



As of: ~~10/16/2025~~

UPDATED: JANUARY 13, 2026

Water and Sanitary Sewer Project Checklist

Project Name: Sandhill Landing	Project Municipality: City of Menasha
Parcel(s): 7-00015-02; 7-00015-01; 7-00011-08, 7-00011-06	HU Office Contact: Brandon Barlow
HU Office Ph#: 920-989-1062 x202	HU Office Email: bbarlow@harrisonutilities.org
HU Operator Contact: Tom Van Zeeland	HU Operator Ph#: 920-850-6864
HU Operator Email: tvanzeeland@harrisonutilities.org	Inspector Name: McMahon
Inspector Ph#: N/A	Inspector Email: N/A
Utilities Engineer: McMahon	Utilities Eng. Contact: Lee Reibold
Utilities Eng. Ph#: 920-751-4200 x223	Utilities Eng. Email: LReibold@mcmgrp.com
Developer: Sugar Maple Property Development, LLC	Developer Contact: Ryan Myers
Developer Ph#: 920-540-6769	Developer Email: ryan.myers@me.com
Contractor: Don Hietpas and Sons	Contractor Contact: Sam Hietpas
Contractor Ph#: 920-788-2568	Contractor Email: N/A
Developer's Engineer: Davel Engineering	Developer's Eng. Contact: Tim Wittmann
Developer's Eng. Ph#: 920-560-6568	Developer's Eng. Email: tim@davel.pro

Prior to Construction

1. **Utilities Engineer Plan Approval: Complete** **Incomplete** **N/A**
 - a. Approval Date: 11/12/2024
 - b. Approving Engineer: Mary Jo Miller, Martenson & Eisele
2. **ECWRPC Water Quality Management Conformance (208 Letter) Review: Complete** **Incomplete** **N/A**
 - a. Review Number: 2024-41
 - b. Approval Date: 10/31/2024
3. **DNR Water Main Plan Approval: Complete** **Incomplete** **N/A**
 - a. DNR Water Project Number: W-2024-1015
 - b. DNR Approval Date: 12/16/2024
 - c. Form 3300-066 (DNR Water Main Submittal Checklist): Complete Incomplete N/A
 - d. Form 3300-260 (DNR Public Water System Approval Request): Complete Incomplete N/A
4. **DNR Plan Approval for Sewerage System Improvement: Complete** **Incomplete** **N/A**
 - a. DNR Sewer Project Number: S-2024-0923
 - b. DNR Approval Date: 2/12/2025
 - c. Form 3400-059 (Sanitary Sewer Submittal): Complete Incomplete N/A
 - d. Form 3400-095 (Sewer Specification Checklist): Complete Incomplete N/A
 - e. Form 3400-160 (Sanitary Sewer Project Approval Request): Complete Incomplete N/A
 - f. Form 3400-205 (Wastewater System Approval Request): Complete Incomplete N/A
5. **Neenah-Menasha Sewerage Commission Approval: Complete** **Incomplete** **N/A**
 - a. Date Requested (by Harrison Utilities Representative): 10/30/2024
 - b. Date Approved: 11/26/2024
6. **Harrison Utilities Sanitary Sewer & Water Main Permit: Complete** **Incomplete** **N/A**
 - a. Date Submitted: 11/1/2024
 - b. Date Approved: 11/26/2024
 - c. Permit Number: 2024-03

7. Final Signed & Sealed Set of Engineering Plans Released for Construction: Complete Incomplete N/A

Construction

8. Harrison Utilities Specification Version: 2024-01-24

9. Pre-Construction Meeting Date: 7/24/2025

10. Test Results: Complete Incomplete N/A

- a. Safe Water Samples: Complete Incomplete N/A
- b. Water Main Pressure: Complete Incomplete N/A
- c. Water Main Tracer Wire: Complete Incomplete N/A
- d. Sanitary Sewer Pressure Test: Complete Incomplete N/A
- e. Sanitary Sewer Mandrel Test: Complete Incomplete N/A

11. Project Walk Through & Punch Lists: Complete Incomplete N/A

12. Sewer Cleaning & Televising Report: Complete Incomplete N/A

Closeout

COMPLETE 13. Record Drawings & Mapping: Complete Incomplete N/A

- a. CAD Files: Complete Incomplete N/A
- b. Record Drawings: Complete Incomplete N/A
- c. GIS: Complete Incomplete N/A

COMPLETE 14. Final Costs & Quantities Information: Complete Incomplete N/A

COMPLETE 15. Lien Waivers Pertaining to Water and Sanitary: Complete Incomplete N/A

16. Documentation of All Recorded Easements: Complete Incomplete N/A
a. Note – Utility easements recorded as part of the final plat

COMPLETE 17. Developer or Developer's Engineer Certification Letter: Complete Incomplete N/A

COMPLETE 18. Recommendation for Acceptance: Complete Incomplete N/A

- a. Harrison Utilities Engineer: Complete Incomplete N/A
- b. Harrison Utilities Operator: Complete Incomplete N/A
- c. Harrison Utilities Office Manager: Complete Incomplete N/A

19. Conditional Acceptance (Required for Connection Permits): Complete Incomplete N/A

- a. Approval Date: Click or tap to enter a date.
- b. Approving Representative: Click or tap here to enter text.

20. Payment of All Outstanding Review and Inspection Fees: Complete Incomplete N/A

21. Village of Harrison Board Acceptance Approval: Complete Incomplete N/A

- a. Date: Click or tap to enter a date.