

# CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • [www.chippewacountywi.gov](http://www.chippewacountywi.gov) •

Land Management

Land Planning

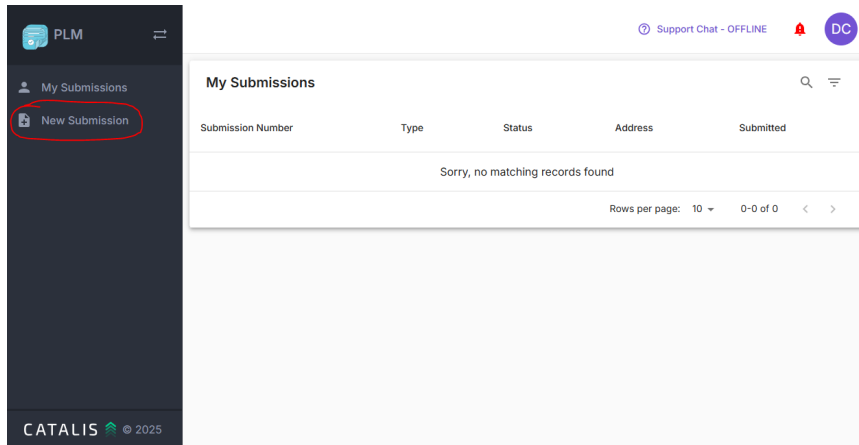
Land Records & G.I.S.

POWTS & Wells

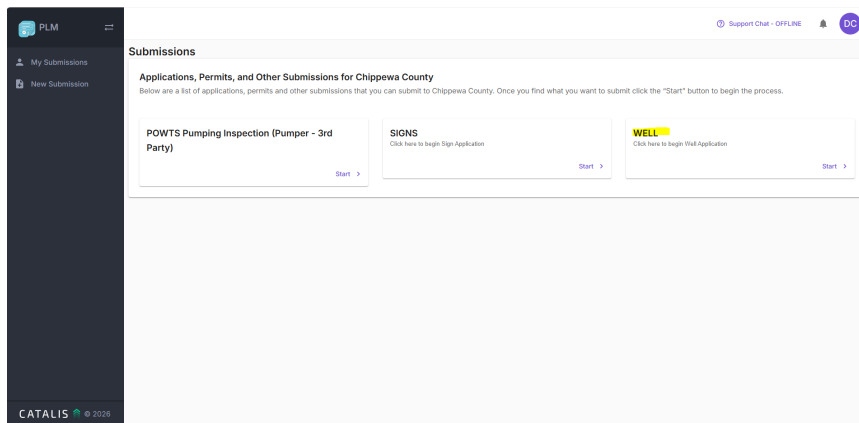
Date: February 9, 2026

## WELL SUBMISSION DIRECTIONS:

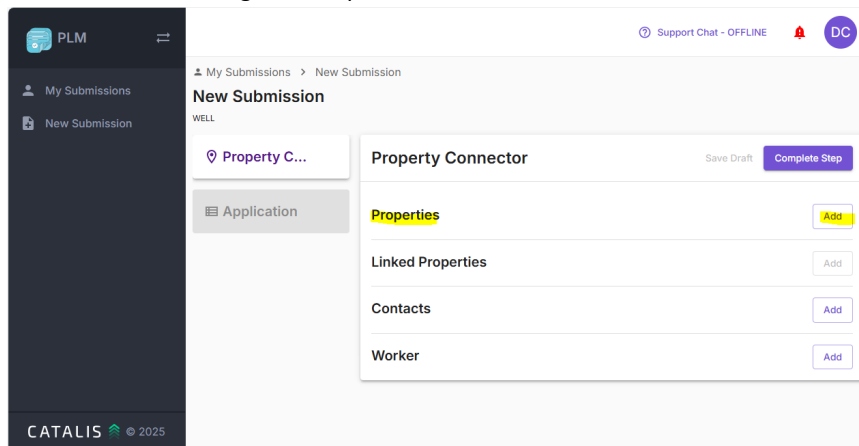
1. Click “New Submission” in left hand column.



