



July 19, 2022

Kyle Kutcher, Deputy Director - Zoning
County of Waushara
PO Box 1109
Wautoma, WI 54982
kyle.kutcher@co.waushara.wi.us

VIA EMAIL

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

Dear Kyle Kutcher,

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), I delegate your municipality the primary responsibility to do plan review for the following POWTS installations utilizing approved component manuals:

1. At-Grade systems for residential use with a design wastewater flow (DWF) of up to 3,000 gallons per day.
2. Non-pressurized in-ground systems for public or commercial facilities with a DWF of up to 4,500 gallons per day.
3. Mound systems for residential use with a DWF up to 3,000 gallons per day.

Per Wis. Admin. Code § SPS 383.23(1), I also delegate your county the responsibility to do plan review for POWTS holding tanks based on $\leq$ 4,500 gallons per day estimated flow utilizing approved component manuals and products.

The delegation authority in this letter supersedes any other POWTS delegation authority you may have received previously.

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. We do require that delegated municipal code official(s) hold the Wisconsin POWTS Inspector certification and the Wisconsin Soils Tester license. Note this requirement does not require the utilization of two individuals to perform a plan review.

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.

I understand that the primary POWTS plan reviewer for your county is you, Kyle Kutcher, 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 implementing these POWTS enforcement services. Plan review training is available by contacting Jerry Swim at (608) 789-7892, 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., Section Chief, POWTS Program, Field Services Bureau

cc: Travis Wagner, POWTS Inspector, Field Services Bureau
Rick Ertl, Zoning Technician, Waushara County