

# **SANITARY SYSTEM PERMITS**

## **Town of La Pointe & Madeline Sanitary District**

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This provides you with information regarding installation of a sanitary system on your Madeline Island property. Attached you will find the following forms:

1. Ashland County Application for Permit
2. State of Wisconsin Sanitary Permit Application
3. Ashland County Holding Tank Agreement
4. Ashland County Holding Tank Servicing Contract

The procedure for each form is outlined below; All fees are subject to change.

### **1. Ashland County Application for Permit**

This form must be fully completed (including plot plan - see Instructions), signed and dated by all the property owner(s) listed on the property tax statement and returned along with the State of Wisconsin Sanitary Permit Application to the Town of La Pointe Zoning Administrator (address below).

### **2. State of Wisconsin Sanitary Permit Application**

You must engage the services of a master plumber licensed in the State of Wisconsin to install your sanitary system. The Permit Application form should be completed and signed by your plumber and submitted along with the required Holding Tank System Plan (3 copies – 2 for county, 1 for town) prepared by your plumber to the Town of La Pointe Zoning Administrator and returned along with a check for the correct amount (see most recent fee schedule) made out to Ashland County Zoning Administration to:

Town of La Pointe Zoning Administrator  
PO Box 270  
Town Hall - 240 Big Bay Road  
La Pointe, WI 54850

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### **3. Ashland County Holding Tank Agreement**

You as the property owner are responsible under Wisconsin Ch. Comm. 383 to have your holding tanks properly serviced by a licensed pumper. You must complete this form, have your signatures notarized, and send the original form, along with a) a check for \$50.00 made out to the Madeline Sanitary District for a file set-up fee; and b) a check for \$30.00 made out to the Ashland County Register of Deeds, to the Madeline Sanitary District (address below).

### **4. Holding Tank Servicing Contract**

This form needs to be completely filled out and signed by both the owner and the septic pumper. The owners' signatures need to be notarized as well and the form sent along with the Holding Tank Agreement to:

Madeline Sanitary District  
PO Box 267  
La Pointe, WI 54850

Once the Madeline Sanitary District receives the completed Holding Tank Agreement and Holding Tank Servicing Contract, and a check for \$50 made out to the Madeline Sanitary District, the Sanitary District Clerk will review the documents making sure everything is in order. The Clerk will then set up a customer account in the database, then sign the servicing contract and forward the original documents, along with the Holding Tank Agreement mailed to the Ashland County Zoning Administrator.

**PLEASE NOTE:**

If any information on the documents is missing or in error (for example, the legal description), the Register of Deeds will not record the documents. Please complete all forms as thoroughly and accurately as possible.

Once this process is complete, your plumber will schedule the sanitary system installation with the Town of La Pointe Zoning Administrator, and the Zoning Administrator will issue the necessary permits to your plumber.

**Please contact the Town of La Pointe Zoning Administrator or the Madeline Sanitary District if you have questions.**

Town of La Pointe Zoning Administrator  
PO Box 270  
Town Hall - 240 Big Bay Road  
La Pointe, WI 54850  
Phone: 715-747-2707  
email: [zoning@townoflapointewi.gov](mailto:zoning@townoflapointewi.gov)

Madeline Sanitary District  
PO Box 267  
La Pointe, WI 54850  
Phone: 715-747-6923  
email: [madsan@cheqnet.net](mailto:madsan@cheqnet.net)