2. Select “Well”



3. Select “Add” to the right of Properties



4. In the “New Property” window, use the “Search” box to search by parcel number, address or name. Please verify that you have the correct address, property owner, etc. **DO NOT** fill in anything below the red line at this point in time (see the screen shot below).

The screenshot shows the 'New Property' form. At the top is a 'Search' dropdown menu. Below it is a red line. Below the red line are several input fields: 'Tax Parcel #\*', 'Zone', 'Long Legal Description', and 'Short Legal Description'. Below these is a section titled 'Property Address Information' containing fields for 'Address\*', 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area'. At the bottom of this section is a checkbox labeled 'Add owner as applicant'. At the very bottom of the form are 'Cancel' and 'Save' buttons.

5. **If the property can be found**, the information will appear in a box below the “Search Box”. You will need to click on the information (see red “X” below) and a majority of the information below the red line (as identified above) will auto populate. The only additional piece of information that YOU may need to fill out below the red line is the Address box.
- If the address box is blank and you know the assigned address, you can enter the number and road only.
  - If the address box is blank and you do not know the address, just type in “VACANT”.

This screenshot shows the 'New Property' form with search results displayed below the 'Search' dropdown. The search results list several properties, with the first one, 'CHIPPEWA COUNTY COURTHOUSE & JAIL', highlighted. A red 'X' is placed over the search results. Below the search results is a red line. Below the red line are the same input fields as in the previous screenshot: 'Address\*', 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area'. At the bottom of this section is a checkbox labeled 'Add owner as applicant'. At the very bottom of the form are 'Cancel' and 'Save' buttons.

6. **If the property CANNOT be found**, a box will appear under “Search” indicating “No Options”. At this point, you’ll need to type in the Tax Parcel # and the address.
- The parcel number should be in the following format: 12345-1234-12345678<sup>X</sup>. Note: After the last dash, there is typically only eight (8) numbers. However, in some situations you’ll see a letter or an extra number as the ninth (9) character.
  - If the address box is blank and you know the assigned address, you can enter the number and road only.
  - If the address box is blank and you do not know the address, just type in “VACANT”.

The screenshot shows the 'New Property' form. The 'Search' dropdown is empty. Below it, the 'Tax Parcel #' field contains '22908-0123-00000000' and the 'Zone' field is empty. The 'Long Legal Description' and 'Short Legal Description' fields are empty. The 'Property Address Information' section has the 'Address\*' field containing 'VACANT'. Below this are fields for 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area', all of which are empty. At the bottom left of this section is a checkbox labeled 'Add owner as applicant' which is unchecked. At the bottom right of the form are 'Cancel' and 'Save' buttons.

7. Once populated (via step 5 or 6) click “Save” in the lower right-hand corner.

The screenshot shows the 'New Property' form with populated data. The 'Search' dropdown is empty. The 'Tax Parcel #' field contains '22808-0613-60062100' and the 'Zone' field is empty. The 'Long Legal Description' field contains '06-28N-08W SW NE' and the 'Short Legal Description' field contains 'ALLEN'S ADDITION BLOCKS 21'. The 'Property Address Information' section has the 'Address\*' field containing '711 BRIDGE ST'. Below this are fields for 'City' (containing 'CITY OF CHIPPEWA FALLS'), 'State', 'Zip Code', 'Country', 'Parcel Area' (containing '0.01 Acres'), and 'Electoral Area', all of which are empty. At the bottom left of this section is a checkbox labeled 'Add owner as applicant' which is unchecked. At the bottom right of the form are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red rectangle.

8. Select “Add” to the right of Worker:

The screenshot shows the 'New Submission' form in the Catalis PLM system. The left sidebar contains 'My Submissions' and 'New Submission'. The main content area is titled 'Property Connector' and includes a 'Save Draft' button and a 'Complete Step' button. The form is divided into sections: 'Properties' (with fields for Tax Parcel #, Address, and Zone), 'Linked Properties', and 'Contacts'. The 'Worker' section at the bottom has an 'Add' button highlighted in yellow.

