

Village of



Germantown

N112 W17001 Mequon Road
P.O. Box 337
Germantown, WI 53022-0337
Phone (262) 250-4721
FAX (262) 253-8255

Effective January, 2020

All New Building & Development In
The Village of Germantown

Re: Sanitary Sewer Connection Data
for Connection Charge

Water Utility Connection Data for
Impact Fee

To Whom It May Concern:

The Village Board determined by Resolution No. 27-07 to levy and collect a sanitary sewer connection charge for the initial connection of new facilities, previously non-connected facilities or additions to existing facilities to the municipal sanitary sewer utility. The sewer connection charge has been set at the rate of \$4,328.00 per Residential Equivalent Connection (REC) unit. In addition, Village Ordinance #34-07 requires that a pumping, storing and water distribution impact fee be charged for each new water utility customer. The Impact Fee will be based on \$832.00 per REC unit.

On the back of this letter is a form used to compile the basic information necessary for us to calculate your Sewer Connection Charge and Water Impact Fee. This form must be completed and returned prior to issuance of your Building Permit. Further, payment of this Sewer Connection Charge and Impact Fee will be required at the time the Building Permit is issued.

If we may be of assistance in completing this form, call 250-4721.

Sincerely,

A handwritten signature in black ink that reads "Lawrence W. Ratayczak".

Lawrence W. Ratayczak, P.E.
Director of Public Works

Enclosure (over)

BUSINESS/INDUSTRY/INSTITUTIONAL DATA FOR UTILITY CONNECTION CALCULATION

A. Owner/Facility Name _____
Business Location (Germantown) _____
Mailing Address (if different) _____
Property Tax Key # _____ Business Phone _____

B. Description of Business Operation/Products/etc. _____

C. Employee Data/Hours of Operation for 2020 S.I.C. Code* _____

1. Hours of Operation _____

2. Employee Data - Anticipated

	<u>Number</u>	<u>Hours/Week</u>	<u>Hours/Year</u>
-Full Time (Admin.)	_____	_____	_____
-Full Time (Plant)	_____	_____	_____
-Part Time (Admin.)	_____	_____	_____
-Part Time (Plant)	_____	_____	_____
TOTALS:	_____	_____	_____

3. Do you anticipate a significant change in employee hours or hours of operation during the next twelve (12) months? Yes ___ No ___

IF YES, Please Describe

D. Information Compiled By: _____
Signature _____ Date _____
Name (Please Print) _____ Title _____ Phone Number _____
Email Address _____

E. Other Information: _____

* = Four-digit Standard Industrial Classification Code



Milwaukee Metropolitan Sewerage District

Notice of Intent to Discharge Non-domestic Wastewater

I. Persons who must submit a *Notice of Intent*

A person must submit a *Notice of Intent* before discharging a new non-domestic wastewater to the sewerage system, significantly modifying an existing non-domestic wastewater discharge, or taking possession or control of an existing facility that discharges process wastewater. You must submit a *Notice of Intent* if you are:

- (a) constructing a new facility that will discharge process wastewater to the sewerage system;
- (b) changing the physical size or operations at an existing facility to the extent that wastewater volume or content will be substantially changed, including, but not limited to, a change in the annual average daily discharge flow rate of 20% or more;
- (c) taking possession or control of an existing facility that discharges process wastewater;
- (d) proposing to discharge contaminated groundwater;
- (e) commencing or modifying a discharge of hazardous waste that requires reporting according to sec. 11.412, MMSD Rules; or
- (f) proposing to discharge any other non-domestic wastewater not previously reported to the District.

II. Timing

The District must receive the *Notice of Intent* at least 30 days before the planned commencement of discharge.

You may commence discharging only after receiving written approval from the District.

III. Submitting the *Notice of Intent*

Mail or deliver the District's copy of the *Notice of Intent* to:

**Village of Germantown
Attn: Director of Public Works
P.O. Box 337
Germantown, WI 53022**

You may email the *Notice of Intent* to stran@mmsd.com or fax it to 414-272-0270.

The municipality in which the facility or project is located must also receive a copy of the *Notice of Intent*.

IV. Contact person

The *Notice of Intent* must identify a contact person, who must be an employee, operator, or owner of the discharging facility or project. The contact person must be someone with operational responsibilities and a technical knowledge of the processes, equipment, or operations that will cause the discharge. The contact person is not necessarily the same person who must sign this *Notice of Intent*. If a consultant is preparing this *Notice of Intent*, please identify the consultant separately. While a consultant may prepare and submit the *Notice of Intent*, the *Notice of Intent* must still identify the owner or operator. Also, someone representing the owner or operator must sign the *Notice of Intent*, according to Part VII of this introduction.

V. Identity and concentration of pollutants

You must provide enough information for the District to identify the pollutants that have a potential to be in the wastewater and to determine whether any pollutant would violate the limits or prohibitions established by secs. 11.202 or 11.203, MMSD Rules.

If you are not currently able to sample the wastewater, then you must use your best engineering judgment to predict the pollutants that may be present. You may base this prediction upon the raw materials, processes, operations, and circumstances that will produce the non-domestic wastewater. You can obtain information regarding potential pollutants from material safety data sheets, equipment vendors, other persons with similar processes, and development documents for any applicable categorical standards.

If you are able to sample the wastewater, then you must submit analytical results with the *Notice of Intent*. You must analyze the wastewater for the pollutants listed in sec. 11.203(1)(a), MMSD Rules, and for pH. If the wastewater is related to a remedial action at a site of a leaking underground storage tank, then you must analyze the wastewater for the chemicals that the tank contained, in addition to the pollutants listed in sec. 11.203(1)(a), MMSD Rules. You may exclude pollutants if you have no reasonable expectation that they will be present and if you provide your reasoning to the District. The results must be from samples collected within three months before the submission of the *Notice of Intent*.

