



County of Door LAND USE SERVICES DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Zoning: (920) 746-2323

Sanitarian: (920) 746-2308

Addressing: (920) 746-2391

Department FAX: (920) 746-2387

Department website: <https://www.co.door.wi.gov/164/Land-Use-Services>

February 13, 2023

City Squared/Municipality is the Door County Land Use Services Department's on-line permitting and digital filing system, launched on August 23rd, 2021. City Squared is the client side of the system, while Municipality is the staff/processing side of the system. Basic information for previous permits may also be found in City Squared, but much of the information in our paper files has not been digitized and imported into the system.

This document describes:

- Where to find links to access the system (page 1, below).
- General information & tips (page 2), including on how to access the system for research rather than a permit application.
- How to apply for zoning permits (pages 3-11). *Note: The system is set up to also allow you to apply for land divisions, and to request zoning information letters, on-site zoning inspections, and fire numbers, the processes for which will largely mimic the zoning permit application sample in these pages.*
- How to apply for sanitary (POWTS) permits (pages 12-20).
- How to file POWTS maintenance reports in the system (pages 21-24).
- Guide to look up issued zoning and sanitary permits & other general information (pages 24-48).

Links to City Squared

You may always go directly to the City Squared website:

<https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the "Door County" page of City Squared, search for and select "Door County" from the dropdown list of municipalities.

You may also access City Squared from:

- Our department website, <https://www.co.door.wi.gov/164/Land-Use-Services> ,
- Our zoning permit application sub-page, <https://www.co.door.wi.gov/575/Zoning-Permit-Applications> ,
- Our sanitarian sub-page, <https://www.co.door.wi.gov/421/Sanitarian-POWTS> , or
- The Land Records main page, <https://www.co.door.wi.gov/245/Maps-and-Land-Records>

We are also still working on setting up links between the LandNav system; Treasurer and Real Property Listing records accessed via the system are only current through February 2020.

General Information & Tips

YOU MUST USE CHROME AS YOUR BROWSER TO USE CITY SQUARED.

If you don't have Chrome, please download it here: <https://www.google.com/chrome/> .

If you simply want to access information – as opposed to applying for a permit – you will not need to register. You may simply go to the City Squared website

(<https://www.citysquared.com/#/app/DoorCountyWI/landing>) and conduct your search by selecting “property search” from the left-hand menu on the main website page. A box will appear on the right-hand side into which you can type the property address, or parcel number, or property owner name. Note that parcel numbers are not listed as a search option, but they can be used; they should be entered without dashes. Also, if searching by owner, the system currently requires the full name of the first owner that appears on the deed. We are working to see if second owners can be listed, and to also have the system recognize “partial” names (e.g., recognizing Jeff Smith versus requiring Jeffrey Q. Smith). Please make sure to look at all levels and fields for the parcel and/or permit, including any media, notes, etc., since information – especially historical information – may be stored in various places.

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

Sometimes it takes a while for the system to do what you've asked – look up a contact, or a parcel, etc. – and there is no icon (spinning circle, hourglass, etc.) to indicate the system is working. You'll simply need to be patient.

City Squared will display various county GIS map layers, but will not replace the county GIS web map page layers. You will still want/need to refer there for county aerial photography, the most up-to-date mapping layers, etc.

City Squared will also not replace the LandNav (Real Property Listing and Treasurer) systems. Some sorts of searches will work better in LandNav, such as if you are trying to find all properties for which Jeff Smith has an ownership interest. City Squared should be thought of as an on-line application system and a digital filing system for the Land Use Services zoning and sanitarian divisions.

Please ignore any odd grammar, punctuation, or wording in the system or in auto-generated e-mails related to permit applications. We were unable to get some items changed, as they are part of the overall software framework used by municipalities across the country. (For example, other areas of the country apparently use “printkey” rather than “parcel number.”)

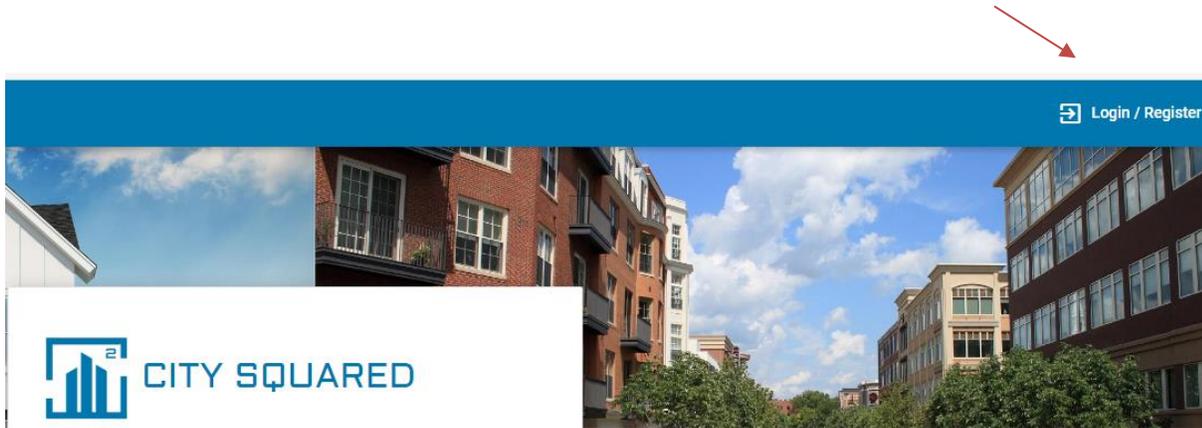
Please ignore information fields that seem more relevant to building code folks when you are filing applications. This software was originally designed for exactly that purpose: building code inspectors. Information fields are only mandatory if they have an asterisk next to them, in which case City Squared will not let you advance to the next application step.

Applying for a Zoning Permit in City Squared

Go to <https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

For your first application made within the system, you will need to register. Click the “Login / Register” button in the top right corner.



Your username will be your e-mail address, and you’ll have to select a password.

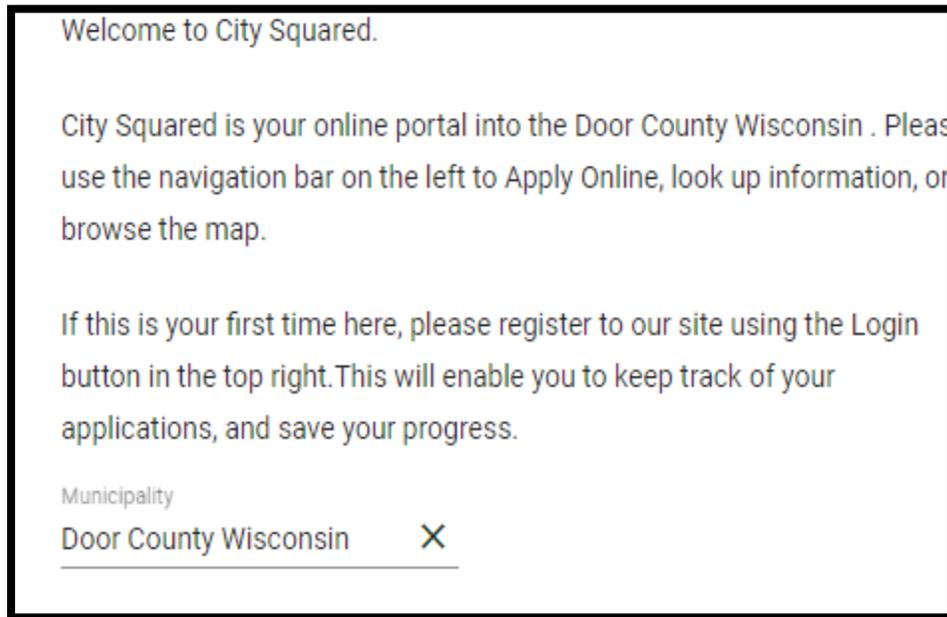
Local builders and POWTS folks: The system should recognize your e-mail address from our staff setting up your information in the system already. You will still need to log in and start registering, but it should recognize your e-mail address and ask if you want to use the one on file in the system. You’ll then just need to create your password.

After registration, you will receive a confirmation e-mail to complete the registration process.

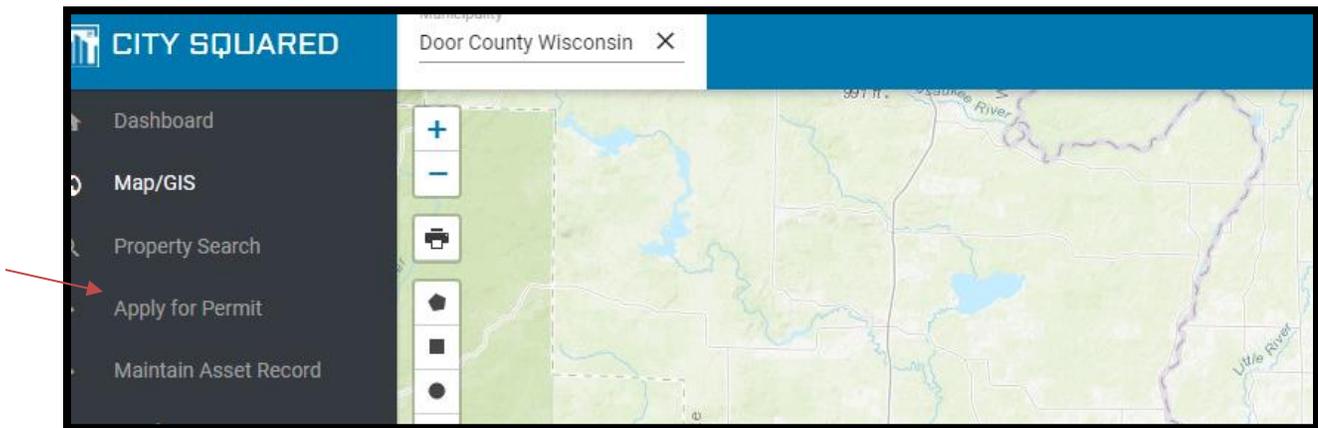
Once you’ve completed the registration process, and whenever you access the system in the future, you’ll then “log in” to apply for or check on permits.

Once you are logged in, follow the steps below.

If your screen doesn't automatically go to Door County, search for Door County in the dropdown municipality field.



Click on "Apply for Permit" on the left side. (Note: a white screen may pop up for ~15 seconds before it continues.)



Note that before it will allow you to apply for a permit for the first time, you are required to supply your contact information. *Again, local builders and POWTS folks, this information should already be in the system for you.*

On the next screen, click on the dropdown menus (indicated by the small triangles) to choose the “department,” which refers to the type of permit application, such as regular zoning, floodplain, shoreland, letter request, etc., and then the permit type, which refers to more specific information about the project, such as single-family residence, accessory structure, etc. See list of options on the next page. You’ll also need to enter a detailed description of the project at this step. For example: 12’ x 24’ addition to residence and 10’ x 12’ shed. Click Next to continue.

