E. All steps within the pre-application stage (see below) must be completed prior to formal application.

PROCEDURES FOR MAJOR AMENDMENT - EXPEDITED PROCESS

The following describes the application and review of an SSA major amendment, utilizing the Expedited Process. Refer to the attached flow charts for an illustrative outline of steps (in case of discrepancy, this document shall control) [[link](#)].

Pre-Application Stage

Note: it is recommended to commence this stage at least 45 days prior to a formal SSA application to allow time for completion of all activities.

- 1) The applicant shall provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment prior to local approval of the preliminary plat. It is intended for this to occur early in the overall development process (for a specific development request) or comprehensive planning process (for general requests)
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development

Note: CARPC staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.
- 3) A meeting(s) between the applicant (and/or applicant's representative), affected municipalities (including all adjacent municipalities), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topic which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Discussion of conflicts and possible resolution between municipalities due to the SSA amendment

Note: In lieu of a meeting with affected municipalities, the applicant may demonstrate that the meeting invitation was declined or not responded to within 10 business days.

- 4) CARPC staff, in consultation with the applicant and other municipal, county, and WDNR technical staff (as appropriate) will decide if the application can proceed with the Expedited

Process, based on whether there are unmitigated water quality concerns which raise uncertainty to the ability to meet water quality standards. Proposals with such unmitigated concern will follow the Standard Process.

- 5) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 6) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for informal staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 7) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 8) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 9) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 10) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 11) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - e. A public hearing, at which members of the general public will be open to speak.
 - f. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.

- g. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
- h. The Commission may act on the Water Quality Management Letter.

Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30.

12) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 13) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 14) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

04 Sewer Service Area Minor Amendments

SSA Minor Amendments facilitate the connection of existing structures to the public wastewater collection and treatment system and provide a simplified pathway for small adjustments to the sewer service area boundaries which would have a negligible impact on the wastewater collection and treatment system.

ADDITIONAL CRITERIA FOR MINOR AMENDMENTS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for minor amendments must comply with ALL the following:

- A. Minor amendment requests shall be limited to serve any of the following:
 - i. Existing buildings or the comparable replacement of existing buildings currently on septic systems
 - ii. Additional ancillary buildings on a portion of a parcel only partly within the sewer service area (i.e., outside of the current SSA boundary)
 - iii. Buildings in existence as February 13, 2020, which are already connected to public sanitary sewer but are currently outside of the approved sewer service area
 - iv. Up to 4 units of new residential construction
- B. The building(s) must be able to be served by private interceptor and/or lateral connection(s) to an existing sanitary sewer main (i.e., no public sanitary sewer main extension).
- C. The amendment area must adhere to all adopted Policies & Criteria for Environmental Corridors within the Dane County Water Quality Plan [[link](#)] (i.e., no Major Changes allowed).
- D. Area must be contiguous with existing sewer service areas.
- E. There shall not be any known, legitimate water quality concerns related to the proposed addition to the sewer service area.

PROCEDURES FOR MINOR AMENDMENT PROCESS

The following describes procedures regarding applying for and the processing of an SSA Minor Amendment. Refer to the attached flow chart for an illustrative outline of steps, specific to the [Minor Process](#).

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via letter or email) notice to CARPC staff of the intent of pursuing an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is *optional*. Attendance of technical support and the

development team is optional. The following represents the basic topics which should be covered at this meeting:

- a. Discussion of goals and priorities of the development, municipality, and region
- b. Process and schedule review
- c. Potential issues anticipated (including any public controversy)
- d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
- e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development

Note: CARPC staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.

- 3) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 4) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 5) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 6) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 7) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 8) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not) water quality standards. Conditions of approval may be included to

ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.

- 9) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - i. A public hearing, at which members of the general public will be open to speak.
 - j. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.
 - k. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - l. The Commission may act on the Water Quality Management Letter.

Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30.

- 10) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 11) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 12) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

ⁱ "Sewer Service Area Planning". Wisconsin DNR.

