

HOLDING TANK PLAN REVIEW PROCEDURES:

The La Crosse County Environmental Health Department will review plans for:

- Precast or manufactured holding tanks for 1 – 2 family dwellings. Minimum 2000 gallons.
- They will review public or commercial holding tank plans with estimated wastewater flow of 3000 gallons or less.

Submittal must follow all requirements outlined in SPS 383.22(2)(a) and the “Holding Tank Component Manual for Private Onsite Wastewater Systems” SBD 10855-P(N.03/07).

These following forms need to be attached to the submittal:

- A copy of the Holding Tank Agreement. A form to be notarized by the owner and township. The original will need to be filed with the Register of Deeds. There is a filing fee.
- A copy of the Holding Tank Service Contract. A form to be signed and notarized by both the owner and the pumper. This does not need to be filed with the Register of Deeds.
- A copy of the Holding Tank Covenant if occupancy of the structure will be 60 or less days per year, notarized by the owner. Filed with the Register of Deeds. There is a filing fee. This is in addition to the Holding Tank Agreement and only if the holding tank meets this requirement.

HOLDING TANK SANITARY PERMIT ISSUANCE

The followings items are required:

- A State Sanitary Permit Application from the installing plumber.
- A set of detailed design and a site plan.
- Proof that the Holding Tank Agreement has been recorded with the Register of Deeds Office. (Receipt or copy)
- A copy of the notarized Holding Tank Service Contract.
- Proof that the Holding Tank Covenant, if required, has been recorded with the Register or Deeds Office. (Receipt or copy)
- Fee.

**POWTS PLANS WITH TREATMENT UNITS THAT REQUIRE 12 MONTH OR LESS SERVICING INTERVALS.**

Any system that utilize a component(s) that need serving intervals of less than 12 months (ex: aeration treatment unit) SPS 383.21(2)(c)5, will need to have a POWTS Maintenance Affidavit notarized and recorded at the Register of Deeds Office prior to the Sanitary Permit being issued. A copy of the service contract between the POWTS owner and the service provider (maintainer) must be included in the plans prior to the Sanitary Permit being issued.

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For more information, please call 608-785-9726 and ask for Dave Sawvell.

For copies of La Crosse County POWTS forms, visit our website at [www.co.la-crosse.wi.us/Health/Environmental](http://www.co.la-crosse.wi.us/Health/Environmental)

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