Permit “Department”

1 Select Permit Type — 2 Select Parcel(s) — 3 Please add your builder — 4 Add additional contacts — 5 General Information — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

Please select the Permit Type you would like to apply for:

Department *
Regular Zoning

Permit Type *
Accessory Structure

Examples: Shed, detached garage, detached deck

Detailed Description*
12 x 12 Shed

Permit “Type”

1 Select Permit Type — 2 Select Parcel(s) — 3 Please add your builder — 4 Add additional contacts — 5 General Information — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

Please select the Permit Type you would like to apply for:

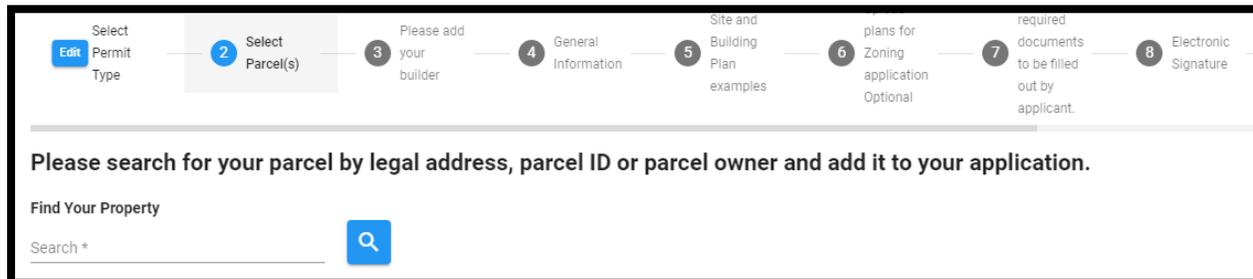
Department *
Regular Zoning

Permit Type *
Single Family Residence

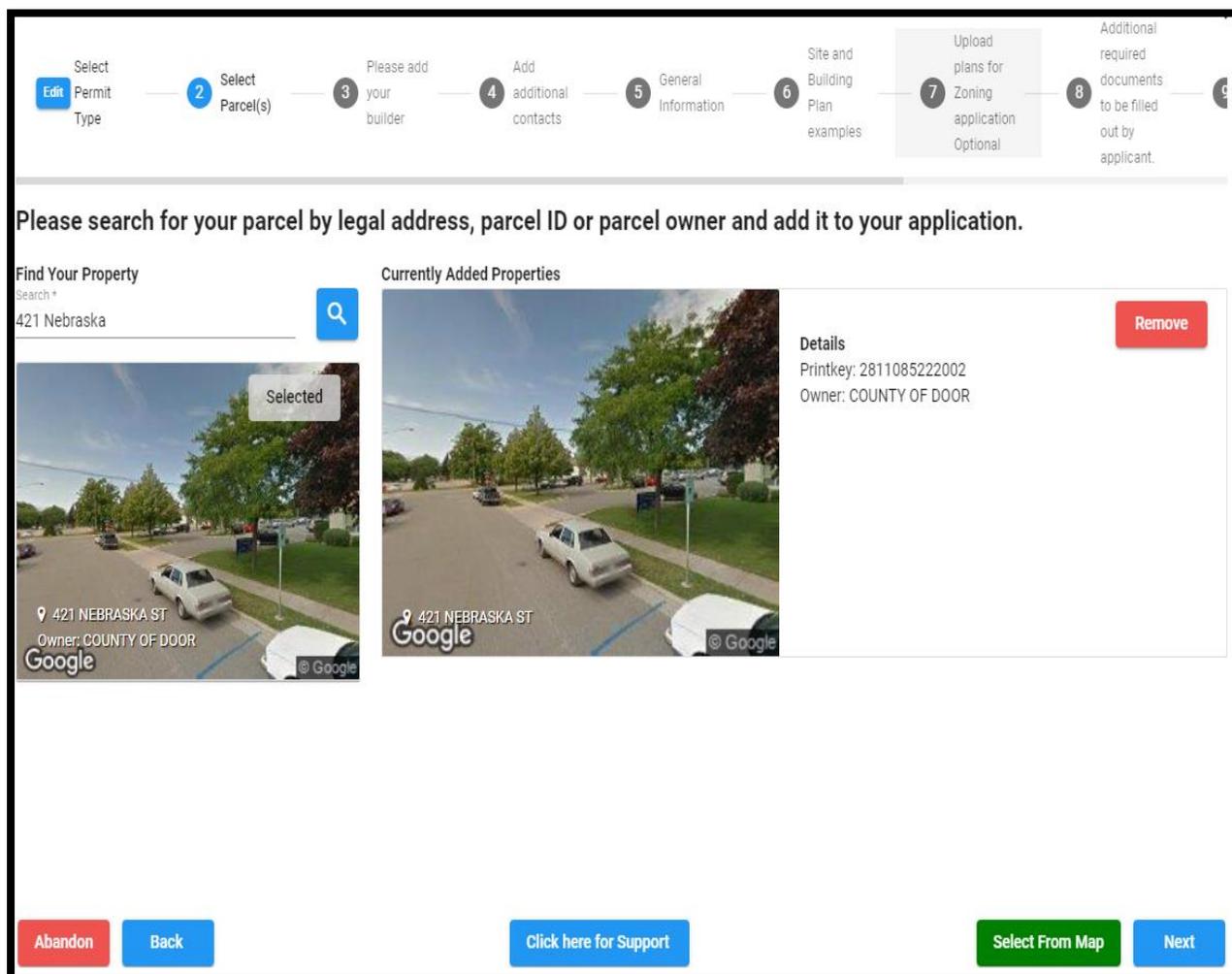
Detailed Description*
A 3 bedroom home with two bathrooms, an attached two-car garage, and a 20' x 10' deck.

Department/ Permit Type	Specific Permit Type
Regular Zoning Permit	Accessory structure
	Agricultural building
	Commercial
	Commercial addition
	Duplex
	Duplex addition
	Household Occupation or Home Business
	Industrial
	Mobile home
	Mobile home addition
	Multiple occupancy development
	Multiple occupancy development addition
	Public
	Secondary dwelling unit
	Single-family residence
	Single-family residence addition
	Miscellaneous: No new structure or measurable footprint
	Renew permit
	Revise permit
Sign	Sign(s)
Land Disturbance	General Filling and or Grading
	Pond
Zoning Inspection and Letter Request	Letter Request
	Onsite Inspection and Letter Request
	Onsite Inspection Request
Shoreland Zoning Permit	Non-waterfront lot, no regular zoning permit required
	Waterfront lot, no regular zoning permit required
	Waterfront lot, regular zoning permit required
	Waterfront lot, misc.: No new structure or measurable footprint
	Shoreland Renew permit
	Shoreland Revise permit
Mitigation	Mitigation
Impervious Surface Authorization	Exceed ISR Allowance
Floodplain Zoning	Floodplain P ermit
Public Hearings	Conditional use permit
	Appeal
	Zoning Variance
	Public Hearing Text amendment
	Public Hearing Map amendment
Land Division	Minor Land Division
	Major preliminary land division
	Major final land division
	Conservation subdivision
	Major Land Division - Conceptual
Address Sign	New Sign
	Replacement Sign
	Replacement post
	Replacement sign and post

You will then see all the steps for that application process across the top of the screen. Go through each step, completing and uploading the required information. (Note that different application types have slightly different steps – following is just a typical example.) If the project requires multiple permits – such as regular zoning, shoreland, and floodplain – you will need to file separate applications with any application specific information (such as elevations for floodplain projects), but you need only upload exactly duplicative plans and forms to one application. Staff can “group” the applications after they are submitted.



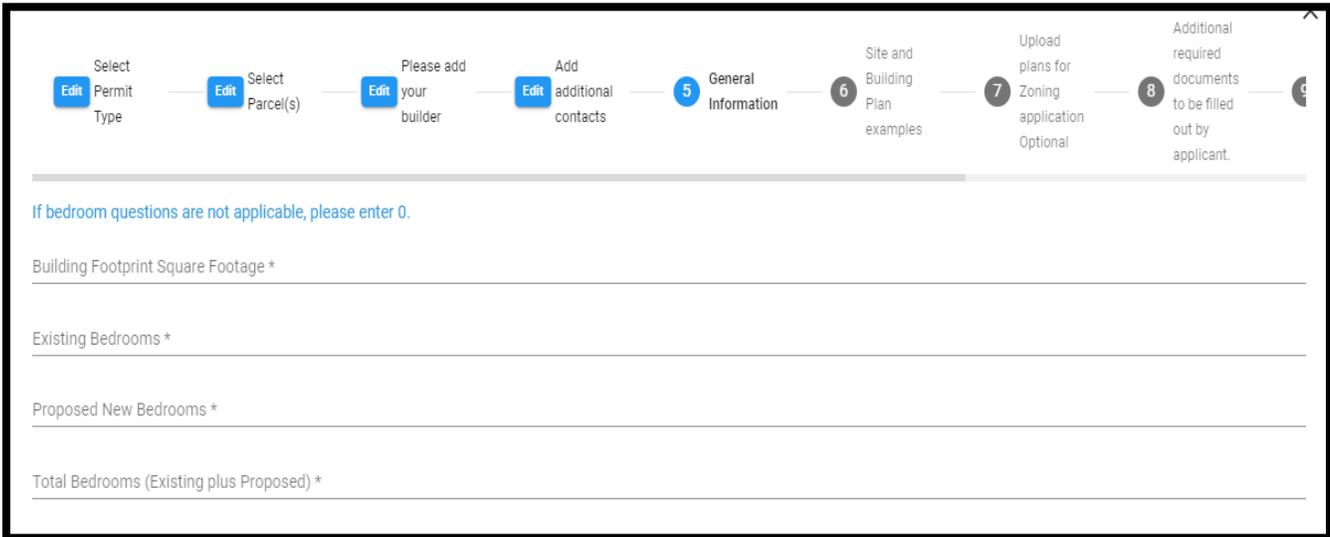
After selecting the permit type, you will need to find the parcel the permit will apply to. When searching for the property for which you are applying for a permit, less is more! Only enter the fire number and the first few letters of the street name, or the parcel number (without dashes), and then click the blue magnifying glass. Find the correct property and click the green “Add” button to add it to your application. Click Next to continue.



If neither the applicant nor property owner is the builder for the project, there is a tab where you may add the builder. Search first for builders already registered in the system, on the left-hand side, and if you don't find yours, click "Create contact" and enter their information on the screen it sends you to. Note that all contacts need to have a role selected (owner, builder, etc.), and the applicant (person filing the application in the system) will also need to be checked as the applicant. Once you've identified your builder, click Next to continue.

Next you will be asked to "add additional contacts." Please provide the property owner e-mail address and phone number, and, if applicable, the same for the surveyor and engineer. (Note: You may also add information for someone who isn't an engineer or surveyor – just indicate to us their role in the project; e.g., Jane Q. Jones, architect.)

Complete all the “general information” required fields (designated as such with asterisks) for the building details. Enter the square footage of your project (for an addition, enter the square footage being added, not for the entire structure). Enter the current and proposed bedrooms (or the figure “0” if the project doesn’t involve a structure with bedrooms). Click Next to continue.



Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — **5 General Information** — 6 Site and Building Plan examples — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

If bedroom questions are not applicable, please enter 0.

