



Tony Evers, Governor
Dan Hereth, Secretary Designee

December 30, 2024

Jean Potter, Zoning Administrator
County of Marquette
77 West Park Street, Room 104
Montello, WI 53949
jpottter@co.marquette.wi.us

VIA EMAIL

Re: County of Marquette Agent Delegation for Private On-Site Wastewater Treatment System (POWTS) Plan Review

Dear Jean Potter,

I am pleased to inform you that your county has been delegated POWTS plan review authority per your request. Per Wis. Stat. § 145.20 and Wis. Admin. Code § SPS 383.23(1), the Department delegates your municipality the primary responsibility to do plan review for the following commercial and residential POWTS installations utilizing approved component manuals:

1. Residential at-grade systems with a design wastewater flow (DWF) of up to 1,000 gallons per day.
2. Commercial non-pressurized in-ground systems with a DWF of up to 3,000 gallons per day.
3. Residential non-pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
4. Residential pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
5. Residential mound systems with a DWF up to 1,000 gallons per day.
6. Replacement septic and pump tanks for commercial facilities with a DFW of up to 3,000 gallons per day.
7. Replacement septic and pump tanks for residential facilities with a DFW of up to 1,000 gallons per day.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of this delegation, you are required to comply with the following:

- Notify the department, in writing, immediately of any personnel changes to plan review staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor delegated agents and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code official(s) hold the Wisconsin POWTS Inspector certification and the Wisconsin Soils Tester license.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor Department correspondence as further details regarding this process are communicated.

The Department understands that the primary POWTS plan reviewers for your municipality are you, Jean Potter, and Zachary Hughes, and that you have the proper certification(s) to do so.

Our POWTS consultant for your area, Travis Wagner, at (608) 598-0715, is available to assist in any questions or concerns your county may have with these POWTS enforcement services. Plan review training is available by contacting Joshua Rowley at (715) 634-5124, which is offered during non-peak review months.

The Division of Industry Services looks forward to working with you.

Sincerely,

Bradley A Johnson

Bradley A. Johnson, P.E., Bureau Director, Field Services Bureau