

Requirements and Procedures for Sanitary Sewer Extension/Lateral Reviews and Water Quality Management/208 Letters

The East Central Wisconsin Regional Planning Commission is a 'Designated 208 Water Quality Planning Agency' and, as such, is required to review public and private sanitary sewer extensions and laterals for conformance with its 'Areawide Water Quality Management Plan'. This plan is comprised of twenty-six individual Sewer Service Area Plan elements. Separate reviews are required for public sewer extensions under Wisconsin Administrative Code NR-110.08 and private building sewer laterals, (multi-family, commercial, industrial, and institutional uses only; this does **not** include single family dwellings), under Wisconsin Administrative Code COMM 82.20(4)(C).

If the proposed project falls within a designated SSA Boundary, or is not within a community that has an SSA Plan, it is typically deemed to be consistent with the Areawide Water Quality Management plan and a '208 Letter' (also referred to as a 'WQM Letter') is issued.

Occasionally, Commission staff may find other concerns with the proposed extension, such as potential negative impact on a designated Environmentally Sensitive Area or intergovernmental relationships. In these cases, approvals may be issued with certain conditions.

The '208 letter' is then submitted to the WDNR or Dept. of Commerce with the project information for their review and approval.

East Central staff is required to issue '208 Letters' within 30 days after receipt of the request. **PLEASE ALLOW YOURSELF ADEQUATE LEAD TIME ON THE PROJECT FOR US TO CONDUCT THIS REVIEW!** To expedite the review process, please submit all of the following materials. If the submittal is incomplete it may extend the review timeframes.

Submittal Requirements – Digital Submittal Preferred

For public sewer extensions, lift stations, and force mains:

- Cover letter indicating:
 - Community and County which project is located
 - Request for a review and WQM/208 letter
- The WDNR sanitary sewer extension form (# 3400-59)
- A construction document plan set/ specifications (engineering drawings)
- SSA Fee Payment Form and check
 - fee schedule can be found on our website [HERE](#)

For multi-family, commercial, industrial, or institutional private lateral extensions:

- Cover letter indicating:
 - Community and County which project is located
 - Request for a review and WQM/208 letter
- General Project Location Map (i.e. USGS Quadrangle Map or community street base map)
- 1 set of Building Plans which shows connection point(s) of lateral to structure(s) and to the public sewer line
- SSA Fee Payment Form and check
 - fee schedule can be found on our website [HERE](#)

Submittals and questions should be directed to:

Wilhelmina Paustian

E-mail: wpaustian@ecwrpc.org

Phone: (920) 751-4770 ext. 6832

Fee Payment Forms and checks should be mailed to:

East Central Wisconsin Regional Planning Commission

Attn: Wilhelmina Paustian

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