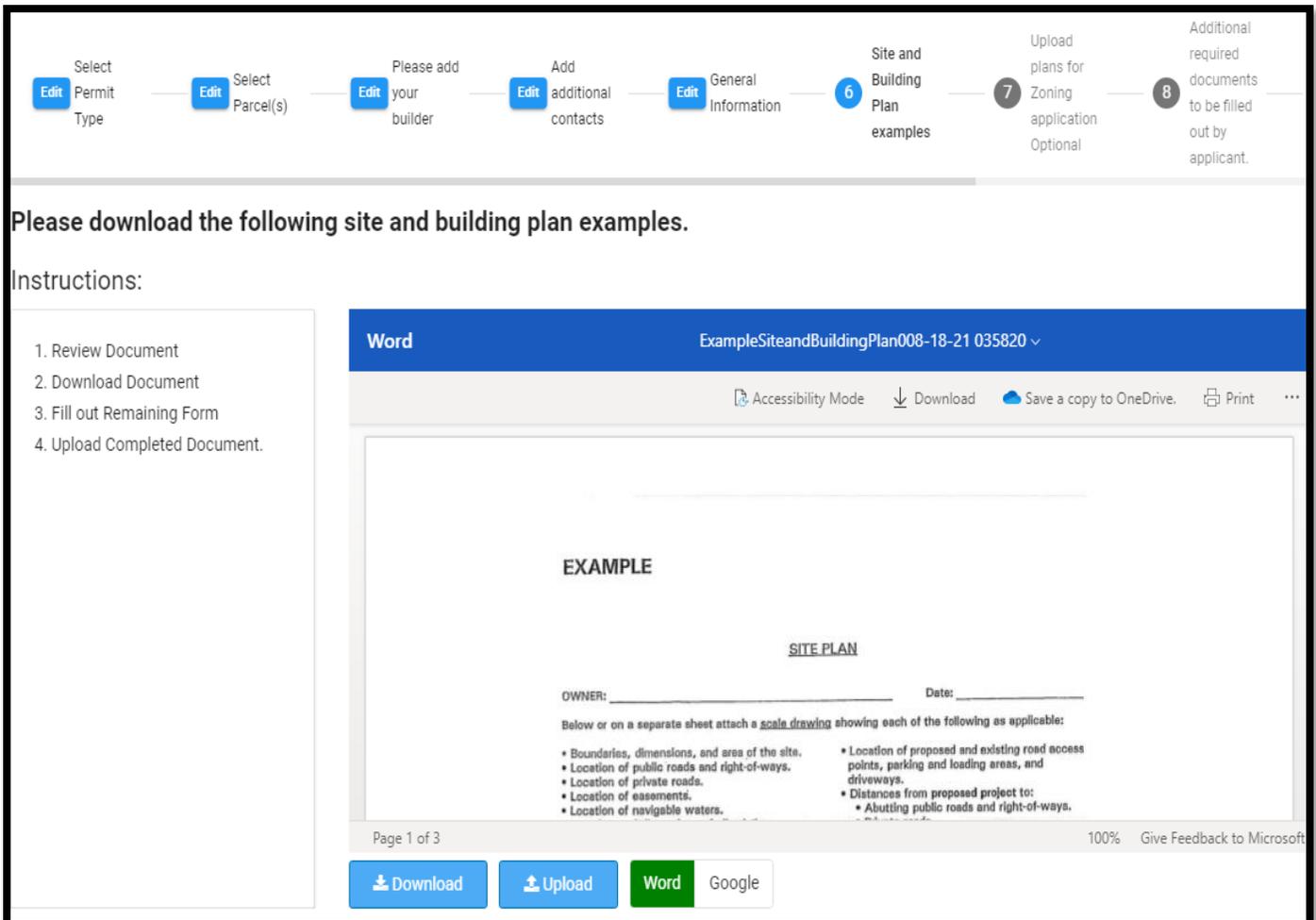
Building Footprint Square Footage *

Existing Bedrooms *

Proposed New Bedrooms *

Total Bedrooms (Existing plus Proposed) *

You can review and/or download site and building plan examples. Click Next to continue.



Select Permit Type — Edit Select Parcel(s) — Edit Please add your builder — Edit Add additional contacts — Edit General Information — **6 Site and Building Plan examples** — 7 Upload plans for Zoning application Optional — 8 Additional required documents to be filled out by applicant. — 9

Please download the following site and building plan examples.

Instructions:

1. Review Document
2. Download Document
3. Fill out Remaining Form
4. Upload Completed Document.

Word ExampleSiteandBuildingPlan008-18-21 035820 ▾

Accessibility Mode Download Save a copy to OneDrive. Print

EXAMPLE

SITE PLAN

OWNER: _____ Date: _____

Below or on a separate sheet attach a scale drawing showing each of the following as applicable:

- Boundaries, dimensions, and area of the site.
- Location of public roads and right-of-ways.
- Location of private roads.
- Location of easements.
- Location of navigable waters.
- Location of proposed and existing road access points, parking and loading areas, and driveways.
- Distances from proposed project to:
 - Abutting public roads and right-of-ways.

Page 1 of 3 100% Give Feedback to Microsoft

Download Upload Word Google

Upload your building and site plans drawn to scale. Click Next to continue.

Select Permit Type **Edit** → Select Parcel(s) **Edit** → Please add your builder **Edit** → Add additional contacts **Edit** → General Information **Edit** → Site and Building Plan examples **Edit** → **7** Upload plans for Zoning application Optional → **8** Additional required documents to be filled out by applicant.

Please upload your building and site plans, which must be drawn to scale. If applicable, also include elevation diagrams.

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB

Drag and Drop or click here to upload

No Documents to Display

Download, fill out, and then upload these required documents. Click Next to continue.

Select Permit Type **Edit** → Select Parcel(s) **Edit** → Please add your builder **Edit** → Add additional contacts **Edit** → General Information **Edit** → Site and Building Plan examples **Edit** → Upload plans for Zoning application Optional **Edit** → **8** Additional required documents to be filled out by applicant.

Please download the following documents, complete and upload them to this application.

Instructions:

1. Review Document
2. Download Document
3. Fill out Remaining Form
4. Upload Completed Document.

Word ZoningPackett008-18-21 040202 ▾

Accessibility Mode Download Save a copy to OneDrive Print

 **County of Door
LAND USE SERVICES**
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2323
FAX: (920) 746-2387
Website: www.co.door.wi.gov/164/Land-Use-Services

**PROJECT SCOPE DECLARATION
[2017 Wisconsin Act 68; Effective November 29, 2017]
and AUTHORIZATION FOR INSPECTION**

Page 1 of 4 100% Give Feedback to Microsoft

Download Upload Word Google

At the signature tab, enter your name exactly as it appears above the line. Click Next to continue.

The screenshot shows a progress bar at the top with eight steps: 'Select Permit Type', 'Select Parcel(s)', 'Please add your builder', 'Add additional contacts', 'General Information', 'Site and Building Plan examples', 'Upload plans for Zoning application Optional', and 'Additional required documents to be filled out by applicant'. Below the progress bar, a text block reads: 'By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.' Below this, it says 'Please enter the following name Linda Riemer.' and 'Enter the name exactly as it appears above'. A text input field contains 'Linda Riemer'.

For the payment tab, you have several options: Credit Card, Debit Card, Electronic Check, or in the bottom left corner, there is a Pay in Office option. (Note that if you select “pay in office,” you can mail or drop off your payment, or you can even still pay on-line, after submittal. So, if filing multiple applications, you may pay all fees with one transaction.) As always, applications will not be processed until fees are paid. Click Next once you have chosen your payment method.

The screenshot shows the payment section of the application. At the top is the same progress bar as in the previous screenshot. Below it, the text reads 'Please pay all fees associated with this application.' Underneath is a table titled 'Calculated fees':

Fee type	Comments	Amount
Zoning Square Footage Fee	Amount* 100.00	\$100.00

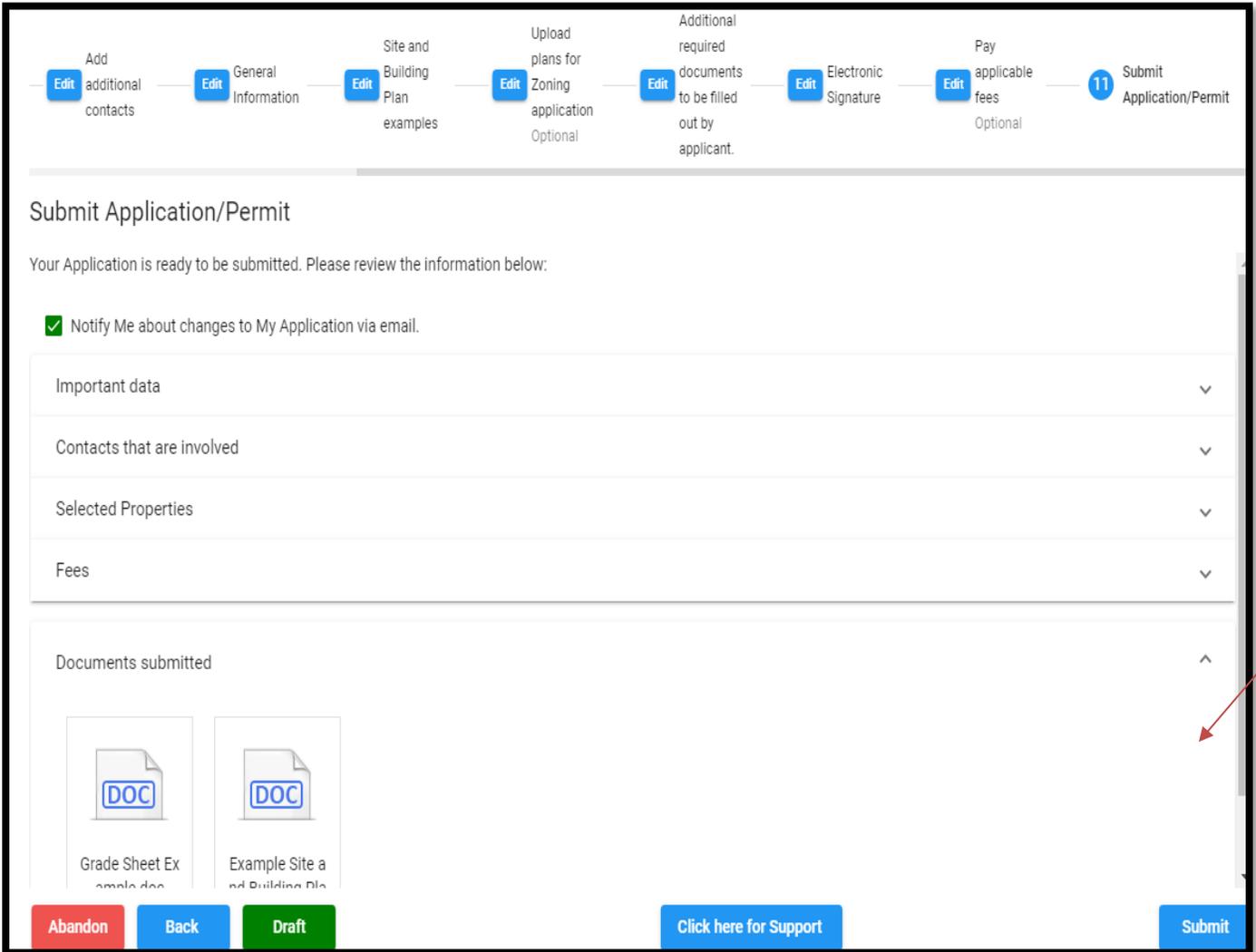
Total: \$100.00

Payment options are listed as 'Credit Card', 'Debit Card', and 'Electronic Check'. The 'Credit Card' option is selected, showing logos for American Express, Discover, Mastercard, and Visa. Below this are input fields for 'Card number*', 'Month*', 'Year*', and 'CVV*'. Further down are fields for 'First name*', 'Last name*', 'City*', and 'State*'. A 'Calculate Convenience Fee' button is present. At the bottom left, there is a checkbox labeled 'Pay in office' with a red arrow pointing to it. At the bottom, there are buttons for 'Abandon', 'Draft', 'Back', 'Click here for Support', and 'Next'.

Note that you may also use the tabs above to go back to previous pages, abandon the application, or save as a draft. Don't abandon the application if you intend to return to it – it will be deleted.

The final screen will show you all of the information and uploaded documents you are submitting for the application. Click the down arrow for each section to make sure everything looks correct before submitting. If you need to change anything, you can click the “Back” button or the “Edit” buttons at the top to edit or add documents to your application.

While you have the option to uncheck the box labeled “Notify me about changes...”, we recommend keeping it checked. This ensures you and any contacts associated with the permit for whom we have e-mail addresses will receive automatic, system-generated e-mails (from Muncicity, not City Squared) pertaining to the processing of the application (successful submission, fee paid, inspection completed, permit issued, etc.). If a contact ends up not wanting such notifications, staff can turn it off for that individual.



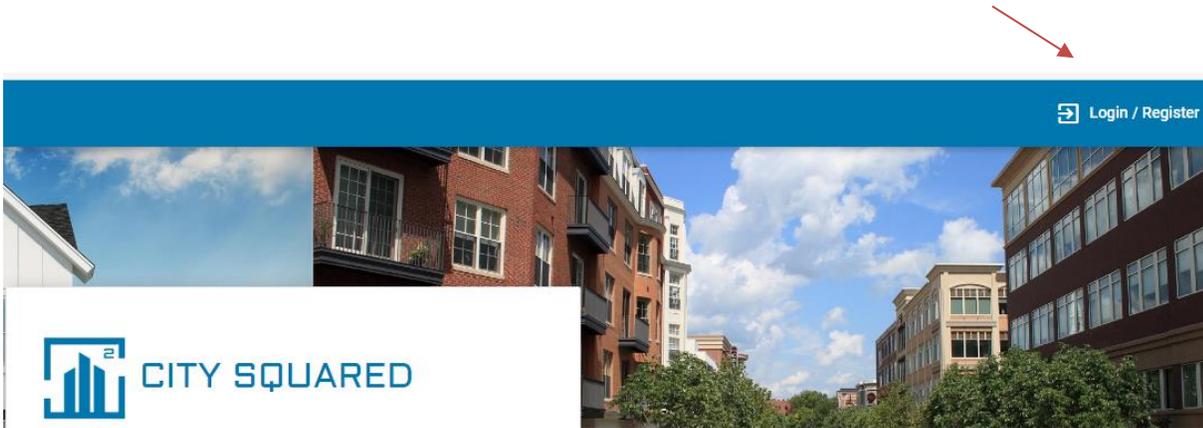
Once you verify all the information is correct and all materials uploaded, hit the Submit button. (PLEASE – save as a draft if you have not completed the tabs or uploaded all forms. Do not hit “Submit” until the application is complete.) You should receive a confirmation e-mail that the application has been submitted. Be on the lookout for subsequent communications as well – the system auto-generates some messages (they will show up from Muncicity, not City Squared), such as about permit issuance, but staff may also send you messages via the system (or from their regular e-mail account). You will also be able to log into the system and look at your “dashboard” and view in one place basic information about all of the applications you’ve filed.

