



# COUNTY OF KENOSHA

## Department of Planning and Development

*George E. Melcher, Director*

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### Application to Review a Pre-cast or Manufactured Holding Tank for Private or Public Facilities with a Design Wastewater Flow of 3,000 GPD or Less

Date Accepted: \_\_\_\_\_ County I.D. No. \_\_\_\_\_

Review Date: \_\_\_\_\_

#### Designer/Installer Information:

Installer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

License Credential No.: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Owner Information:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Gallons Per Day (Designed) \_\_\_\_\_ Building Type: (circle one) Dwelling/Public-Commercial

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ ¼, \_\_\_\_\_ ¼, Sec \_\_\_\_\_, T \_\_\_\_\_ N. R \_\_\_\_\_ E.

Lot \_\_\_\_\_, Block \_\_\_\_\_, Unit \_\_\_\_\_, CSM No. or Subdivision \_\_\_\_\_

All holding tank plans shall be submitted in triplicate in accordance with the Holding Tank Component Manual for Private Onsite Wastewater Treatment Systems SBD-10571-P (R. 6/99). Below is a checklist of plan submittal requirements, which must be included with your plans. **Please use this checklist** to ensure all requirements are included in your plans. Omissions may require you to reschedule your plan review appointment. All plans and documents must be permanent copies or originals.

## **Submittal Checklist – All Sets of Plans**

- Soil and Site Evaluation with an original signature or one on file with the County.
- Each page of the plans shall be signed, sealed and dated or an index page can be provided and bound to the plans that must be signed, sealed and dated.
- Copies of the completed Holding Tank Agreement – original should be on file with the County.
- Copies of the completed Holding Tank Servicing Contract – original should be on file with the County.
- Plot Plan - it is recommended that a Plot Plan be drawn to scale, showing lot/parcel dimensions. If not to scale, then completely dimensioned.
- Plot Plan shall include the following: permanent benchmark; north arrow; legal description; all required setbacks; existing and proposed structures; well locations (proposed, existing, and neighboring); tank location and building sewer connections; existing and proposed driveways, water service, swimming pools and water bodies.
- System Sizing - Number of bedrooms on residences and/or detailed calculations for public facilities.
- Tanks - Provide a tank cross section detailing size and manufacturer information, vent and manhole locations, dimensions of the tank, depth of bury, depth to inlet, detail of high-water float and alarm, locking device, bedding of the tank, tank anchoring, and cathodic protection.
- Anchoring - All holding tank submittals shall include the calculations regarding proper ballast and tank anchoring. It shall also include specifics as to how this will be accomplished.
- Management Plan for maintaining the holding tank.
- Holding tanks in floodplains must provide detailed drawings and information on flood proofing of the tank. The site plan must provide information regarding the 100 year flood elevation and an identifiable elevation reference point to determine the actual flood elevation on the property. Properties partially in the floodplain may need to have the 100-year flood elevation staked on the property and surveyed by a licensed land surveyor.
- Suction lines - Holding tanks being serviced by a suction line must provide detailed drawings and information regarding the installation of this component.
- Plan review fee is \$100.00 to be paid at the time of plan submittal and payable to: Kenosha County Planning and Development.

**\*\*\* The application for a sanitary permit (SBD-6398) can be included with your plan review submittal and the County will issue your permit as part of this procedure. Only one (1) original permit application is required to be submitted along with payment of the sanitary permit fee and the recording fee to the Register of Deeds. All fees must be separate payments for the plan review, sanitary permit and recording fees.**