

October 26, 2005

RE: Sewer Service Extension or Hookup Requiring a HASS Plan Conformance Letter

To Whom It May Concern:

*Code Administration*  
715-386-4680

*Land Information & Planning*  
715-386-4674

*Real Property*  
715-386-4677

*Recycling*  
715-386-4675

The St. Croix County Planning Department, as the Designated Planning Agency, reviews all proposed sewer service extensions or hookups for conformance with the Hudson Area Urban Sewer Service Plan for 2020 (HASS Plan). The St. Croix County Planning Department is required to review all public sewer service extensions; all sewer hookups for new residential developments, greater than two dwelling units; and all new commercial and industrial developments. Staff will review all submissions for conformance with the HASS Plan, specifically ensuring the proposed extension or hookup does not infringe on an environmental corridor and is within the sewer service area.

Applicants for sewer extension or hookup should submit the following materials to the St. Croix County Planning Department, Attention Ellen Denzer, **three weeks prior** to final plan approval by the City of Hudson or Village of North Hudson :

1. A letter containing the project name, project location and project owner(s). The letter should clearly state whether the request is for review of the sewer service extension or the sewer service hookup or both. The letter should also identify any agent acting for the owner and where and to whom replies should be sent.
2. A plan map showing the proposed sewer extension or hookup and the project service area, with acreages or dimensions, two-foot contours, and any water features.
  - a. Site-specific information may be requested from the local municipality or developer if there is any concern or question that the proposed hookup/extension will infringe on an environmental corridor as delineated on the review maps. This information, along with the environmental corridor criteria from this plan, will be used to make a recommendation on the proposal.
3. The plan map should include location information such as: adjacent streets, waterbodies, parks, businesses, etc.

If the sewer extension/hookup is in conformance with the HASS Plan, the Planning Department will send a HASS Plan Conformance letter to the applicant within 15 days of receipt of the project materials. A copy of this letter, along with other

materials required by NR110 or COM82, must be submitted by the applicant to the Wis. Department of Natural Resources (WDNR) or Wis. Department of Commerce (WCOM) for final review and approval of the sewer extension or hookup.

If the proposed extension/hookup is not in conformance with the HASS Plan, the Planning Department will send a non-conformance letter to the applicant within 15 days of receipt of the project materials. If the applicant wishes to pursue the sewer extension/hookup, he/she has two alternatives:

1. The proposed extension/hookup can be brought into conformance and resubmitted for review.
2. The applicant can seek to amend the HASS Plan to bring the proposed extension into conformance. If the HASS Plan is amended, the applicant must notify the St. Croix County Planning Department that he/she wishes to have the proposed extension/hookup reevaluated.

Please contact me, at 715-386-4673 if you have questions or require further information.

Sincerely,

Ellen K. Denzer, Planner