

DNR/PSC WATER UTILITY CONSTRUCTION AUTHORIZATION PROCESS

PRE-APPLICATION CONSULTATION CHECKLIST

DNR and PSC staff are available for a pre-application consultation for all construction projects that require construction authorization under Wis. Admin. Code ch. PSC 184 and Wis. Stat. 196.49. The pre-application consultation is typically held as a web conference hosted by the utility or its consultant. Pre-application consultations are particularly useful when constructing new water sources, planning the establishment of a new utility, the expansion a utility's service area, the acquisition of another utility, the interconnection with another utility, or the construction of water mains 8-inches or greater in diameter and 3 miles or more in length. Pre-application consultations are also encouraged for projects that include new water supply facilities (e.g. wells, storage facilities, booster stations and intakes). The goal of the consultation is to address the requirements for construction approval while the applicant is still in the planning phase of the project.

PRIOR TO THE MEETING

- Applicant schedules and hosts a web conference with the DNR (Cathrine.Wunderlich@wisconsin.gov) and the PSC (Mark.Williams@Wisconsin.gov or Stephen.Kemna@Wisconsin.gov).
- Applicant emails relevant background information to the DNR and PSC prior to the meeting.

DURING THE MEETING

- Applicant makes a presentation to DNR/PSC staff that includes:
 - Description of the community's location and geography (major highways, municipal boundaries, water bodies).
 - Community's population and growth patterns and any new development.
 - Water utility's water demand trends (total and by customer class).
 - Identify any major water customers and their future plans to increase or reduce water consumption.
 - Any water system deficiencies (capacity, pressure, treatment).
 - DNR consent orders or sanitary survey requirements/deficiencies.
 - Discuss the purpose and scope of the proposed project.
 - Alternatives analysis including costs (water loss reduction, conservation and demand management, interconnection with neighboring utilities).
 - Recommended alternative with estimated cost and method of funding.
 - Proposed construction schedule.
 - Capacity calculations that show the project is needed to meet immediate water supply needs and/or future water supply needs.
 - Describe how the project fits into the utility's long-term water supply plan/capital improvement plan.
 - Describe any changes to the utility's service area.
- DNR/PSC staff provide overview and timing of the review process.
- DNR/PSC staff identify any major issues that must be addressed prior to project approval.
- DNR/PSC staff identify key environmental issues that must be addressed prior to project approval including the type, scope, and timing of required field work (habitat assessments, archeological surveys, wetland delineations, biological surveys, etc.).

AFTER THE MEETING

- PSC staff will email a meeting summary to the participants to serve as a record of what was discussed.