<https://dnr.wisconsin.gov/topic/SurfaceWater/SSAPlanning.html>

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Major Amendments

*Capital Area Planning Commission
(DRAFT December 2, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. This form is intended to be a tool to aid applicants in preparing a complete application. Refer to Policies & Criteria for Sewer Service Area Amendments for complete info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the property will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner(s) of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Does this application include a request for a deviation from the Policies & Criteria for Environmental Corridors (i.e., Environmental Corridor Major Change Amendment) (yes/no)? _____

If yes, briefly describe the request: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process, schedule, and considerations that may impact development design. **This meeting is required to be eligible for the Expedited Process and strongly encouraged for the Standard Process.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Process Selection

Identify whether this application is intended for the Standard Process, with an expectation of DNR decision by Day 90; or the Expedited Process, with the possibility of a CARPC recommendation on Day 30 (same meeting as public hearing) and DNR decision on Day 60 (refer to flow charts).

Note: Day 0 refers to the day in which a formal, complete application is received by CARPC staff.

By checking the Expedited Process box, I acknowledge that:

- 1) Applicant has completed a Pre-Application meeting with CARPC staff
- 2) There are no known, unmitigated water quality concerns, as determined in consultation with CARPC staff
- 3) Applicant has met with affected units of government (or provided documentation that invitation was declined or not responded to within 10 business days)

- 4) The expedited timeline may not be possible if unmitigated water quality concerns or other legitimate controversies emerge during the public review process, requiring additional time to evaluate those concerns prior to CARPC action
- 5) DNR generally issues their administrative decision within 30 days upon receipt of our recommendation; however, in accordance with Wis. Stat. § 283.83 which allows up to 90 days from the time of formal application to issue a final administrative determination, DNR may take up to 60 days to issue their decision

Standard Process

Expedited Process

Section 4 – Fees

The following fees will be charged for SSA Major Amendments, in accordance with CARPC Resolution #####-##.

Criteria	Application Fee	Remaining Balance
Adds greater than 1 net developable acre to urban service area	\$3,500	Actual cost exceeding \$3,500 ^{1,2}
Adds 1 or fewer net developable acre to urban service area		\$0
Exclusively removes developable acreage from urban service area		\$0

¹ At current CARPC billing rates and any associated direct costs

² Includes all costs directly attributable to SSA review and administration, which may include staff time prior to formal application, except that the initial Pre-Application meeting between Applicant and CARPC staff will not be charged

Upon receipt of a formal application package, the individual listed as “Applicant” (see Section 1) will be invoiced for the application fee. Upon completion of work by CARPC (typically following DNR decision), the individual listed as “Applicant” will be invoiced for the remaining balance.

Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made. Please include with all payments reference to the invoice number and specific SSA Amendment for proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Consistency with Local and Regional Plans			
1.1	Consistency w/ Local Plan*	Description of consistency with local community's comprehensive plan (or neighborhood plan, if applicable)	
Applicant Comments:			

1.2	Consistency w/ RDF*	Description of consistency with priorities in 2050 Regional Development Framework (RDF)	
Applicant Comments:			
Intergovernmental Cooperation			
2.1	Notification	Document notification to adjacent local governmental units regarding the proposed SSA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
2.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
2.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
2.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce <u>nonpoint source pollution control</u> (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development	
Applicant Comments:			
2.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
2.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing <u>wastewater treatment</u> for amendment area at the time of development	
Applicant Comments:			
2.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide <u>wastewater collection and/or conveyance</u> from the amendment area to the treatment plant at the time of development	
Applicant Comments:			
Land Use & Geography			
3.1	Existing Map & USAA Boundary	Map of the proposed SSAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
3.2	Proposed Map & USAA Boundary	Map of the proposed SSAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			

3.3	Plat / Concept Layout	Preliminary plat and final plat (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			
3.4	Land Use Table	A table with the following (refer to Policies & Criteria for details): 1. Acreage of “Proposed” land uses 2. Acreage of “Existing” land uses	
Applicant Comments:			
3.5	Proposed Land Uses	Description of proposed land uses, including estimated number and type of housing units (including single-family, multifamily, group quarters), commercial-building space area, and estimated employee types (if known, as applicable)	
Applicant Comments:			
3.6	Phasing	For proposals larger than 100 developable acres, map showing conceptual staging boundaries (smaller proposals also encouraged to submit phasing maps, if available)	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
4.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
4.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
4.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
4.3	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
4.4	Parks and Stormwater Areas	Description of proposed publicly and privately-owned parks, greenways, and conservancy areas and public outlots intended for stormwater management facilities	
Applicant Comments:			