Applying for a Sanitary Permit in City Squared

Go to <https://www.citysquared.com/#/app/DoorCountyWI/landing> .

If for some reason you do not land in the “Door County” page of City Squared, search for and select “Door County” from the dropdown list of municipalities.

For your first application made within the system, you will need to register. Click the “Login / Register” button in the top right corner.



Your username will be your e-mail address, and you'll have to select a password.

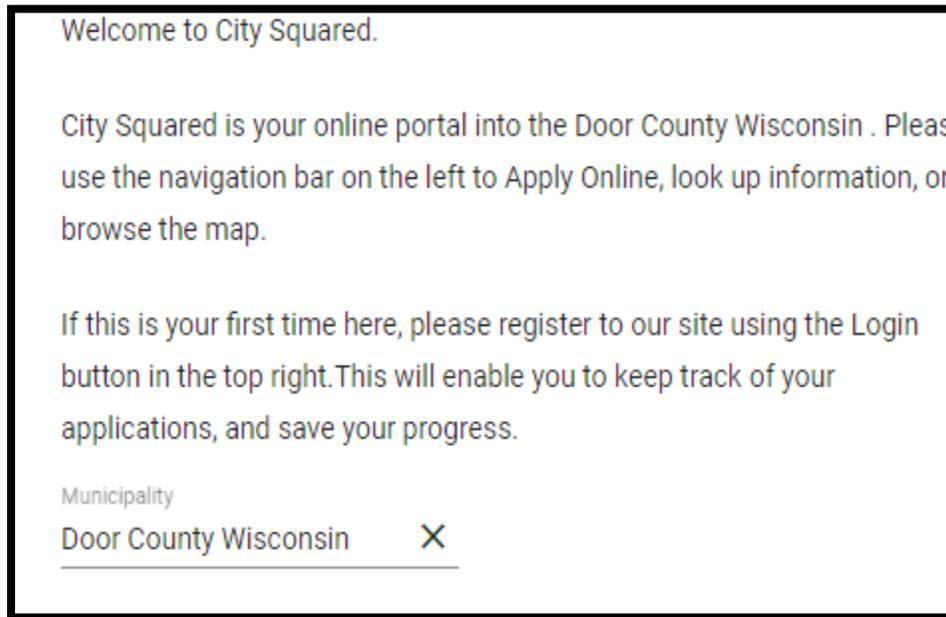
Local builders and POWTS folks: The system should recognize your e-mail addresses from our staff setting up your information in the system already. You will still need to log in and start registering, but it should recognize your e-mail address and ask if you want to use the one on file in the system. You'll then just need to create your password.

After registration, you will receive a confirmation e-mail to complete the registration process.

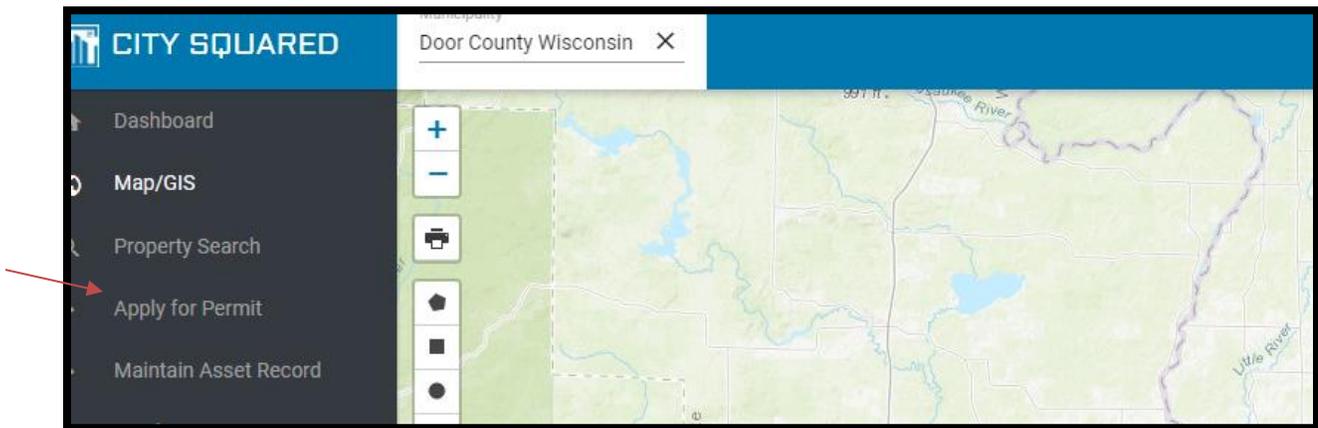
Once you've completed the registration process, and whenever you access the system in the future, you'll then “log in” to apply for or check on permits.

Once you are logged in, follow the steps below.

If your map doesn't automatically go to Door County, search for Door County in the dropdown municipality field.



Click on "Apply for Permit" on the left side. (Note: a white screen may pop up for ~15 seconds before it continues.)



Note that before it will allow you to apply for a permit for the first time, you are required to supply your contact information. *Again, local builders and POWTS folks, this information should already be in the system for you.*

On the next screen, click on the dropdown menus (indicated by the small triangles) to choose the “department,” which refers to the type of permit application – state sanitary permit or county permit – and then the “permit” type, which refers to the system type, such as at-grade, mound, holding tank, replacement of septic/dose tank only, etc. You will then see all the steps for that application process across the top of the screen.

Go through each step, completing and uploading the required information. (Note that different application types have slightly different steps – following is just a typical example.) You’ll also need to enter a description of the project at this step, such as 1 or 2 family dwelling, retail store, shop, garage with living quarters, etc., and fill in a few other information fields. Click Next to continue.

Sample (1): State Sanitary Permit (Mound, Holding Tank, Septic/Dose Tank Replacement)

1 Select Permit Type — **2** Select Parcel(s) — **3** Select Your Plumber — **4** Septic Tank Information — **5** Dosing Chamber Information (if applicable) — **6** Dispersal Treatment Area Information (if applicable) — **7** Upload State Review document (Optional) — **8** Electronic Signature

Please select the Permit Type you would like to apply for:

Department *
Sanitary State

Permit Type *
Mound <= 24 in. of suitable soil

In the Detailed Description field, please describe the proposed use of the property, i.e., 1 or 2 family dwelling, public/commercial, or state owned.

Detailed Description*
1 or 2 family dwelling

Design Flow (gallons per day) *
450

Number of Bedrooms, if 1 or 2 family dwelling
3

Date Issued (if applicable)
12/12/1990

Parcel Owner Email
abcd@gmail.com

State Transaction Number
PWTS - 0821123456

Previous Permit Number
123456

New or Replacement System *
Replacement

Parcel Owner Phone Number
(920)743-2308

Parcel Owner Phone Number

Sample (2): County Sanitary Permit (Reconnection, Repair)

1 Select Permit Type — **2** Select Parcel(s) — **3** Select Your Plumber — **4** Upload all plans and documents (Optional) — **5** Electronic Signature — **6** Please pay your POWTS application fee — **7** Submit Application/Permit

Please select the Permit Type you would like to apply for:

Department *
Sanitary County

Permit Type *
Reconnection of Existing System

In the Detailed Description field, please describe the proposed use of the property, i.e., 1 or 2 family dwelling, public/commercial, or state owned.

Detailed Description*
Example: Connection to new 1 or 2 Family Dwelling, Retail Store, Shop, Garage w/living quarters

Design Flow (gallons per day)

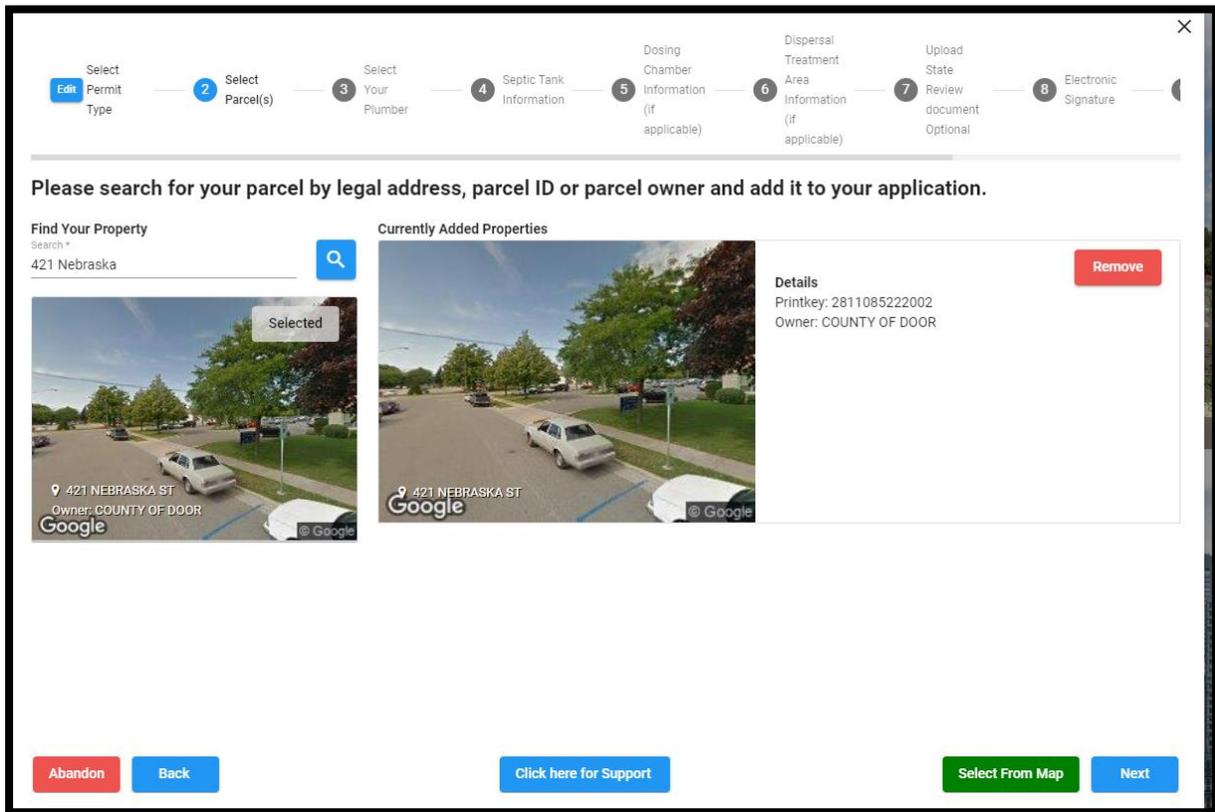
Previous Permit Number

After selecting the permit type, you will need to find the parcel the permit will apply to. When searching for the property for which you are applying for a permit, less is more! Only enter the fire number and the first few letters of the street name, or the parcel number (without dashes), and then click the blue magnifying glass. Find the correct property and click the green “Add” button to add it to your application. Click Next to continue.

