

Holding Tank Checklist

Forms/Applications

- State Sanitary Permit Application SBD-6398 (R. 03/25) with application fee of \$550.00
- Verify owners name, address, legal description and parcel identification (PIN)
- County Holding Tank Agreement–POWTS 13-007 signed/notarized by owner and county official
- Oneida County Holding Tank Servicing Contract - POWTS 13-006
- Oneida County Holding Tank Management Plan - POWTS 13-014

Holding Tank Component

- Holding Tank Component Manual SBD-10855-P (V 2.1; May 2022-2027)

General Submittal Information

- Plans and specifications are complete, clearly legible and drawn in permanent ink or photocopied
- Submittals are on paper measuring at least 8 ½ by 11 inches
- All signatures are in original ink
- Index pages contain the owner's name, manual name, SBD no., and legal description
- Plans without an index page** include the name of the project, legal description, and name of the manual shown on the plot plan.
- Plans without an index page** are signed and dated on every page by the designer/plumber
- Design is signed by an individual who possesses valid credentials for designing a POWTS
- Residential - Number of bedrooms indicated for 1 & 2 family dwellings
- Commercial - Table A – SPS 383.43-1 (Public Facility Wastewater Flow)

Plot Plan

- Fully dimensioned or drawn to scale with scale indicated on plans
- All property boundaries are clearly marked or parcel size shown
- Benchmark & north arrow are shown
- All setbacks are met as established by code and listed below
- Legal description of parcel/location information is shown
- Any nearby existing septic systems or wells are shown
- Ordinary high water mark (OHWM) is referenced if applicable
- "All Weather Road" located within 25 feet of tank service manholes is depicted, if not individual site design required (Note: Means a gravel or paved surface that can support a fully loaded pump truck in all seasons.)
- DNR/DSPS issues non-domestic waste/high strength waste

Holding Tank Cross Section

- Holding Tank Size
- Alarms – audio or visual
- Float – 1 foot below inlet
- Liquid depth below the alarm
- Anchoring calculations:
 1. Floodplain
 2. Saturated soils/soil boring
- Review Wetland Inventory Map
- Review Floodplain Map

Setbacks:

- 25 feet from well
- 5 feet from building
- 2 feet from lot line
- 10 feet from OHWM
- 10 feet from water service
- 10 feet vent from fresh air intake, i.e. window.

NOTE: If the submittal does not follow all requirements outlined within the component manual, it is considered an individual site design.