

### 7.3 PROCEDURES FOR SEWER CONNECTION REVIEW

Per SPS 382.20(4), applications for sewer connections of private mains, private forcemains and building sewers (laterals serving buildings with over 54 drainage fixture units) in the City of Superior SSA shall include a Water Quality Management (WQM) letter from the City of Superior indicating conformance with the Sewer Service Area Plan. Additionally, any new non-domestic wastewater connections within the Superior SSA but outside the boundary of the City of Superior, regardless of the number of drainage fixture units, shall require review. Applications will be reviewed by the Collection Systems Engineering and Operations Manager of Environmental Services Division of Public Works (ESDPW) or their designee to determine if the connections are in conformance with the SSA plan. This local review process is outlined below:

1. The developer or their consulting engineer(s) shall submit the following to the ESDPW via email to [SSAP@ci.superior.wi.us](mailto:SSAP@ci.superior.wi.us) or mail to City of Superior ESDPW, Attn: SSAP Sewer Connection Review, 51 E. 1st Street, Superior WI 54880.
  - 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)
    - Address, distance and direction from intersecting streets, or any additional information to accurately locate the development site
    - Anticipated DFUs, estimated peak flow (in gallons per minute) and estimated daily flow (in gallons per day) of the development
  - 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
  - Applications for non-domestic wastewater connections outside the boundary of the City of Superior shall also include the following information:
    - Legal description of the location of the discharge
    - Estimated strength for the following pollutants: BOD, TSS, ammonia, phosphorus, mercury, and pH; additional characteristics may also be requested as determined by ESDPW
    - Expected discharge start date
2. The ESDPW will review all submissions for sewer connection applications and will provide a recommendation as to whether or not the proposed project is in conformance with the SSA plan and the existing sewer main has capacity to accept the additional flow. For reviews within the boundary of the City of Superior, the ESDPW will review all submissions for sewer connection projects and confirm its conformance with the SSA plan within 5 days of receipt of the submittal. For reviews for non-domestic wastewater connections outside the boundary of the City of Superior, the ESDPW will review all submissions and confirm its conformance with the SSA plan within 30 days of the receipt of submittal.

3. If the proposed sewer connection project is in conformance with the SSA plan the ESDPW will provide the applicant with a WQM letter per the deadlines listed in (2) above. The letter shall be attached to the plans that are submitted to the State by the applicant, as applicable.
4. If the proposed sewer connection request is not in conformance with the SSA plan, the existing public sewer does not have capacity for the additional flow, or if there are questions about consistency, the applicant will be notified by letter within 30 days.
  - a. The applicant should then decide if it wishes to further pursue the sewer connection. If not, no further action is required.
  - b. If the sewer connection is pursued, coordination on next steps will need to be discussed with ESDPW.

Figure 7-2 Flow Diagram of Procedure for Sewer Connection Review

