

Policies and Criteria for Sewer Service Area Amendments

Overview of Key Changes & Highlights - (FINAL DRAFT March 3, 2026)

Note: Changes described below are reflective of changes from the original policies in effect prior to these updates. Where denoted with an asterisk (*), changes were made since the first release of draft materials in December 2025.

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 <ul style="list-style-type: none"> - 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 that proposal is consistent with water quality standards 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, or where the property is located at the time of application if providing service to existing 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"
*Clarify who the authorized representative shall be	Major and Minor application forms frequently require statements by an "authorized representative" of municipalities or sewerage districts.	Minor changes were made throughout proposed policy to provide clarity on expectations. Additional guidance materials may be produced in future.

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 (<i>60-day</i>)	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 (<i>60-day</i>)
*Clarify timeline/statutory requirements related to the DNR review period for the Expedited Process	Discusses minimum and maximum period between receipt of formal application and DNR administrative decision.	Updated language based on recommendations from DNR staff. See Article III.

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)."
*Remove stipulation that the existing building can be served without extension of public main	Requires that buildings must be able to be served by private interceptor and/or lateral connections to existing sewer main, without extension of public main.	Ownership of sewer that would serve proposed amendment area has no bearing on eligibility for the minor amendment process.

SSA Amendment Fees - Applicable to all SSA Amendments

[CARPC Resolution No. 2018-03: Adopting Service Area Amendment Fees for the Capital Area Regional Planning Commission](#) (Adopted July 12, 2018)

[CARPC Resolution No. 2020-04: Adopting Fees for Minor Sewer Service Area Amendments](#) (Adopted February 13, 2020)

Description of Change	Currently Adopted Policy	Proposed Policy
Clarify that third-party can pay fees	Silent on who must pay invoices	Allow for third party to pay invoices on behalf of applicant
Program in periodic review and update of fees for SSA Major (application fee) and SSA Minor (fixed fees)	Fees were set at time of Resolution	State that fee structures will be reviewed and updated periodically by action of the Commission
Clarify scope of work	States fee will be equal to actual cost incurred, but is silent on specifically what will be charged	Clarify that time billed will NOT include pre-application meetings, but will include all other direct costs attributable to the SSA amendment
Minimum fee of Major SSA	Not clear on whether \$3,500 is a retainer (with unused amount refunded) or initial application fee	\$3,500 is the initial application fee <u>and</u> the minimum amount due
Update Fee Structure for Minor SSA	\$1,500 fixed fee, unless exempt	Retain \$1,500 fixed fee for existing development and \$0 for existing development on septic; add \$2,500 fixed fee for new development
*Clarify which Pre-Application meetings will not be assessed for fees	N/A	Neither optional nor required Pre-Application meetings will be charged. See Fee Policy for complete info.