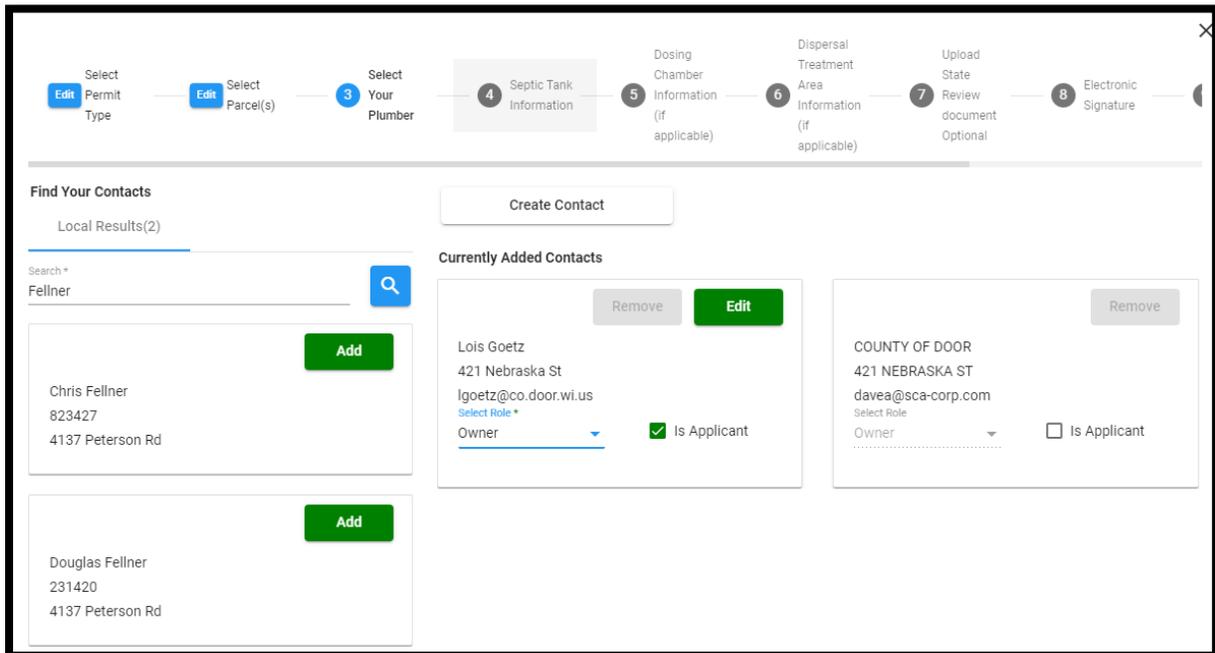
The screenshot displays a multi-step process for applying for a permit. At the top, a progress bar shows seven steps: 1. Select Permit Type (with an 'Edit' button), 2. Select Parcel(s) (highlighted in blue), 3. Select Your Plumber, 4. Upload all plans and documents (Optional), 5. Electronic Signature, 6. Please pay your POWTS application fee, and 7. Submit Application.

Below the progress bar, a bold instruction reads: "Please search for your parcel by legal address, parcel ID or parcel owner and add it to your application." Underneath this is a section titled "Find Your Property" with a search input field containing "421 Nebraska" and a blue magnifying glass icon.

The search results are shown in a card with a light green background. It features a stylized house icon with a red roof, a blue window, and an orange door. A green "Add" button is located in the top right corner of the card. At the bottom left of the card, a location pin icon is followed by the text "421 NEBRASKA ST" and "Owner: COUNTY OF DOOR".



If the applicant is not the plumber for the project, there is a tab where you may add the plumber. Search first for plumbers already registered in the system, on the left-hand side, and if you don't find yours, click "Create contact" and enter their information on the screen it sends you to. Note that all contacts need to have a role selected (owner, plumber, maintainer [for ATUs], pumper, etc.), and the applicant (person filing the application in the system) will also need to be checked as the applicant. Once you've identified your plumber, click Next to continue.



Once you have selected the plumber, continue working your way through the rest of the steps, completing and uploading the required applicable items for septic tank information, dosing chamber information and dispersal treatment area information for the POWTS details. Click Next to continue after each step.

Progress bar: 1. Select Permit Type, 2. Select Parcel(s), 3. Select Your Plumber, 4. **Septic Tank Information**, 5. Dosing Chamber Information (if applicable), 6. Dispersal Treatment Area Information (if applicable), 7. Upload State Review document Optional, 8. Electronic Signature

4. Septic Tank Information

Capacity of New Septic Tank (in gallons)
1000

Capacity of existing septic tank (in gallons)

Total Gallons of Septic Tank
1000

Number of Units (Septic Tank)
1

Septic Tank Manufacturer
Wieser

Septic Tank Material
Prefab Concrete

Progress bar: 1. Select Permit Type, 2. Select Parcel(s), 3. Select Your Plumber, 4. Septic Tank Information, 5. **Dosing Chamber Information (if applicable)**, 6. Dispersal Treatment Area Information (if applicable), 7. Upload State Review document Optional, 8. Electronic Signature

5. Dosing Chamber Information

Capacity of New Dosing Chamber (in gallons)
650

Capacity of Existing Dosing Chamber (in gallons)

Total Gallons of Dosing Chamber
650

Number of Units (Dosing Chamber)
1

Dosing Chamber Manufacturer
Murphy

Dosing Chamber Material
Prefab Concrete

Select Permit Type — Edit — Select Parcel(s) — Edit — Select Your Plumber — Edit — Septic Tank Information — Edit — Dosing Chamber Information (if applicable) — **6** — Dispersal Treatment Area Information (if applicable) — **7** — Upload State Review document Optional — **8** — Electronic Signature

3. Dispersal Treatment Area Information

Dispersal Area Required (sf)
450

Design Flow (gpd)
450

Design Soil Application Rate (gpdst)
.1

Dispersal Area Proposed (sf)
480

System Elevation
101.19

Upload your soil test, state sanitary review documents, if applicable, site plan and management plan. Click Next to continue.

Select Permit Type — Edit — Select Parcel(s) — Edit — Select Your Plumber — Edit — Septic Tank Information — Edit — Dosing Chamber Information (if applicable) — Edit — Dispersal Treatment Area Information (if applicable) — **7** — Upload State Review document Optional — **8** — Electronic Signature

Please upload your soil test, state sanitary review documents, site plan(s) and management plan.

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB

Drag and Drop or click here to upload

No Documents to Display

At the signature tab, enter your name exactly as it appears above the line. Click Next to continue.

Select Permit Type — Edit — Select Parcel(s) — Edit — Select Your Plumber — Edit — Septic Tank Information — Edit — Dosing Chamber Information (if applicable) — Edit — Dispersal Treatment Area Information (if applicable) — Edit — Upload State Review document Optional — **8** — Electronic Signature

By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.

Please enter the following name **Lois Goetz**:
Enter the name exactly as it appears above

Lois Goetz

For the payment tab, you have several options: Credit Card, Debit Card, Electronic Check, or in the bottom left corner, there is a Pay in Office option. (Note that if you select “pay in office,” you can mail or drop off your payment, or even pay on-line after submittal. So, if filing multiple applications, you may pay all fees with one transaction. As always, applications will not be processed until fees are paid.) Click Next once you have chosen your payment method.

The screenshot shows a payment interface with a progress bar at the top containing steps: Select Permit Type, Select Parcel(s), Select Your Plumber, Septic Tank Information, Dosing Chamber Information (if applicable), Dispersal Treatment Area Information (if applicable), Upload State Review document Optional, and Electronic Signature. The 'Dosing Chamber Information' step is currently active.

Below the progress bar is a 'Fees' section with a table:

Fee type	Comments	Amount
In-ground Pressure		\$400.00

Total: \$400.00

Payment options are shown as tabs: Credit Card, Debit Card, and Electronic Check. The 'Credit Card' tab is selected, showing a form with fields for Card number*, Month*, Year*, CVV*, First name*, City*, Last name*, State*, Address1*, and Postal Code*. There is also a 'Calculate Convenience Fee' button.

At the bottom left, there is a checkbox for 'Pay in office' and three buttons: Abandon (red), Draft (green), and Back (blue). At the bottom right, there is a 'Click here for Support' button and a 'Next' button.

Note that you may also use the tabs above to go back to previous pages, abandon the application, or save as a draft.

The final screen will show you all of the information and uploaded documents you are submitting for the application. Click the down arrow for each section to make sure everything looks correct before submitting. If you need to change anything, you can click the “Back” button or the “Edit” buttons at the top to edit or add documents to your application.

While you have the option to uncheck the box labeled “Notify me about changes...”, we recommend keeping it checked. This ensures you and any contacts associated with the permit for whom we have e-mail addresses will receive automatic, system-generated e-mails pertaining to the processing of the application (successful submission, fee paid, inspection completed, permit issued, etc.). If a contact ends up not wanting such notifications, staff can turn it off for that individual.

Select Your Plumber — Edit — Septic Tank Information — Edit — Dosing Chamber Information (if applicable) — Edit — Dispersal Treatment Area Information (if applicable) — Edit — Upload State Review document Optional — Edit — Electronic Signature — Edit — Please pay your POWTS application fee Optional — Edit — 10 Submit Application/Permit

Submit Application/Permit

Your Application is ready to be submitted. Please review the information below:

Notify Me about changes to My Application via email.

Important data ▾

Contacts that are involved ▾

Selected Properties ▾

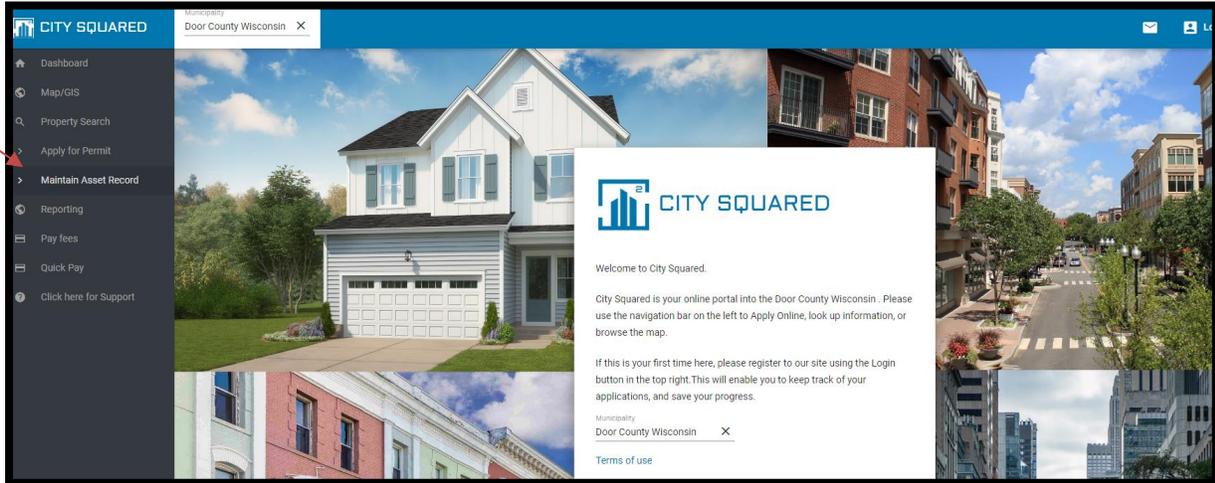
Fees ▾

Abandon Back Draft Click here for Support Submit

Once you verify all the information is correct and all materials uploaded, hit the Submit button. You should receive a confirmation e-mail that the application has been submitted. Be on the lookout for subsequent communications as well – the system auto-generates some messages, such as about permit issuance, but staff may also send you messages via the system (or from their regular e-mail account). You will also be able to log into the system and look at your “dashboard” and view in one place basic information about all of the applications you’ve filed.

Filing POWTS Maintenance Reports in City Squared

Log in to City Squared and click Maintain Asset Record on the left-hand side.



You will first be asked to type in a description of the type of maintenance report you are submitting. Simply type in either "ATU annual" or "POWTS 3-year".

A screenshot of a web form titled '1 Select Maintenance Type'. The form contains the instruction 'Please select the Maintenance Type you would like to apply for:' followed by a blue link 'Detailed Description *'. Below this, the text 'ATU Annual Maintenance Report' is entered into a text input field. The form is enclosed in a black border.