9. Click the arrow to the right of Company and choose your Company. Then, select the applicable “worker” by clicking on the arrow to the right of Worker. Once both A & B are filled, then click “Add”.

The screenshot shows the 'New Submission' form with the 'Add Worker' modal open. The modal has fields for 'Company' and 'Worker', each with a dropdown arrow. Red circles and letters 'A' and 'B' indicate the selection points for Company and Worker respectively. The 'Add' button in the modal is highlighted with a red box.

10. Double check to make sure the highlighted information has been added under Properties and Worker. If it’s there, then Click “Complete Step” on the main window:

The screenshot shows the 'New Submission' form with the completed information under Properties and Worker. The 'Complete Step' button is highlighted with a red box. The 'Properties' section shows the Tax Parcel # and Address filled in. The 'Worker' section shows the Name, Email, Phone, Company Name, Types, and License Number filled in.

11. Fill in all of the required information, which is after the “General Information”. Once all the information is filled in, click “Complete Step” in the upper right-hand corner.

The screenshot shows the Catalis Well Workflow Submissions interface. The left sidebar contains 'My Submissions' and 'New Submission'. The main content area is titled 'WEL-20250227-PENDING' and 'WELL'. The 'Application' tab is selected, and the 'Complete Step' button is highlighted in the upper right-hand corner. The 'Application' section contains 'GENERAL INFORMATION' and a list of 8 items. The 'Payment and Fees' tab is also visible in the sidebar.

**Application**

**GENERAL INFORMATION:**

1. Variances from the minimum location distances in ch. NR 812 can only be granted by the Department of Natural Resources. Variances are only granted when it is impractical or impossible to provide the minimum separation distances. Please contact your DNR district offices, for variance information.
2. Either the property owner or the property owner's designated agent can complete the well application. The permit must be signed by the property owner or the property owner's designated agent.
3. A county permit is required for:
  - a. a driven point, drilled and dug wells whether constructed by a licensed well driller, driven point well constructor or the property owner.
  - b. all new or newly reconstructed wells and replacement wells.
  - c. all potable private and noncommunity wells.
4. A county permit is not required for high capacity water systems, school water systems, wastewater treatment plant water systems, and water systems or installations requiring written plan approval from the DNR.
5. The applicant must complete and submit the required information to the county at least 2 working days before constructing the well if the owner or well constructor is interested in receiving information about potential contamination sources such as landfills, underground storage tanks; primary and replacement on site sewage disposal system areas on the development site and on adjacent properties; and special casing areas.
6. Well construction may proceed immediately without the required county permit provided the property owner or the property owner's designated agent gives notice to the administrator prior to construction. Unless other arrangements are made with the administrator the permit must be applied for on the first work day following initial construction.
7. When construction occurs on a weekend or holiday, notification to the administrator shall be provided on the first work day following the weekend or

12. On the payment and fees tab, make sure the “Payment Method” is set to “Pay Online”

The screenshot shows the Catalis Well Workflow Submissions interface. The left sidebar contains 'My Submissions' and 'New Submission'. The main content area is titled 'WEL-20250227-PENDING' and 'WELL'. The 'Payment and Fees' tab is selected, and the 'Pay & Submit' button is highlighted in the upper right-hand corner. The 'Payment and Fees' section contains a table with 2 columns: 'Item' and 'Amount'. The table lists 'Private Well' with an amount of \$60.00. Below the table, the 'Payment method' is set to 'Pay online'. The '0 Comments' section is also visible.

**Payment and Fees**

You must complete the other steps before you can submit.

Item	Amount
Private Well	\$60.00
Subtotal	\$60.00
Total	\$60.00
Total Paid	\$0.00

Payment method: **Pay online**

0 Comments

Add a comment

13. Select “Pay & Submit” in the upper right-hand corner. This will take you to an outside vendor for payment via Credit Card.
14. Once you finalize the Credit Card payment, the submission is entered into the system and then ready for us to act upon.