



EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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*An Economic Development District and Metropolitan Planning Organization
Serving the East Central Wisconsin Region for over 35 years
- A Recipient of the 2007 Foth Good Government Award -*



MEMORANDUM

DATE: May 1, 2010

TO: Affected Sanitary Districts and Communities in the East Central Region
Selected Engineering Consultants

FROM: Eric Fowle, AICP – Executive Director

RE: New Fees Apply May 1, 2010 for Sewer Service Area/Sewer Extension Reviews

In the fall of 2009, the East Central Regional Planning Commission passed a resolution to update the fee schedule for all sewer service area management activities/reviews. The passage of Resolution 20-09 provided an opportunity to update these reimbursement rates to realistically reflect actual costs associated within the Sewer Service Area Planning program. **It also set forth the requirement that Commission require these fees for certain review activities under this program.** Historically, East Central has subsidized this work element through its local levy from member counties to make up the significant shortfall in Wisconsin Department of Natural Resources funding.

The new fee schedule (attached) is now considered to be effective and distinguishes between member and non-member community rates (based on individual county or community membership in the Commission). For the first time in the Commission's history, consistency reviews for 'member' communities and their associated Designated Management Agencies (sanitary districts, etc.) will be subject to charges; however, they will only be charged one-half the normal billing rate as would apply to a non-member community. Please refer to the attached map regarding member vs. non-member communities within the region.

The SSA fee reimbursement schedule will now be implemented **effective May 1, 2010** and will cover the entire spectrum of SSA planning activities ranging from Sewer Service Area Plan update and amendments to the issuance of '208' Water Quality Management approvals for public and private sewer main construction activities. Please note that day to day phone calls for information and/or coordination/assistance meetings related to a project are not subject to fees.

As such, all requests for reviews/activities that are listed on the attached schedule will need to be accompanied with a check, payable to East Central Wisconsin RPC for the amount indicated in the schedule. **It is the responsibility of the requestor to make this payment**, although the cost may be passed along as determined locally. For review matters that may invoke fees beyond the minimums indicated, Commission staff will contact the requesting entity prior to initiating the review in order to provide a more accurate estimate of costs should we feel that the review will exceed the time constraints indicated. **In every case, the attached review form and the minimum payment should accompany the initial submittal. If payment does not accompany the request, no review will be initiated** and Commission staff will contact the requestor to explain this new policy. Reviews will be initiated once the payment is received. Additionally, the Commission will issue a formal receipt of payment for the requestor's records as an attachment to the completed review letter.

The attached information and forms are available on our website at www.eastcentralrpc.org. Questions or concerns about this policy or procedures can be directed to Mr. Joe Huffman, SSA Planner at (920) 751-4770 or via e-mail at jhuffman@eastcentralrpc.org.