Next you need to identify the exact septic system for which you are entering the maintenance information. Type in the system number in the search field (next to the magnifying glass). If it is one you've previously serviced, it should show up on when you search; the dropdown list contains "your" assets. (Note: We understand you don't "own" the asset – please ignore the odd language and we will work on getting it fixed.)

If the system isn't on your list, you'll need to "claim" the asset by clicking the green Claim button, and then typing in the system number or address. Click Claim again to continue.

Next you'll need to select the maintenance type, and again type in the maintenance description ("ATU annual" or "POWTS 3-year").

The next step is to enter all of the requested information into the fields. Most questions have dropdown menus. (Note that there are additional questions for the ATU 1-year reports, not shown here.)

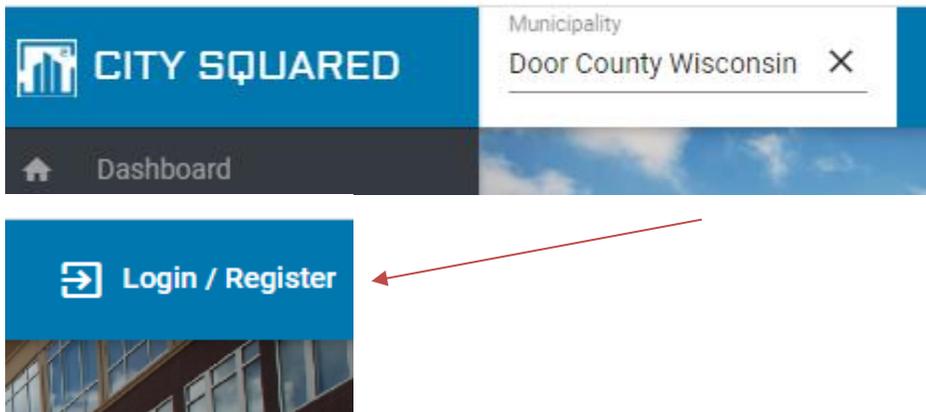
This screenshot shows the second step of the maintenance reporting process, titled "Please fill out the following fields". At the top, there are three navigation options: "Edit Select Maintenance Type" (with a blue "Edit" button), "2 Please fill out the following fields" (the current step), and "3 Submit Maintenance". Below the title, there is a section labeled "POWTS Questions" in orange. This section contains six dropdown menus, each with a downward arrow on the right side. The questions are: "Pumping Required *", "Service Performed *", "Tank Condition", "Condition of Inlet Baffles", "Condition of Outlet Baffles", and "Effluent Filter".

Once you've completed answering all of the questions, the last step is to review the information and then Submit.

This screenshot shows the third step of the maintenance reporting process, titled "Submit Maintenance". At the top, there are three navigation options: "Edit Select Maintenance Type" (with a blue "Edit" button), "Edit Please fill out the following fields" (with a blue "Edit" button), and "3 Submit Maintenance" (the current step). Below the title, there is a section labeled "Important data" with an upward arrow on the right. This section contains the following information: "Asset: MOUND (PIPE & STONE)", "Detailed Description: 3 Year Maintenance Inspection", "Maintenance Type: 3 Year POWTS Maintenance", "Pumping Required: No-tank less than 1/3 full of solids", and "Service Performed: Inspected and Pumped". Below this is a section labeled "Contacts that are involved" with a downward arrow on the right. At the bottom of the form, there are five buttons: "Abandon" (red), "Back" (blue), "Draft" (green), "Click here for Support" (blue), and "Submit" (blue). A red arrow points to the "Submit" button.

GUIDE TO LOOK UP ISSUED ZONING PERMITS & SANITARY PERMITS AND OTHER GENERAL INFORMATION RECORDS WITHIN CITY SQUARED

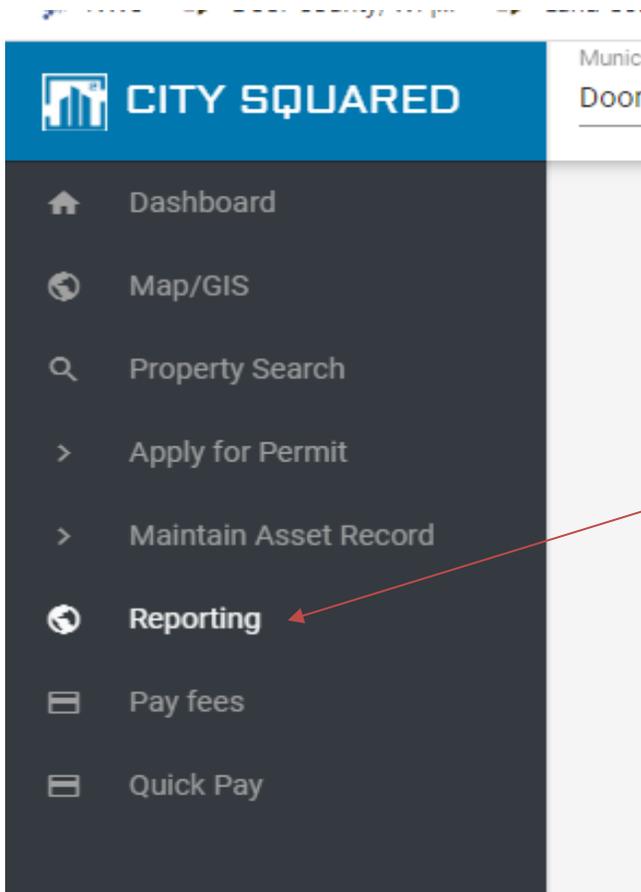
You may access City Squared by registering for an account using your email and setting up a password at <http://www.citysquared.com> . Click on the Register tab and fill in the required information. You must set up an account to view items in the “reporting tab”. If you just want to look around at parcels you do not need an account.



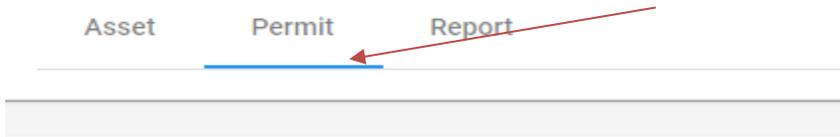
Located in top right corner

If you already have an account, you will click on the Login tab and sign in.

To access issued permits, please click on “Reporting”.



To access zoning permit reports/records, please click on “permit”.



Groups

- 1. Permit Info
- 2. State Sanitary Information
- 3. Dispersal Treatment Area Information
- 4. Septic Tank Information
- 5. Dosing Chamber Information
- 6. Holding Tank Information
- POWTS Information

You may look up issued permits by picking the “Municipality Name” drop-down, and chose the town you are looking for.

The screenshot shows a form titled "1. Permit Info" with the following fields and values:

Department	MunicipalityName	Town of Baileys Harbor	Permit Type
Status	Permit No	From Permit Date	
To Permit Date	From Expiration Date	To Expiration Date	
From Closed Date	To Closed Date	Const Cost	
11/1/2022	11/30/2022		

Red arrows in the image point to the "MunicipalityName" dropdown menu (containing "Town of Baileys Harbor") and the "Status" dropdown menu (containing "Issued").

Pick the status of “Issued”.

Put the dates you are searching for in the “From Closed Date” and “To Closed Date” and hit the search tab.

If you wish to look up all permits issued for all towns, you will leave the “Municipality Name” drop down blank.

1. Permit Info

Department	▼	MunicipalityName	▼	F
Status	▼	Permit No		F
To Permit Date	📅	From Expiration Date	📅	T
From Closed Date		To Closed Date		C
11/1/2022	📅	11/30/2022	📅	
Print Key		Parcel Owner		A



This will bring up all permits issued for your specific town (or all towns), with zoning and sanitary permits listed. It will have the dates the permit was issued, parcel number, parcel owner, address, and a brief description of the project.

Permit_ID	MunicipalityName	Department	Permit Type	Status
224259	Town of Baileys Harbor	Sanitary County	Reconnection of Existing...	Issued
224271	Town of Baileys Harbor	Regular Zoning	Single Family Residence ...	Issued
224272	Town of Baileys Harbor	Shoreland Zoning	Waterfront Lot Regular Z...	Issued
224284	Town of Baileys Harbor	Sanitary County	Reconnection of Existing...	Issued
224285	Town of Baileys Harbor	Regular Zoning	Single Family Residence	Issued

Permi...	Permit Date	Expi...	Print Key
S-22-0293	11/04/2022	11/04/2024	0020432312822E
Z-22-1395	11/07/2022	11/07/2023	0020311302831B2
Z-22-1490	11/07/2022	11/07/2023	0020311302831B2
S-22-0297	11/10/2022	11/10/2024	<input type="text"/> 0020318302844K1

Parcel Owner	Address	Description
ROBERT S TRAVIS	9344 STATE HWY 57	Connection of existing mound installed under Permit #586976 to 3-bed
PETER N ERKEN	8506 E BUES POINT RD	For a 28.5' x 46.5' second story addition and for new doors and window
PETER N ERKEN	8506 E BUES POINT RD	For a 28.5' x 46.5' second story addition and for new doors and window
MARK HANSEN	8241 PEIL LN	1 OR 2 FAMILY DWELLING (SIZED FOR UP TO 4 BEDROOMS)
DANIEL LEVEILLE		For a 1-story L-shaped single-family residence w/ an attached garage a:

If you would like to find permits issued by a single permit type you can use the drop-down and chose the project type you are seeking. In this instance, we chose all Single-Family Residences in all towns for the selected dates.

1. Permit Info

Department	MunicipalityName	Permit Type Single Family Residence
Status Issued	Permit No	From Permit Date
To Permit Date	From Expiration Date	To Expiration Date
From Closed Date 11/1/2022	To Closed Date 11/30/2022	Const Cost

Print Key	Parcel Owner	Address	Description
0160002292732F	CODY BAUER		For a 1-story single-famil...
0240210272612B1	ROBERT W BORDEAU	5321 COUNTY HWY TT	For a 50'7" x 71'7" single ...
0280305333023B	BENJAMIN D SHEARER		For a 29' X 53' 2-story si...
002240008	DANIEL LEVEILLE		For a 1-story L-shaped si...
0140109302722	PATRICIA A SCHNEIDER ...		For a 40' X 80' single fa...
0140225312743B	PATRICK D RIORDAN		For a 50.5' X 51' 2-story, ...

Reports can be turned into an excel file by clicking on the tab.

MunicipalityName ▼

Permit No

From Expiration Date 📅

To Closed Date 📅

11/30/2022

Permit Type

Single Family Residence ▼

From Permit Date 📅

To Expiration Date 📅

Const Cost

📍
Excel
CSV

HOW TO LOOK AT A SPECIFIC ZONING PERMIT ON YOUR REPORT

The screenshot displays the City Squared web application interface. At the top left, the logo for City Squared is visible. Below the logo is a dark grey navigation menu with the following items: Dashboard, Map/GIS, Property Search, Apply for Permit, Maintain Asset Record, Reporting, Pay fees, and Quick Pay. A red arrow points to the 'Property Search' option. Below the navigation menu is a blue header bar containing the user's name 'Linda Kiemer' and a 'Logout' button. Below the header bar is a 'Property lookup' form. The form has a search input field containing the text '022520243A' and a blue search button with a magnifying glass icon. A red arrow points to the search button. Below the search input field is a text prompt: 'Please enter an address, owner name or section, block and lot to search by'.

Click on the property search tab. Search the property by parcel number or address.

Click on a result for more details



The property site will appear. Click on the picture once.

Parcel: 022520243A



[Address/Tax Info](#)

Address/Tax Info

Parcel Number
022520243A

Legal Address
3948 GLI

Zipcode
54235

Town/City/Vi
T OF SEV/

Document **8** [Edit](#) Permit **7** Inspection **1** Contact **2** [Edit](#)

Thumbnail	Name
	Loma.pdf
	2005 MPR.pdf
	2008 MPR.pdf
	2010 MPR.pdf
	2013 MPR.pdf
	2016 MPR.pdf
	2019 MPR.pdf
	streetview.jpg

Click on the "permit tab".

