SEWRPC staff typically issues letters for public sewer extensions within two weeks after receipt of the request and within four days for private main, force main, and building sewers. Please allow yourself adequate lead time on the project for us to conduct this review. To expedite the review process, please submit all of the following materials. Incomplete submittals will extend the review timeframes. Send submittals by mail or e-mail to:

Southeastern Wisconsin Regional Planning Commission (SEWRPC)
Kevin Muhs, AICP, P.E., Executive Director kmuhs@sewrpc.org
P.O. Box 1607
Waukesha, WI 53187-1607

Or drop off submittal direct at SEWRPC
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Submittal requirements for review of public sewer extensions, lift stations, and forcemains:

- Cover letter indicating:
  - Request for a review and WQM letter
  - Community and County where project is located
- General Project Location Map (e.g., USGS Quadrangle Map or community street base map)
- A copy of the Plans/Specifications (engineering drawings) including:
  - Wetland Boundaries
  - Environmental Corridor Boundaries
  - 1-percent-annual-probability (100-year recurrence interval) Floodplain Boundaries
  - Topographic Data

1 Includes only laterals serving buildings with over 54 drainage fixture units.
Submittal requirements for review of private main, forcemain, and building sewers (laterals serving buildings with over 54 drainage fixture units):

- Cover letter indicating:
  - Request for a review and WQM letter. Please specify type of development (e.g., a private main and two laterals for two multi-family buildings, four units each that will connect to the existing public sewer in Main Street)
  - Community (city, town, or village), address, U.S. Public Land Survey Section, distance and direction from intersecting streets, or any combination of the above to accurately locate the development site
- Development site location map (e.g., USGS Quadrangle Map or community street base map)
- A copy of the Building/Utility Plan which shows property dimensions/parcel lines, connection point(s) of proposed lateral to proposed structure(s) as well as the proposed sewer connection to the existing public or private main sewer

Questions regarding review requirements can be directed to Mr. James P. Siegler, Planner, at (262) 547-6721, Direct: (262) 953-3203, or via e-mail at jsiegler@sewrpc.org.

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