4.5	Major Change (if applicable)	<p>If any deviations to the Policies & Criteria for Environmental Corridors are proposed (constituting a Major Change request), also include the following (refer to Environmental Corridors Major Change request guidance for more information):</p> <ul style="list-style-type: none"> - Extent of the encroachment into the required environmental corridor - Justification for not meeting requirements - Practicable alternatives analysis - Proposed mitigation strategies & measures to offset and/or prevent water quality impacts or reduced function of the environmental corridor - Assessment of current conditions of natural resources affected (e.g., wetland delineation, tree survey, flora/fauna assessment, connectivity to other water resources, etc.) - Local municipality support (including any feedback received during local processes) 	
Applicant Comments:			
4.6	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
5.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer extension for the amendment area	
Applicant Comments:			
5.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.3	Existing Loading	Current average daily flow for <i>all</i> downstream receiving sewers and the wastewater treatment plant, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.4	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
5.5	Existing Utility Map	Map of the current municipal wastewater collection system, noting areas which are outdated and of influence on the proposed amendment; identify the route of wastewater transport from the amendment area to WWTP (or regional interceptor if within MMSD's service area)	
Applicant Comments:			

Utilities (Water Supply)			
6.1	Proposed Water Supply	Description and map of the proposed public water distribution system extension for the amendment area	
Applicant Comments:			
6.2	Proposed Demand	Estimate of the average daily and peak hourly water demand for the amendment area, including full calculations, sources of values and assumptions and identification of any heavy water users	
Applicant Comments:			
6.3	Existing Demand	Current average daily and peak hourly water demand, including full calculations and sources of values and assumptions	
Applicant Comments:			
6.4	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
7.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
7.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			
7.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
7.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
7.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <i>Note: Areas within the watersheds of waters listed by DNR as Areas of Special Natural Resources Interest (e.g., ORWs, ERWs, trout streams, etc.) and impaired waters may be subject to additional protection to achieve water quality goals</i>	
Applicant Comments:			
7.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	
Applicant Comments:			

7.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
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Applicant Comments:

Section 6 – Certification

I, _____ (name), on behalf of the City/Village/Town (circle one) of _____, certify in accordance with Wis. Stat. § 283.83 that the proposed change to the _____ Limited/Urban Service Area, an amendment to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards under Wis. Stat. § 281.15 and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution #####-##, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

Signature: _____ Date: _____

(end)

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Minor Amendments

*Capital Area Planning Commission
(DRAFT December 2, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. This form is intended to be a tool to aid applicants in preparing a complete application. Refer to Policies & Criteria for Sewer Service Area Amendments for complete info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the existing property is located or proposed residential units will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process and schedule, and considerations that may impact development design. **This meeting is optional but recommended.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Section 4 – Fees

The following fees will be charged for SSA Minor Amendments, in accordance with CARPC Resolution #####-##.

Criteria	Application Fee ¹
Existing Development on Septic	\$0
New Residential Land Uses	\$2,500
All Other Cases	\$1,500

¹ Fees will be reviewed and updated periodically, and adjusted based on current CARPC staff billing rates at time of review

Upon receipt of a formal application package, the individual listed as "Applicant" (see Section 1) will be invoiced for the application fee. Upon completion of work by CARPC (typically following DNR decision), the individual listed as "Applicant" will be invoiced for the remaining balance.

Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made. Please include with all payments reference to the invoice number and specific SSA Amendment for proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Intergovernmental Cooperation			
1.1	Notification	Document notification to adjacent local governmental units regarding the proposed USA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
1.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
1.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
1.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce <u>nonpoint source pollution control</u> (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development	
Applicant Comments:			
1.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
1.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing <u>wastewater treatment</u> for amendment area at the time of development	
Applicant Comments:			
1.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide <u>wastewater collection and/or conveyance</u> from the amendment area to the treatment plant at the time of development	
Applicant Comments:			
Land Use & Geography			

2.1	Existing Map & USAA Boundary	Map of the proposed USAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
2.2	Proposed Map & USAA Boundary	Map of the proposed USAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			
2.3	Plat / Concept Layout	Existing plat or CSM, or proposed CSM (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			
2.4	Proposed Land Uses*	Description of proposed land uses, including estimated number and type of housing units	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
3.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
3.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
3.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
3.4	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
3.5	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
4.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer connection(s) for the amendment area	
Applicant Comments:			

