

State of Wisconsin
 Department of Natural Resources
 Bureau of Water Quality
 PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Small Capacity Non-Domestic Wastewater Holding Tank Plan Approval Application

Form 3400-185 (R 6/20)

Notice: Under s. 281.41, Wis. Stats. and chs. NR 108 and 213, Wis. Adm. Code, Wisconsin Dept. of Natural Resources (hereafter WDNR) approval of non-domestic wastewater storage structures is required prior to installation. Owners of proposed non-domestic wastewater holding tanks must complete and submit this Plan Approval Application form. WDNR plan review and approval under s. 281.41, Wis. Stats. and ch. NR 108, Wis. Adm. Code, may be required as stated in Part III of this form. Personally identifiable information will be used for program administration and may be made available to applicants as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Definitions: Wastewater originating from residential plumbing fixtures and appliances such as sanitary (toilets), bath, laundry, dish wash, garbage disposal, and general cleaning is defined as **domestic wastewater**. Wastewater from restaurants is also generally considered as domestic wastewater. This wastewater is typically discharged from dwellings and from commercial establishments and is commonly called sewage. **Non-domestic wastewater** may include wastewater from any other source including industries and commercial operations such as vehicle service facilities, vehicle storage facilities, kennels, car washes, milkhouses, etc. **Mixed wastewater** refers to a combination of domestic and non-domestic wastewater.

Instructions: Read and complete all parts of this form.

- Complete and submit this form to the WDNR for non-domestic wastewater or mixed wastewater holding tank proposals that include proposed installation of holding tank products pre-approved by Wisconsin Department of Safety and Professional Services. WDNR does NOT charge a fee for plan review. If the holding tank proposal is for mixed wastewater, you must also obtain approval from the Wisconsin Department of Safety and Professional Services for the domestic wastewater component prior to installation.
- Submit completed form 3400-185 along with any supporting documentation or plan attachment if required by Part III of this form via one of the following options:
 - o Email: DNRHoldingTankReview@Wisconsin.gov
 - o FAX: 608-267-2800
 - o Mail: Jason Knutson - WY/3, Department of Natural Resources, PO Box 7921, Madison, WI 53707-7921
- **Any approval granted under Part IV of this form will be void unless you complete and submit this form along with any required supplemental documentation or plans to the WDNR prior to commencing installation.**

All information must be completed for an approval to be valid.

Part I - Applicant Information				
Owner or Business Name	(Area Code) Telephone Number	Email Address		
Street Address	City	State	ZIP Code	County
Address where holding tank will be installed (if different than owner / business address above)	City	State	ZIP Code	County
Provide a brief description of the activity or business that will be generating wastewater requiring storage and disposal and indicate the approximate design flow rate, general wastewater type and constituents (check appropriate boxes below). Description of Activity / Business: _____ Design Flow Rate: _____ gallons/day General Wastewater Type: <input type="radio"/> Non-domestic only <input type="radio"/> Mixed non-domestic and domestic Wastewater Source/Constituents (select all that apply): <input type="checkbox"/> Domestic wastewater from toilet, hand wash sink, shower, etc. <input type="checkbox"/> Rainwater, snowmelt, or washwater from vehicle or equipment storage areas. <input type="checkbox"/> Motor vehicle fluids (oil, grease, etc.) drippings or spillage from vehicle or equipment service areas. <input type="checkbox"/> Animal, Fruit / Vegetable or Food processing wastes (describe - provide attachment if necessary): _____ <input type="checkbox"/> Other (describe - provide attachment if necessary): _____				
Designer Company Name	Name of Designer	WI License Number		
Email Address	(Area Code) Telephone Number	(Area Code) Fax Number		
Address	City	State	ZIP Code	

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Part II - Tank Information

Proposed holding tanks receiving non-domestic wastewater are generally subject to the WDNR site and design requirements of ss. NR 213.08 and 213.15, Wis. Adm. Code. However, proposed holding tank designs in conformance with s. SPS 384.25, Wis. Adm. Code and applicable sections of chs. SPS 382, 383, and chs. NR 811 and 812, Wis. Adm. Code will be acceptable to WDNR.

- A. Has Wisconsin Dept. of Safety and Professional Services (DSPS) pre-approved the proposed holding tank product specifically for use in holding tank applications, and will the proposed tank(s) meet DSPS specifications contained in s. SPS 384.25, Wis. Adm. Code, for water tightness, strength, and protection from the elements and will the tank(s) be installed in accordance with the manufacturer's specifications? Yes No

Tank Manufacturer	Tank Material	No. of Tanks	Total Capacity (gallons)

- B. Will the tank(s) have an inspection manhole? Yes No
- C. Will the tank(s) have a vent? Yes No
- D. Will the tank(s) be equipped with a high-level alarm? Yes No
- E. Will the tank(s) be located in compliance with all of the following minimum separation distances? Yes No
- 8 feet from all public water supply pipelines (s. NR 811.75(1)(a), Wis. Adm. Code)
 - 10 feet from all private water supply / service pipelines (s. SPS 383.43(8)(i), Wis. Adm. Code)
 - 25 feet from all private water supply wells (s. NR 812.08(4)(b)3, Wis. Adm. Code)
 - 200 feet from all community water supply wells (s. NR 811.12(5)(d)3, Wis. Adm. Code)
 - 50 feet from a community water supply well if the holding tank will serve a community water supply pumping or treatment building (s. NR 811.25 (1)(h)2c, Wis. Adm. Code) (Note: This alternative separation distance is a special exception to the standard 200 feet minimum separation distance from a community water supply well that may apply if the proposed holding tank is installed below the ground surface and will only contain water from: a pump gland drainage, pressure relief or control valve, sampling faucet, or floor drainage)