Contact the District at 414-225-2164 if you have questions regarding characterizing your wastewater.

VI. Signature

Someone who satisfies the requirements of secs. 11.401(2)(c) and 11.417, MMSD Rules, must sign the *Notice of Intent*. Generally, the required person is an officer of a corporation, a partner, or a proprietor. A representative of one of these persons may sign the *Notice of Intent* if the representative has written authorization and the written authorization is submitted to the District.

VII. Fee

Whether a fee is required depends on the circumstances of the discharge. A fee is not required when: the facility is already paying an industrial surcharge; the site or project has previously paid a fee within the same calendar year; or the facility, site, or project is owned or operated by a government. In all other cases, the fee is \$250.

You must submit this fee with the *Notice of Intent*. Make checks payable to the Milwaukee Metropolitan Sewerage District. The District will not evaluate a *Notice of Intent* unless this fee is paid. This fee is nonrefundable, even if the District denies permission to discharge.

VIII. Applicable wastewater regulations

Every person who discharges to the sewerage system is subject to Chapter 11, MMSD Rules. In addition to the MMSD Rules, various state or federal regulations may apply. If you have questions regarding the applicable requirements, you may contact the District at 414-225-2164. Please note, however, that the District will not provide comprehensive engineering advice or legal counsel. You are responsible for obtaining any necessary engineering consultants, legal counsel, or both.

IX. Review of proposed wastewater treatment systems

If you intend to install facilities or equipment to treat wastewater before discharge, then you must submit plans, specifications, and operating procedures to the District, according to sec 11.414, MMSD Rules. You are not required to submit this information with the *Notice of Intent*. However, you must submit this information before the commencement of operation of the treatment facilities or equipment.

In addition, you must submit plans, specifications and operating procedures to the Department of Natural Resources (DNR), according to ch. NR 108, Wis. Adm. Code. You must provide to the District a copy of the approval letter from the DNR before the commencement of discharge. Alternatively, you may provide a copy of a letter from the DNR indicating that your treatment system is exempt from approval requirements. Currently, the DNR prohibits commencing the construction of any wastewater treatment system before receiving approval from the DNR.

X. The District's response

The District will respond to *Notices of Intent* with either a letter of approval, a letter of disapproval, or a request for additional information. The District will require additional information if the District concludes that the proposed discharge requires a wastewater discharge permit, which the District must issue to any facility that is "significant industrial user" according to sec. 11.103, MMSD Rules. Other circumstances may also cause a request for additional information.

The District may request an opportunity to inspect the site of the proposed discharge.

If the District determines that a wastewater discharge permit is necessary, then you must submit a *Baseline Report*, according to sec. 11.402, MMSD rules. This report is mandatory if the proposed discharge will be subject to a categorical standard set forth in 40 CFR 405 to 471 or if the District has classified a facility as a significant industrial user for some other reason.

You may commence discharging only after receiving either an approval letter or a wastewater discharge permit.

XI. Additional instructions and information

- (a) Please type or print clearly.
- (b) If the form does not allow you to completely explain your circumstances, please attach a cover letter providing more information.
- (c) "NAICS" means the North American Industrial Classification System and "SIC" means the standard industrial classification, as established by the federal Office of Management and Budget.
- (d) For domestic wastewater discharges, you may estimate 2.3 gallons per employee hour.
- (e) Section 11.102, MMSD Rules, provides definitions for several important terms used in the *Notice of Intent*.

- (f) Instead of using the *Notice of Intent* form, you may provide all of the required information in a letter or other format.
- (g) Chapter 11, MMSD Rules, and the District's *Cost Recovery Procedures Manual* are available at www.mmsd.com or from the District's record center at 414-272-5100.
- (h) The District will assess a sewer user charge of \$2.50 per thousand gallons if the discharge is not otherwise included in the basis for sewer user charges and if the volume discharged exceeds 50,000 gallons. For this purpose, you must implement techniques for determining the volume discharged.
- (i) If you have questions regarding the *Notice of Intent*, please contact the District at 414-225-2164 or stran@mmsd.com.

Thank you for your cooperation



Notice of Intent to Discharge Non-domestic Wastewater, as Required by sec. 11.401, MMSD Rules

I. Facility, Site, or Project Information

(a) Name _____

(b) Address _____

(c) Mailing address _____

(d) Contact person _____
Name _____
Title _____
Telephone _____

(e) Description _____

(f) Five digit NAICS code or four digit SIC code _____

(d) Wastewater discharge rates for the facility as a whole. Complete this section if the discharge is not for a limited-term.

	Flow rates (gallons per day)	
	Existing	Proposed
Domestic	_____	_____
Non-domestic Process	_____	_____
Non-contact cooling	_____	_____
Other	_____	_____

(e) Process wastewater discharges (fill in the spaces that apply)

1. Continuous discharge: _____ hours per day _____ days per week
2. Batch discharge: _____ gallons discharged _____ per _____.
Frequency Time
3. One time discharge: _____ gallons discharged over _____ days
4. Other (explain the timing and type of discharge)

(f) List the pollutants potentially present in the wastewater covered by this *Notice of Intent*

(g) Sample results. If you are able to sample the wastewater covered by this *Notice of Intent*, then attach sample results according to the instructions.

(h) Describe any proposed treatment procedures or equipment

(i) Identify the exact location of the discharge point

(j) Enclose a drawing of the site where the discharge will occur. This drawing must identify all connections to the sewerage system; the processes, operations, or activities generating wastewater; treatment facilities, and potential sampling locations.

III. Certification and signature

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

Date

Printed name and title