4.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
4.3	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
Utilities (Water Supply)			
5.1	Proposed Water Supply	Description and map of the proposed public water supply system extension for the amendment area	
Applicant Comments:			
5.2	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
6.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
6.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			
6.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
6.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
6.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <i>Note: Areas within the watersheds of waters listed by DNR as Areas of Special Natural Resources Interest (e.g., ORWs, ERWs, trout streams, etc.) and impaired waters may be subject to additional protection to achieve water quality goals</i>	
Applicant Comments:			
6.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	

Applicant Comments:			
6.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
Applicant Comments:			

Section 6 – Certification

I, _____ (name), on behalf of the City/Village/Town (circle one) of _____, certify in accordance with Wis. Stat. § 283.83 that the proposed change to the _____ Limited/Urban Service Area, an amendment to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards under Wis. Stat. § 281.15 and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution **#####-##**, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

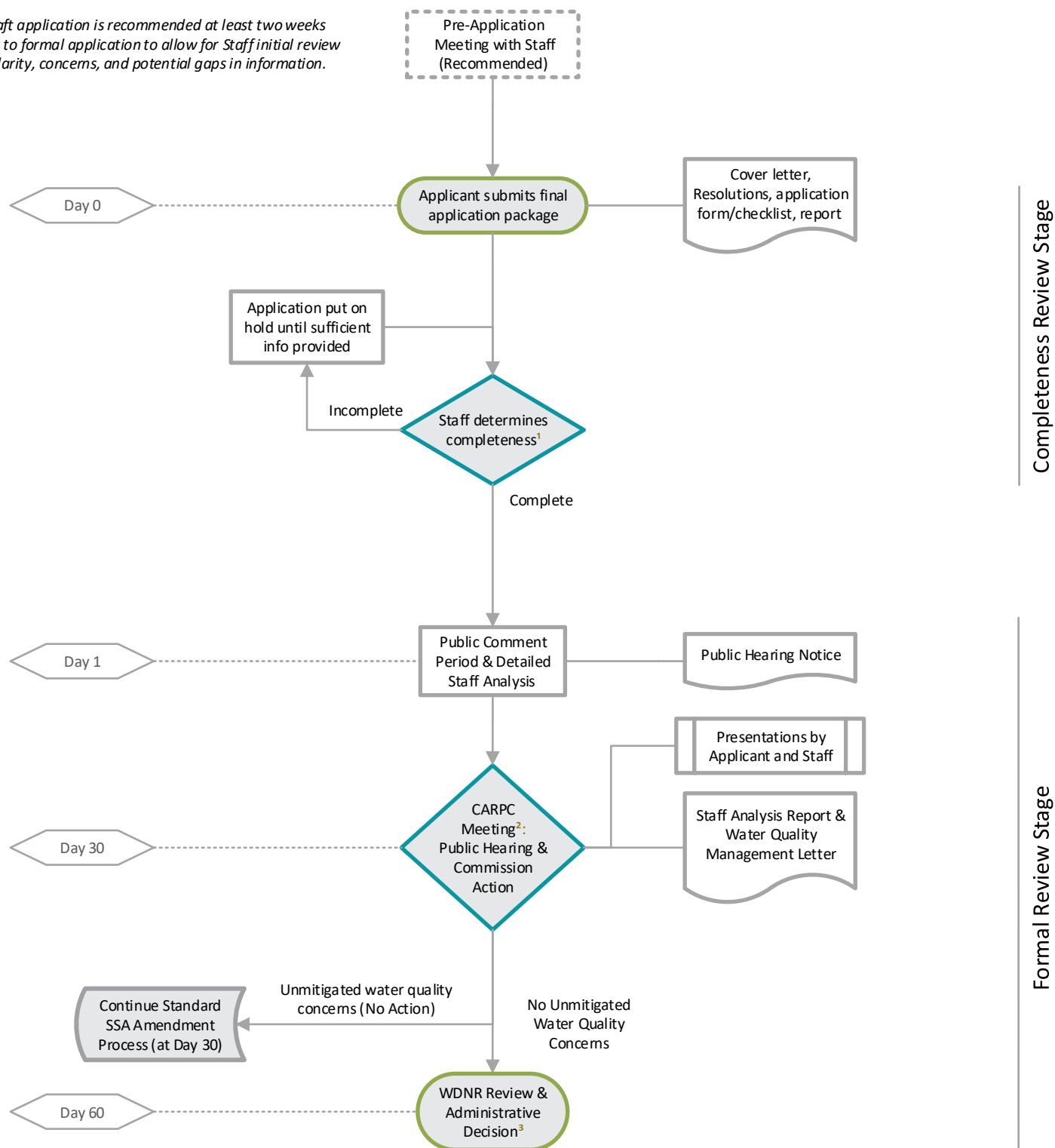
Signature: _____ Date: _____

(end)