If the answer to the above is No, contact the WDNR to request consideration of a variance for all code setback distances that cannot be met prior to submittal of this form and installation of the holding tank, and indicate below which separation distance(s) cannot be met and why not:

- F. Will the tank(s) be located outside floodway and wetland areas? Yes No
- G. Will the holding tank contents be hauled off-site by a licensed septage or wastewater contract hauler? Yes No

If yes: Hauler Company:		License No.	
Address:	City	State	ZIP Code

- H. Will the holding tank contents be hauled to a publicly-owned wastewater treatment facility covered by a Wisconsin Pollutant Discharge Elimination System (WPDES) discharge permit, and have the owner of the tank and the licensed hauler (noted in item G) been notified of the disposal location? Yes No

If "Yes", indicate the name or location of the receiving facility (required):

If "No", contact the WDNR to request consideration of an acceptable alternate discharge option for the holding tank contents and include a copy of the WDNR written authorization with this form and prior to tank installation.

Signature of Designer (required)	Date Signed
Signature of Owner (required)	Date Signed

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Part III - Attachment of Supplemental Information and/or Construction Plans

If you answered **NO** to any of the questions **A. through H. in Part II - Tank Information**, then you must submit supplemental information and/or construction plans as specified in ch. NR 108, Wis. Adm. Code, detailing how the project will meet the applicable requirements of chs. SPS 383, 384 or NR 213, Wis. Adm. Code. **It is generally recommended that applicants contact the WDNR to discuss the necessary content of any supplemental information prior to completion and submittal of this form.** Chapter NR 108, Wis. Adm. Code, allows the WDNR a 90-day review period for wastewater plans.

Part IV - Plan Approval and Conditions

If you answered **YES** to the questions **A. through H. in Part II - Tank Information**, and all other information on this form is completed in full and has been submitted to the WDNR, then **this proposed holding tank installation is hereby approved** by the WDNR, subject to the following additional conditions:

1. That for proposed mixed non-domestic and domestic wastewater holding tanks, the owner or designer shall also obtain plan approval from the Wisconsin Department of Safety and Professional Services (or designated agent) prior to commencing installation.
2. That a competent resident inspector be provided during the course of construction.
3. That periodic inspections be performed to ensure that water tightness and the integrity of the holding tank are maintained, in accordance with s. NR 213.15(1)(d), Wis. Adm. Code.
4. That solids be collected and disposed of as needed in a sanitary landfill, and that oil and grease be managed such that they are collected before they enter a drain or catch basin and that they are pumped off and disposed of by a commercial waste oil recycler or other disposer as needed.
5. That hazardous waste be withheld from the holding tank.
6. That if bedrock is encountered in the excavation, the bedrock be excavated and backfilled with adequate bedding material to prevent damage to the holding tank.
7. That if any portion of the holding tank is expected to come into contact with groundwater at any time (based on review of soils maps, observations of the soil profile during excavation, observed groundwater levels, etc.), the tank be installed with adequate anchoring support such that the empty holding tank will not be floated upwards by groundwater.
8. That if the holding tank will include service suction or discharge lines, the lines shall comply with s. SPS 383.43(8)(j), Wis. Adm. Code.
9. That if the holding tank is located in a floodplain area, the vent pipe terminates at least 2 feet above the regional flood elevation.
10. That the holding tank and appurtenances be installed in accordance with the above conditions and statements made on this form.

Part V - Other Requirements and Conditions

The plans and specifications are subject of a review in accordance with s. 281.41, Wis. Stats. Where necessary, submit plans and specifications to the Department of Safety and Professional Services or other State or local agencies to ensure conformance with applicable codes and regulations of such agencies. The WDNR Division of Environmental Management reserves the right to order changes or additions should conditions arise making this necessary.

This approval is not to be construed as a WDNR determination on the issuance of a Wisconsin Pollutant Discharge Elimination System (WPDES) permit or a determination as to the ability of the proposed system to comply with any terms or conditions in such permit. It is also not an approval of an Environmental Assessment that may be prepared for this project, or an approval for any activities requiring a permit under chs. 30, 31, or 281, Wis. Stats.

The WDNR reserves the right to order changes or additions should conditions arise making this necessary.

In case installation of these improvements has not been commenced within two years from the date of receipt of this application, this approval shall become void. Therefore, after two years, you must submit a new application for approval of these or other plans and specifications before any construction is undertaken.

FOR THE SECRETARY

Jason Knutson, P.E.

Wastewater Section Chief
Bureau of Water Quality
Phone No. (608) 267-7894

Website for additional information and guidance on WDNR holding tank plan submittals:
<http://dnr.wi.gov/topic/wastewater/holdingtanks.html>