



Tony Evers, Governor
Dan Hereth, Secretary Designee

January 3, 2025

Matt Zangl, Director of Planning and Development
County of Jefferson
311 South Center Avenue
Jefferson, WI 53549
mattz@jeffersoncountywi.gov

VIA EMAIL

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

Dear Matt Zangl,

I am pleased to inform you that per your request, your county has been delegated POWTS plan review authority effective March 1, 2025. 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. At-Grade systems with a design wastewater flow (DWF) of up to 1,000 gallons per day.
2. Non-pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
3. Mound systems with a DWF up to 1,000 gallons per day.
4. Replacement septic and pump tanks with a DFW of up to 1,000 gallons per day.

Per Wis. Admin. Code § SPS 383.23(1), the Department also delegates your county the responsibility to do plan review for POWTS holding tanks based on $\geq 3,000$ gallons per day estimated flow utilizing approved component manuals and products.

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, Matt Zangl, Sarah Elsner, and Haley Nielsen,, and that you all 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