Sewer Service Area Amendments Flow Chart (Minor Process)

(revised November 2025)

A draft application is recommended at least two weeks prior to formal application to allow for Staff initial review for clarity, concerns, and potential gaps in information.



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

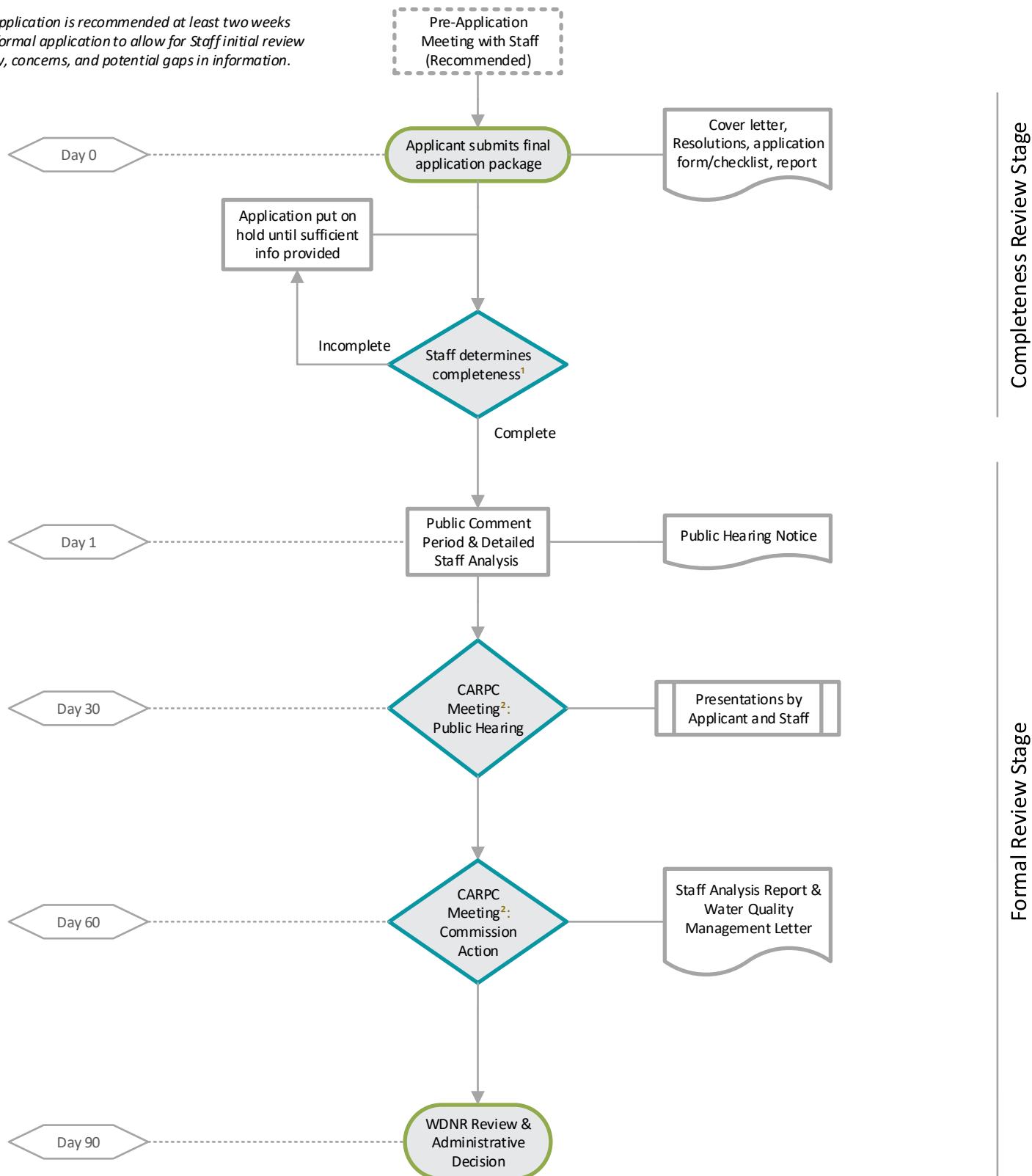
² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Sewer Service Area Amendments Flow Chart (Standard Process)

(revised November 2025)

A draft application is recommended at least two weeks prior to formal application to allow for Staff initial review for clarity, concerns, and potential gaps in information.

