



Planning and Development Department

Planning * Zoning * Shoreland * Sanitation

311 N Main Street, Shawano, WI 54166 PH: (715) 526-6766 www.co.shawano.wi.us

11/13/25

RE: SHAWANO COUNTY POWTS FEE AND INFORMATIONAL UPDATE

To all Treasurers and Clerks,

The Shawano County Planning and Development Committee, with approval of the County Board has made a couple fee changes which will be showing up on tax bills going out this fall. These changes include:

1. The POWTS MAINTENANCE FEE, an annual \$5 fee for each POWTS system on a tax parcel has increased to an annual \$15 fee. This change will show up on each tax bill for a property where a POWTS system exists. If the parcel has 2 systems, the property owner will see \$30 for this fee. Even if a system is not in use, as long as the system is on a property, the maintenance fee will be assessed. If the system is properly abandoned, and documented by the County, the fee can be removed for the following year.
2. Every 3 years POWTS system maintenance is required for each system per state statute, and a form or online submittal by a pumper is required to be completed. The County mails out Septic System Maintenance Notices beginning in the spring of the year for those systems which require maintenance. Once the form is returned to the County, or filed by the pumper online the system is in compliance for another 3 years and will not receive a maintenance form again until the spring 3 years after the last pumping.

This year the original form was sent out in spring in one batch with a deadline to having maintenance completed by September 1, 2025. Property owners who did not meet the deadline were then mailed another Final Notice Letter which was sent on September 5, 2025 informing them that if the system maintenance was not reported to the County by October 27, 2025 a \$200 Special Charge per each system out of compliance, titled LATE POWTS FEE, will be added to that parcels property tax bill.

This means that property tax bills have a possibility of two POWTS charges, one for POWTS MAINTENANCE (annual), and one for LATE POWTS FEE (only if system maintenance was not performed or documented with our office).

Moving forward – The Maintenance Forms for 2026 will not look like the traditional letter which has previously been sent. Both the Maintenance Form and Final Notice Form for 2026 will be a YELLOW POST CARD, with the back of the post card being the form to be signed and completed by a licensed pumper or evaluator. Please make your constituents aware of this change.

Please contact the office if you have any further questions.

Sincerely,

Shawano County Planning and Development

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Phone: 715-526-6766

Website: www.co.shawano.wi.us