Parcel: 022520243A



Address/Tax Info Property Info

Address/Tax Info

Parcel Number	Legal Address	City	State
022520243A	3948 GLIDDEN DR	Sturgeon Bay	WI
Zipcode	Town/City/Village	Section	Town
54235	T OF SEVASTOPOL	32	28N

Document 8 [Edit](#) **Permit 7** Inspection 1 Contact 2 [Edit](#) Certificate 3 Asset 1 Map

MunicipalityName	Department	Permit Type	Status	Permit No	Permit Date
	Sanitary	CONVENTIONAL	Deactivated	22937	09/30/1975
	Sanitary	CONVENTIONAL DOSING	Active	256171	06/25/1996
	Sanitary	CONVENTIONAL	Active	4020	08/18/1980
		SFR-A	I	18031	04/07/1989
		SFR	I	18032	07/16/1985
Town of Sevastopol		Accessory Structure	Issued	33885	08/31/2021
Town of Sevastopol	Land Use Services	Accessory Structure	Issued	33885	08/31/2021

This will bring up all permits issued for the parcel.

Permit



33885

Issued, Accessory Structure

I3A

1. Permit Info

MunicipalityName	Permit Type	Status	Permit
Town of Sevastopol	Accessory Structure	Issued	3388
Permit Date	Expiration Date	Print Key	Address
08/31/2021	08/31/2022	022520243A	3948

Contact 1

Map

Name	Description	Date Created
ComprehensiveZoningPermit008-31-21 04384...	ComprehensiveZoningPermit008-31-21 04384...	08/31/2021
Application.pdf	20210831160148048.pdf uploaded by Tara Mc...	08/31/2021

Click on the permit you wish to view.
Please note that depending on how old the permit is, the amount of information you can access may be limited (especially for zoning permits).



County of Door
LAND USE SERVICES DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2323

FAX: (920) 746-2387

Website: <https://www.co.door.wi.gov/164/Land-Use-Services>

Door County Comprehensive Zoning Permit

Date of issuance: 08/31/2021

Parcel number: 022520243A

Municipality: Town of Sevastopol

Site Address: 3948 GLIDDEN DR

Property owner: MARK J & MARGARET S
LINZMEIER

Applicant: MARK J & MARGARET S LINZMEIER

Zoning Administrator: Tara McKeefry

Permit type: ACC

Project description: A 12' x 24' detached shed as per revised site plan dated 8/31/2021 and plans submitted 8/16/2021.

General Terms and Conditions

- All aspects of the project shall comply with all applicable county zoning ordinance provisions. The activity authorized by this permit is only that for which the permit was applied.
- This permit is valid for 12 months only. The use must be established and/or exterior construction work completed on or before permit expiration, unless a renewal permit is obtained.
- A Certificate of Compliance is required upon project completion; structures may not be occupied or used until one is obtained. Please call Land Use Services for an inspection.
- Any structure(s) located and/or use(s) established shall be per plans submitted and approved.
- Acceptance of this permit shall be deemed acceptance of all conditions herein or in any associated correspondence.

Notice of right to appeal: Any party aggrieved by the issuance of this permit may appeal to the Board of Adjustment within 30 days of permit issuance. Forms are available from Door County Land Use Services.

It will open the permit that was issued.

ACCESSING SANITARY PERMIT AND SYSTEM INFORMATION

Search for the parcel in the same manner as described above for zoning information. Once you've found the parcel, click on the permit tab.

Parcel: 022520243A



Address/Tax Info
Property Info

Address/Tax Info

Parcel Number 022520243A	Legal Address 3948 GLIDDEN DR	City Sturgeon Bay	State WI
Zipcode 54235	Town/City/Village T OF SEVASTOPOL	Comments LONG BEACH PLAT N 30' LOT ... i	

Document 8 Edit
Permit 7
Inspection 1
Contact 1 Edit
Certificate 3
Asset 2
Map

Thumbnail	Name	Description	Date Created
	Loma.pdf		08/21/2021
	2005 MPR.pdf		08/21/2021
	2008 MPR.pdf		08/21/2021

Click on one of the active systems. (It's best to start with clicking on the one with the most recent permit date.) If there are multiple active sanitary permits, you will need to explore all of them in order to find all historical information.

Parcel: 022520243A



Address/Tax Info
Property Info

Address/Tax Info

Parcel Number 022520243A	Legal Address 3948 GLIDDEN DR	City Sturgeon Bay	State WI
Zipcode 54235	Town/City/Village T OF SEVASTOPOL	Comments LONG BEACH PLAT N 30' LOT ... i	

Apply for Permit

Document 8 Edit
Permit 7
Inspection 1
Contact 1 Edit
Certificate 3
Asset 2
Map

MunicipalityName	Department	Permit Type	Status	Permit No	Permit Date	Expiration Date
	Sanitary	CONVENTIONAL	Deactivated	22937	09/30/1975	
	Sanitary	CONVENTIONAL DOSING	Active	256171	06/25/1996	
	Sanitary	CONVENTIONAL	Active	4020	08/18/1980	

Once you are within the Permit level of the parcel, you'll click on the Asset column. (Sanitary systems are considered "assets" in City Squared.)

Parcel
 Sturgeon Bay, WI 54235
 Mark J Linzmeier
 3948 Glidden Dr, 022520243A

Permit
 256171
 Active, Conventional Dosing

Permit: 256171

1. Permit Info

Department	Permit Type	Status	Permit No
Sanitary	CONVENTIONAL DOSING	Active	256171
Permit Date	Permit Key		
06/25/1996	022520243A		

Document 0 Edit Contact 1 **Asset 1**

Thumbnail	Name	Description	Date Created

Apply for Certificate

Asset information will appear. Use the scroll bar at the bottom to view the Notes and Comments fields, and make sure to widen the columns in order to see all of the Notes and Comments.

Parcel
 Sturgeon Bay, WI 54235
 Mark J Linzmeier
 3948 Glidden Dr, 022520243A

Permit
 256171
 Active, Conventional Dosing

Permit: 256171

1. Permit Info

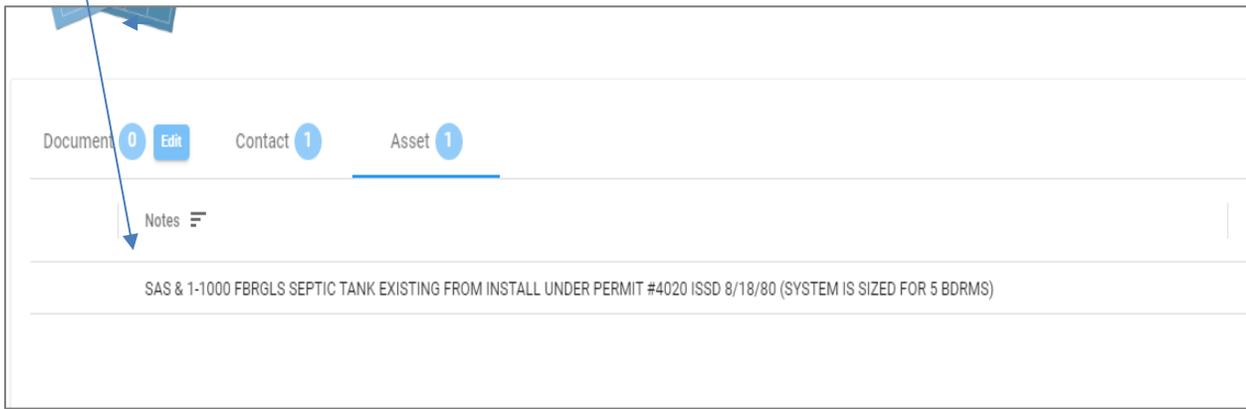
Department	Permit Type	Status	Permit No
Sanitary	CONVENTIONAL DOSING	Active	256171
Permit Date	Permit Key		
06/25/1996	022520243A		

Document 0 Edit Contact 1 **Asset 1**

Group	Asset Type	System Number	InstallationDate	Next Maintenance...	Inactive	Notes
	CONVENTIONAL DOSING	63398	06/25/1996	05/01/2022	No	SAS & 1-1000 F

Apply for Certificate

The Notes field contains system sizing (number of bedrooms).



The Comments field contains septic and pump tank sizes, materials and soil absorption system area size (if the asset is a soil absorption system, ex. at-grade, conventional, mound), and/or holding tank sizes and tank materials.



Parcel



Sturgeon Bay, WI 54235
Mark J Linzmeier
3948 Glidden Dr, 022520243A

Permit



256171
Active, Conventional Dosing

Apply for Certificate

Permit: 256171



1. Permit Info

Department Sanitary	Permit Type CONVENTIONAL DOSING	Status Active	Permit No 256171
Permit Date 06/25/1996	Print Key 022520243A		

Document 0 Edit Contact 1 **Asset 1**

Group	Asset Type	System Number	InstallationDate	Next Maintenance...	Inactive	Notes
	CONVENTIONAL DOSING	63398	06/25/1996	05/01/2022	No	SAS & 1-1000 F

You can also click on the Asset line, and hover over the black “i”, which allows you to view the Asset Notes and Comments that way.

ACCESSING SANITARY PUMPING REPORT INFORMATION

When you enter the Asset level of the parcel, you’ll also be able to view private onsite waste treatment system (POWTS) maintenance record information if the system is a soil absorption system.

Asset:
CONVENTIONAL DOSING



1. Asset Information

Asset Type CONVENTIONAL DOSING	System Number 63398	InstallationDate 06/25/1996	Next Maintenance Date 05/01/2022
Notes SAS & 1-1000 FBRGLS SEPTIC... i	Comments H_S Tank Material: CONCRET... i		

Maintenance 10 Contact 1 Edit

Type	Status	Completed Date	GallonsPumped	Notes	Pumping Perform...	Liquid in the obs
3 Year POWTS Maintena...		06/07/2019	2000	Inlet: GOOD Outlet: GOO...		
3 Year POWTS Maintena...		08/08/2016	2000	Inlet: GOOD Outlet: GOO...		
3 Year POWTS Maintena...		04/23/2013	1000	Inlet: OK Outlet: OK SEID...		
3 Year POWTS Maintena...		12/08/2010	1000	Inlet: OK Outlet: OK SEID...		

Parcel: 022520243A



Address/Tax Info

Property Info

Address/Tax Info

Parcel Number
022520243A

Legal Address
3948 GLIDDEN DR

City
Sturgeon Bay

State
WI

Zipcode
54235

Town/City/Village
T OF SEVASTOPOL

Comments
LONG BEACH PLAT N 30' LOT ...

Document 8 Edit Permit 7 Inspection 1 Contact 1 Edit Certificate 3 Asset 2 Map

Thumbnail	Name	Description	Date Created
	Loma.pdf		08/21/2021
	2005 MPR.pdf		08/21/2021
	2008 MPR.pdf		08/21/2021

To look up historic maintenance records (the year 2020 and prior), you can click the PDF and open up the form. Note that due to how the documents were imported into City Squared, they may not have names that make any sense! Over time we will be renaming and consolidating those historic maintenance pumping records.

Document

022520243A_0005 1 / 1 17%

DOOR COUNTY MAINTENANCE PUMPING REPORT
THIS COMPLETED FORM MUST BE RETURNED TO DATE WITHIN 10 DAYS OF 10/31/2019.

Permanent Mailing Address: **RECEIVED** 022520243A

MARK J & MARGARET S LINZMEIER JUL 26 2019 System # 63398
5381 NORWAY DR Tax Parcel # 021-52-0243A
PULASKI WI 54162 DOOR COUNTY Installation Year 1996
LAND USE SERVICES DEPARTMENT Physical Address of Property
3948 GLIDDEN DR

The Door County Private Sewage System Ordinance and the Wisconsin Fund Grant Program require a maintenance program for all private sewage systems. In checking our records we have found that your septic tank is due for pumping AND/OR inspection this year.

Maintenance of your system involves the inspection of your septic tank at least once every three (3) years, but not later than the thirty-first day of October of the third calendar year from the previous inspection. The licensed plumber/evaluator or waste hauler inspecting your septic tank shall certify on this form that either: (1) the tank is less than 1/2 full of solids or (2) the tank has been inspected and pumped. It is the property owner's responsibility to return this form to the Door County Land Use Services Department within 10 days of inspection/ pumping and no later than October 31, 2019. The property owner shall also sign this form certifying inspection and/or pumping of the tank.