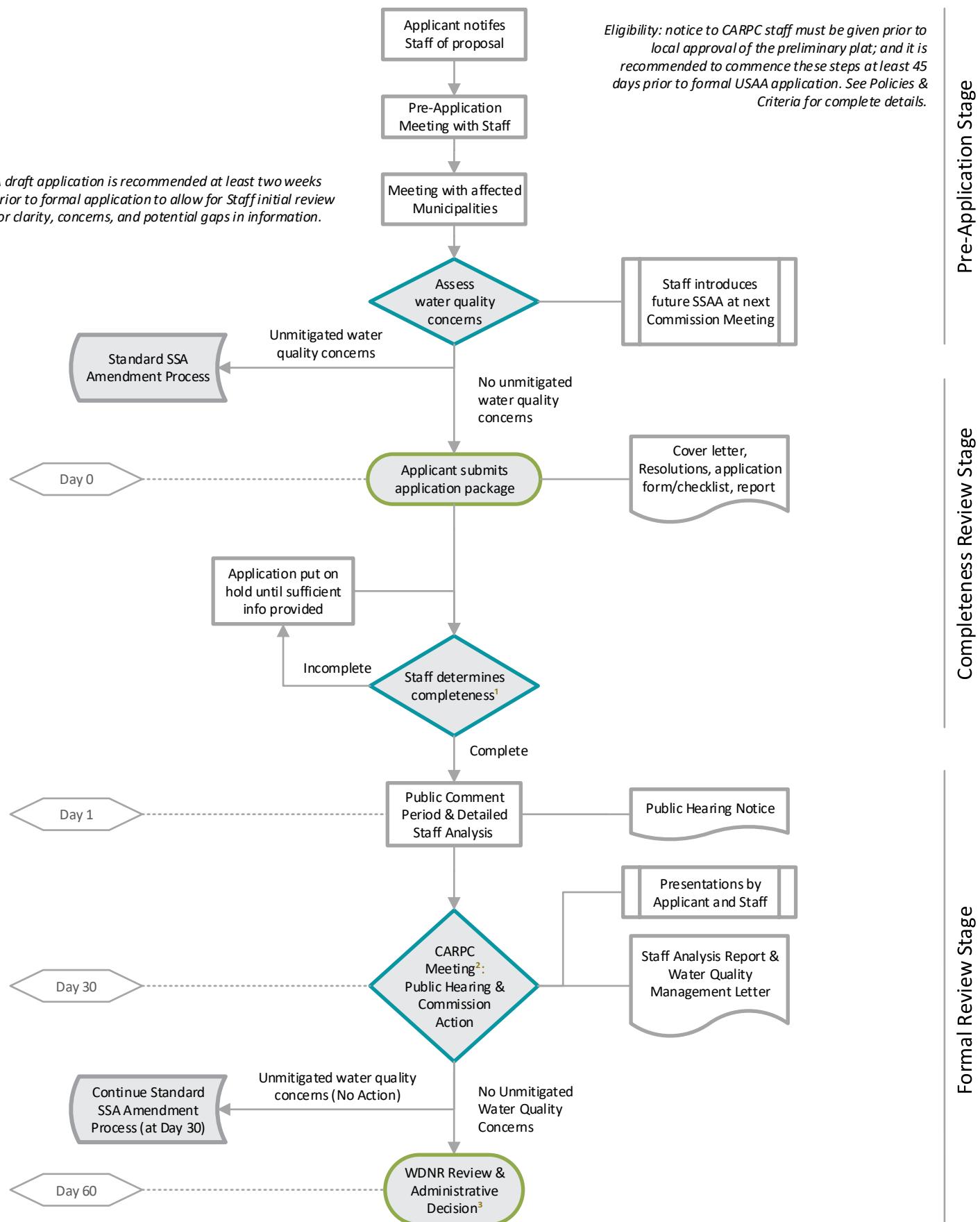


¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month

Sewer Service Area Amendments Flow Chart (Expedited Process)

