

## HOLDING TANK AGREEMENT APPLICATION INSTRUCTIONS

The installation of holding tanks is regulated by the Wisconsin Administrative Code, Ozaukee County Land and Water Management and City of Mequon Ordinances.

- Step 1:** The owner is advised that a copy of the recorded “City of Mequon Holding Tank Agreement” **is required to obtain a Sanitary Permit from the Ozaukee County Land and Water Management.** Service contract agreements are obtained from a licensed hauler. The owner fills out the holding tank application and also submits the following:
- **Notice of ordinance violation from Ozaukee County Land and Water Management. (Not required if a replacement)**
  - **Plat of survey. (Not required if a replacement holding tank)**
  - **Executed service contract agreement from a licensed waste hauler.**
- Step 2:** The applicant provides the executed 3-page holding tank agreement document (last revision date 8/16/2023). The applicant provides the information requested on the holding tank agreement on page 1 and the owners sign on page 3 and have their signatures notarized. Notarization can be done at the City Clerk’s Office in City Hall for free.
- Step 3:** Staff reviews the application and holding tank agreement for completeness and accuracy.
- Step 4:** The holding tank agreement is transmitted to the Mayor and City Clerk for signing.
- Step 5:** The executed document is transmitted to the Register of Deeds office in Port Washington for recording. The document can be recorded as follows:
- a. The document is mailed to the Register of Deeds Office.
  - b. The owner can have the document recorded and return the original copy to the City.

**Step 6:** Once the City receives the recorded holding tank agreement document a copy of it is sent to the property owner with a cover letter and the receipt.

**Step 7:** The original holding tank agreement document is placed in the City address file

In the event the holding tank of a property is eliminated with the installation of a mound system or connected to sanitary sewer, a “Cancellation of Holding Tank Agreement” form is to be filled out, signed by the Director of Public Works, and recorded at the Register of Deeds Office.

City of Mequon  
Engineering Department  
Holding tank Agreement