NO SECOND NOTICE WILL BE MAILED

NOTE TO PLUMBER/EVALUATOR OR LICENSED HAULER: Complete the following portion of this notice, regardless if the tank was pumped and inspected or just inspected, and found to not be in need of pumping.

SEPTIC TANK SERVICE REPORT:

— No service needed (less than 1/2 full of solids) — (Indicate date of inspection only here) —
If pumped, indicate date of service for septic tank: 6/27/19 Pump chamber: 6/27/19
Gallons serviced from septic tank: 2000 Gallons serviced from pump chamber: 000
Disposal site: 3B11 Comments on tank conditions: Good
Condition of baffles: Intake: Good Outlet: Good Effluent Filter Cleaned: Yes N/A No
Visual inspection of soil absorption area - effluent outflowing: Yes No X
Signature of Licensed Plumber/Evaluator or Licensed Waste Hauler: TAJAY CASPER E. ROER 6/27/19
Date of Signature: 6/27/19
Owner Signature: Margaret Linzmeier Date of Signature: 6/27/19

Return to: Door County Land Use Services Department, 411 Nebraska Street, Sturgeon Bay, WI 54235
If you have any questions regarding this notice call (920) 366-2168 or write our office at the above noted address.

To look up current maintenance records (2021 and all years to follow), click on Asset from the main parcel screen.

Parcel: 022520243A



Address/Tax Info Property Info

Address/Tax Info

Parcel Number 022520243A	Legal Address 3948 GLIDDEN DR	City Sturgeon Bay	State WI
Zipcode 54235	Town/City/Village T OF SEVASTOPOL	Section 32	Town 28N

Document 8 Edit **Permit 7** Inspection 1 Contact 2 Edit Certificate 3 **Asset 1** Map

MunicipalityName	Department	Permit Type	Status	Permit No	Permit Date	Expiration Date
	Sanitary	CONVENTIONAL	Deactivated	22937	09/30/1975	
	Sanitary	CONVENTIONAL DOSING	Active	256171	06/25/1996	
	Sanitary	CONVENTIONAL	Active	4020	08/18/1980	

Then click on the permit line for the system (asset) in question.

Parcel: 022520243A



Address/Tax Info Property Info

Address/Tax Info

Parcel Number 022520243A	Legal Address 3948 GLIDDEN DR	City Sturgeon Bay	State WI
Zipcode 54235	Town/City/Village T OF SEVASTOPOL	Section 32	Town 28N

< Document 8 Edit **Permit 7** Inspection 1 Contact 2 Edit Certificate 3 **Asset 1** Map

Group	Asset Type	System Number	InstallationDate	Next Maintenance...	Inactive
Parent: Permit - 256171 ¹⁾					
	CONVENTIONAL DOSING	63398	06/25/1996	07/26/2025	No

Click on the “completed” line for the inspection/pumping report.

Asset:
CONVENTIONAL
DOSING



1. Asset Information

Asset Type CONVENTIONAL DOSING	System Number 63398	InstallationDate 06/25/1996	Next Maintenance Date 07/26/2025
Notes SAS & 1-1000 FBRGLS SEPTIC...	Comments H_S Tank Material: CONCRET...		

Maintenance 11 Contact 2 Edit

Type	Status	Completed Date	GallonsPumped	Notes	Pumping Perform...	Liquid in the obs
3 Year POWTS Maintena...	Completed	08/16/2022				
3 Year POWTS Maintena...		04/23/2013	1000	Inlet: OK Outlet: OK SEID...		
3 Year POWTS Maintena...		05/27/1996	2000	Inlet: GOOD Outlet: GOO...		

You can then view the date of service, along with which pumper/plumber did the pumping/ inspection, and how the various inspection-related questions were answered.

Maintenance: 3 Year
POWTS Maintenance



1. Maintenance Information 2. POWTS Questions

1. Maintenance Information

Type 3 Year POWTS Maintenance	Status Completed	Completed Date 08/16/2022
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Contact 2 Edit

Is Applicant	Role	Email	Fullname	Company Name	Address
No	Owner		WOLDT, LAWRENCE & A...		3948 GLIDDEN DRIVE
Yes	Pumper	seidlseptic@gmail.com	DENNIS SEIDL	SEIDL SEPTIC SERVICE ...	

Maintenance: 3 Year
POWTS Maintenance



1. Maintenance Information 2. POWTS Questions

2. POWTS Questions

Service Date 07/26/2022	Pumping Required Yes-tank 1/3 or more full of solids	Service Performed Inspected and Pumped	Tank Condition Okay
Condition of Inlet Baffles Okay	Condition of Outlet Baffles Okay		

ACCESSING SANITARY TIME OF SALE INSPECTION INFORMATION

To view historic POWTS time of sale inspection information, click the inspection tab. The Results column will need to be expanded to see all information.

Parcel: 022520243A



Address/Tax Info
Property Info

Address/Tax Info

Parcel Number 022520243A	Legal Address 3948 GLIDDEN DR	City Sturgeon Bay	State WI
Zipcode 54235	Town/City/Village T OF SEVASTOPOL	Comments LONG BEACH PLAT N 30' LOT ... i	

Document 8 Edit Permit 7 **Inspection 1** Contact 1 Edit Certificate 3 Asset 2 Map

Inspection Type	Status	Inspector	Transfer of Sale E...	Schedule Date	Results	Capacity of New
Time of Sale	PASSED			12/17/2015	APPLY METAL PAINT TO...	

To view current POWTS time of sale inspection information (August 23, 2021 and beyond), you can click the evaluation report presented by the plumber or POWTS inspector and/or the letter with the results written by the inspecting sanitarian.

Parcel: 0220112282512C



Address/Tax Info
Property Info

Address/Tax Info

Parcel Number 0220112282512C	Legal Address 6449 W WHITEFISH BAY RD	Town/City/Village T OF SEVASTOPOL	Comments COM 708'S...
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Document 7 Edit Permit 3 **Inspection 1** Contact 1 Edit Certificate 1 Asset 2 Map

Thumbnail	Name	Description	Date Created
	0220112282512C.pdf		08/21/2021
	0220112282512C_0001.pdf		08/21/2021
	0220112282512C_0002.pdf		08/21/2021
	0220112282512C_0003.pdf		08/21/2021
	RippDan.POWTSEval.20210908.pdf	20211110090627129.pdf uploaded by Lois Go...	11/16/2021
	RippDan.POWTSLetter.20210915.pdf	20211110090641739.pdf uploaded by Lois Go...	11/16/2021
	streetview.jpg		08/23/2021



1



2



County of Door
LAND USE SERVICES: SANITARIAN
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

John Teichtler
 County Sanitarian
 (920) 746-2308
 sanitarian@co.door.wi.us

September 15, 2021

DAN & KARON RIPP
 6449 W WHITEFISH BAY RD
 STURGEON BAY WI 54235

RE: Existing Private Onsite Waste Treatment System
Section 12, Town 28 North, Range 25 East
Town of Sevastopol – Tax #022-01-12282512C
Location: 6449 W. Whitefish Bay Road

Good Morning:

An onsite inspection was conducted of the above described property. The purpose of this inspection was to determine compliance with Door County Code Chapter 21.

The existing private onsite waste treatment system installed in December of 2007 consists of a 1,016 gallon concrete septic tank. Service records in our department indicate the septic tank was last pumped in June of 2019.

At the time of my inspection the liquid level in the septic tank was at the correct height and the inlet baffle was found to be in okay condition. The septic tank has an outlet effluent filter. **Effluent filters require periodic maintenance.** Failure to maintain the effluent filter may result in the backup of effluent into the structure served. **An additional screw is needed on the filter cover.**

The effluent then drains to a 766 gallon concrete pump chamber. The warning label on the pump chamber cover was in fair condition. All of the appurtenances associated with the functioning of the pump appeared to be in operational order.

Dan & Karon Ripp

September 15, 2021

ACCESSING SANITARY SOILS TEST INFORMATION

Many soils test results for vacant parcels have been scanned and entered into the system.

When you are looking up the property, click the house icon after you've entered the parcel number or owner name.



Click on the line below the word "Thumbnail" and the soil test (if there is one for that parcel) will display.

Parcel: 0080132292624C2

Address/Tax Info Property Info

Address/Tax Info

Parcel Number: 0080132292624C2

Comments: COM 2592.46'S & 460.88'S88* ...

Document 1 Edit Contact 1 Edit

Thumbnail	Name	Description	Date Created
	JonBlahnik.SoilTest.20031028.pdf	20211116100656874.pdf uploaded by Lois Go...	11/16/2021

Document

JonBlahnik.SoilTest.2... 2 / 4 55%

Wisconsin Department of Commerce
Division of Safety and Buildings

SOIL EVALUATION REPORT Page 1 of 3

In accordance with Comm. 85, Wis. Acts. Code

County: Deer
 Parcel ID: 103-01-32326-4-2
 Reviewed by: Chris O'Leary Date: 10-15-03

Attach complete site plan on paper not less than 8 1/2 x 11 inches in size. Plan must include, but not limited to: vertical and horizontal reference point (BM), direction and percent slope, scale or dimensions, north arrow, and location and distance to nearest road. Please print all information.

Personal information you provide may be used for secondary purposes (Privacy Law, s. 19.48 (1) (b)).

Property Owner: Jon Blahnik Property Location: 1/4 NW 1/4 S 32 T 29 N R 26 E W 1/2 W
 Govt. Lot: SE Lot # Block # Sect. Name or CSM #
 Property Owner's Mailing Address: 5364 Long Tree
 City: Sturgeon Bay, WI 54981 State: WI Zip Code: 54981 Phone Number: City Village Town Interest: Residential

New Construction Use: Residential / Number of bedrooms: 3 Code derived design flow rate: 450 GPD
 Replacement Public or commercial - Describe: Flood Plain elevation if applicable: N/A
 Parent material: Clayey silt Flood Plain elevation if applicable: N/A
 General comments and recommendations: 2 1/2" of Hard Sand Required

1 Boring # 1 Boring Pit Ground surface elev. 180.50 ft. Depth to limiting factor: 12 in. Soil Application Rate: GPD/ft²

Horizon	Depth in.	Dominant Color Munsell	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Flooding	TERM1	TERM2
Ap	0-8	10YR 3/2	s	SL	2 m gr	mb	as	2sf	0.5 0.9
Bt	8-12	10YR 4/4	s	L	2 m vsh	mb	ov	2sf	0.5 0.8
C	12-33	7.5YR 5/4	clt 10p6/2 - clt 7.5p6/6	sub-FL	massive	mb	#	#	0.3 0.5

2 Boring # 2 Boring Pit Ground surface elev. 98.99 ft. Depth to limiting factor: 15 in. Soil Application Rate: GPD/ft²

Horizon	Depth in.	Dominant Color Munsell	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Flooding	TERM1	TERM2
Ap	0-7	10YR 3/2	s	SL	2 m gr	mb	as	2sf	0.5 0.9
Bt	7-19	10YR 4/4	s	L	2 m vsh	mb	ov	2sf	0.5 0.8
C	15-33	7.5YR 5/4	clt 10p6/2 - clt 7.5p6/6	sub-FL	massive	mb	#	#	0.3 0.5

* Effluent #1 = BOD₅ > 20 < 220 mg/L and TSS > 30 < 100 mg/L. * Effluent #2 = BOD₅ < 20 mg/L and TSS < 30 mg/L.

CST Name (Please Print): TIM VANDER LEST Signature: Tim VanderLest CST Number: M-3871
 Address: 1519 IOWA ST Date Evaluation Conducted: 10/16/03 Telephone Number: 920-743-4708
 City: STURGEON BAY, WI 54981

Page 2 of 3

You may still have to contact our department to check for a soil test if you don't find one, as there are soil tests that haven't been downloaded yet.

Please contact us with any questions! City Squared does have many other features and capabilities, but hopefully this has covered the basic ways you will use it.

Mariah: (920) 746-2224
 Linda/Zoning: (920) 746-2323
 Lois/Sanitarian: (920) 746-2308