(revised November 2025)



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Policies and Criteria for the Review of Sewer Service Area Amendments

Overview of Key Changes & Highlights

Section 01 - Applicable to *all* SSA Amendments

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Clarify with updates to grammar and word-choice	(all throughout)	(all throughout)
Clarify that those expected to provide wastewater collection and treatment services must acknowledge ability to do so	Requires that local government and sanitary or sewerage districts in charge of pollution prevention sponsor the amendment.	Require statement of the ability to serve the amendment area from all entities responsible for wastewater collection/conveyance and treatment (or demonstration of it)
Clarify that local agency in charge of stormwater control supports the amendment	Support by entity in charge of stormwater control is implied, but not explicit.	Add a separate requirement, requiring that entity responsible for stormwater runoff control will enforce regulations
Update & Create Flow Charts , including pre-application phase and clarifying what happens if an information request is made by staff	Does not explicitly address process for requesting information; see existing flow chart for SSA Amendment (correlates to new Standard Process) (link)	Refer to new Flow Charts: <ul style="list-style-type: none">- Major Standard (link)- Major Expedited (link)- Minor (link)

Section 01 - Applicable to *all* SSA Amendments (cont.)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Create Application Form , including updates to application checklist to improve relevance of info requested and clarify requirements	Application checklist included in SSA amendment packet	See New Application Form - Major (link) - Minor (link)
Require applicant provide certification that proposal is consistent with water quality standards	Not required/requested within CARPC policy, although is required per Wis. Stats. 283.83(1m)(c)	Statement and signature from Applicant certifying this is within Application Form
Specify who the applicant shall be	"Amendments to service areas must be sponsored by the unit of government planning to provide the services or by the CARPC..."	Applicant shall be Municipality where the property will be located at the time of development
Formalize the pre-application period	Pre-application work (coordination, meeting, draft application review and feedback by staff) has been customary, but not explicitly referenced in policy	Outline clear expectations for work occurring prior to formal application—still optional for “Major – Standard Process” and “Minor Process”, required for “Major – Expedited Process”
Make explicit that local municipality is expected to support CARPC’s execution of environmental corridor policies (EC)	Referred to within submittal requirements and policies & criteria for environmental corridors, but not stated explicitly	Acknowledgement of enforcement role to protect designated EC by municipality who will have regulatory jurisdiction

Section 02 & 03 - Applicable to Major SSA Amendments (Standard & Expedited)

[Policies and Criteria for the Review of Sewer Service Area Amendments](#) (Adopted 4/13/2017)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Existing process is now referred to as “Standard Process” ; and creation of “Expedited Process” as an alternative process for USA amendments.	Two “SSA amendment” processes: 1) SSA Amendment (<i>typical 90-day</i>) 2) Minor SSA Amendment (60-day)	Three “SSA amendment” processes: 1) SSA Major Amendment (Standard Process) (<i>typical 90-day timeline</i>) 2) SSA Major Amendment (Expedited Process) (<i>possibility of 60-day</i>) 3) SSA Minor Amendment (60-day)

Section 04 - Applicable to Minor SSA Amendments

[Policies and Criteria for the Review of Minor Sewer Service Area Amendments](#) (Adopted 3/17/2020)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
As an allowed project type, add to allow for up to 4 new residential units , and allow for all existing buildings on septic (regardless of age of construction), still with other stipulations and limitations to utilize the Minor SSA Process	“Minor amendments are limited to existing buildings or the comparable replacement of existing buildings... in existence as of the date of these policies [Feb 13, 2020].” [Item 1.A.]	Minor Amendments limited to up to 4 new residential units, existing buildings (as of Feb 13, 2020) already connected to public sewer, and existing buildings on septic.
Remove stipulation that the amendment area not contain any environmentally sensitive areas (environmental corridors); rather, not allow Major Changes to EC	Requires that amendment area cannot contain any environmentally sensitive areas (environmental corridors) as defined by NR 121.” [Item 1.C.]	“The amendment area must adhere to all adopted Policies & Criteria for Environmental Corridors within the Dane County Water Quality Plan (i.e., no Major Changes allowed).”