

HOLDING TANK COMPONENT CHECK LIST

- Plan review for pre-cast or manufactured holding tanks for one and two family dwellings, public or commercial facilities with an estimated wastewater flow of less than 3,000 gpd.

INTAKE

Residential []	Commercial []	Yes	No	N/A	
Landowner's Name: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan Approval application is ready for review.
Date Received: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Plan approval application and plans filled out & signed (must be legible, 3 sets)
Designer/Plumber: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Cover sheet/Index page
Credential Number _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Filing fees (separate check)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Soil and site evaluation report
Date Reviewed/Approved: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Plot plan
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Holding Tank Cross section
Plan ID Number: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Management & Contingency Plan
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Holding Tank agreement
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Servicing contract.

General Submittal Information Check List

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans and specifications must be clearly legible and in permanent ink or photocopy. Submittals must be on paper measuring at least 8-1/2 by 11 inches. 3 sets of plans (original) shall include: a plot plan, cross-section of the tank(s), and a management plan. Other legal documentation may be required depending on circumstances as described within checklist.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The index page must state the name of the project, include the legal description, and reference the name of the holding tank manual and the SBD No. The index sheet must also be dated and signed by an individual who is responsible for the design and has a valid POWTS credential.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans must be bound together with staples; other non-permanent means of fastening are not acceptable

Soils Information

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Soil and Site Evaluation Report (form # SBD-8330) is required to determine applicability for holding tank installation.
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Plot Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned plans or plans drawn to scale (scale indicated on plans) with parcel size or all property boundaries clearly marked. Reference to nearest intersection is also needed. Location information; legal description of parcel must be noted. Location of any nearby existing system(s) or well(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark and north arrow. Setbacks indicated as per appropriate code. Reference to OHWM * when near floodplain boundaries or bodies of water. (ex. - reading of lake elevation vs. ground elevation at/near the tank). *OHWM = Ordinary High Water Mark Location of service drive/pad to be within 25 feet of service manhole(s).

NOTE: If the service drive/pad is > 25' from the manhole, the plan is considered an Individual Site Design and must be forwarded on to the state for review.

System Sizing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The minimum tank capacity of a holding tank is calculated using estimated flow only.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For one and two-family dwellings the number of bedrooms must be indicated; tank size of not less than 2,000 gallons.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For public facilities, the sizing calculations per Table 3 published in the manual, must be included; tank capacity of not less than 2,000 gallons.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sizing may be based on per capita occupancy or by meter-reading instead of estimated flow. However, a deed restriction will need to be filed with the county.

Tank Information

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size and manufacturer information for prefabricated tanks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Installation information must include vent and manhole locations, depth to inlet; and depth of freeboard and anchoring provisions, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A cross-section of the tank(s) must be included with the plan. The cross-section detail must contain information regarding liquid depth of the tank(s), depth of high water alarm, (1' below inlet), approved joints/piping material and any modifications (suction pipes, etc.) clearly marked.

Management Plans - Typical items included as part of the required management plan include:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation, monitoring and maintenance schedules for mechanical components.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures for abandonment of system components.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>An Owner's Manual</u> that contains the names and phone numbers of the local health authority, component manufacturer and POWTS service providers to be contacted in the event of component failure or malfunction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contingency plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written statement from the owner regarding method of disposal is required for design flows less than 3000 gpd.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An affidavit for 2 or more buildings sharing a POWTS <u>must be included with the submittal</u> identifying the individual(s) responsible for the operation and maintenance of the POWTS. See Comm 83.22(2)(b)5, Wis. Adm. Code. The affidavit must be signed by the responsible individual(s), notarized and recorded with the deed prior to plan approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify special circumstances per Comm 83.54(1)(e) when elevation difference from the bottom of the tank and the pump pad is greater than 15 feet vertically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchoring calculations for the tank(s) must be included for those plans where the tank(s) are located on sites prone to saturated soil conditions; (ex. low lying areas, A+0 sites, near open waters/floodplains).

NOTE: Water meters may be required by county/local ordinances.

Plan Review Comments:
