

WRWSD Permits - General Requirement Information:

1. Due to the current Waynoka Regional Water and Sewer District (WRWSD) utility plant capacity limitations, effective Jan 1, 2026 the utility has established a total allotment of 10 new grinder pumps, 10 new water taps, and 10 new sewer taps per year. The annual allotment will be in place until such time as the capacity concerns can be adequately addressed and not increase service risk to the community.
2. A grinder pump and sewer tap permit, essentially a **WRWSD Sewer Service Agreement phase I or II** whichever applies and a water tap permit, essentially a **WRWSD Water Service Tap Agreement** shall hereinafter be referred to as “WRWSD permits”.
3. Spec builder's (no buyer under contract) applications for required WRWSD permits will have to wait until the fourth quarter (October) of each year before their application can first be considered. This requirement gives property owners who demonstrate they intend to build a home within the next 12 months or sooner priority and an increased chance of being granted the necessary WRWSD permits.
4. If the annual WRWSD permit allotments have already been reached, then the applicant will have to wait until the next year to resubmit their information. For a fee (as described in the WRWSD Appeals Process form), the applicant can appeal their initial denial or request for permits. The appeal request form must be filled out completely and then submitted to the WPOA administration office for the General Manager's signature. The signed form will then be submitted to the WRWSD Board of Trustees for approval consideration. See WRWSD Appeal Process.
5. The WRWSD appeals will be reviewed on a monthly basis during the second WRWSD meeting of each month, there is no guarantee they will be approved. The WRWSD monthly meeting dates are listed online or the applicants can contact the WPOA administration office and request those dates.
6. 'Stock piling' of WRWSD permits is not permitted.

7. WRWSD permits are not transferable and are tied specifically to a property (lot #) and current owner.
8. Only one set of WRWSD permits will be issued per property owner per year.
9. If any information provided by the owner is found to be untrue after the building process has begun, the owner may be subject to a work stoppage order, WRWSD permits being revoked, occupancy permits being denied by the WPOA, and the WRWSD permit fees not being refunded.
10. If a WPOA building permit or a Brown County building permit is denied the WRWSD permit fees will be refunded to the applicant.

Application Procedure for WRWSD permits

(For a new grinder pump and appropriate sewer taps, and water tap.)

1. Owner must first fill out a **WRWSD** questionnaire application in its entirety and then submit it to the WPOA office. The questionnaire application will help the WRWSD in the process of determining whether to grant the applicant a WRWSD permit due to the limited number of permits annually allotted.
An incomplete questionnaire will not be accepted and will be returned to the applicant.
2. The questionnaire application must be submitted to the WPOA office so it can be forwarded to the WRWSD Board of Trustees no later than the 15th of each month.
3. Copies of the WRWSD permits for which the applicant is applying for are available on the Lake Waynoka website (<https://www.lakewaynoka.com/>), or can be requested at the WPOA administrative office.
4. The review of the request for WRWSD permits shall take place once a month by the WRWSD Board of Trustees at the second meeting of each month. WRWSD meeting times are available either at the office, or published in advance on the Lake Waynoka website, but are typically the last Monday evening of every month except during December, or if a holiday falls on that Monday.
5. If the WRWSD permits are approved by the WRWSD Board, the owner has up to 15 days to make payment for their WRWSD permits. Once payment is made and fund transfer validated, the permits will be issued. If payment is not made within these 15 days, the granting of the permits will be voided, and the applicant will be required to re-start the process from step 1. A reasonable payment extension, up to 15 additional calendar days if requested in writing by the applicant may be granted. Extension requests should be submitted to the WPOA Administrative office.

6. An initially submitted questionnaire application found to be inaccurate, depending on when it is discovered, will either cause the permit to be voided, denied WRWSD permits, WRWSD permits revoked with taps/hook-ups denied and payment refunded. If found to be untrue after the building process has begun, the owner may be subject to a work stoppage order, WRWSD permits being revoked, occupancy permits being denied by the WPOA, and the WRWSD permit fees not being fully refunded. Additionally, the property owner/builder will be ineligible to apply for WRWSD permits for 3 years. The applicant has the right to appeal the board's decision.

General information on Overall Permit Process for a New Residence

Once the applicant has the required/approved WRWSD permits, they will then submit for a New Residence Building Permit through the WPOA administrative office. This updated process is outlined in the WPOA Rules and Regulations, volume 2.

If the WPOA Zoning/Building Committee approves the applicant's submittal for a New Residence Permit, the applicant will then proceed to Brown County Building Department to apply for a Brown County Building Permit. Brown County will need zoning approval.

After the Brown County Building permit has been issued, the member/builder will need to provide this documentation and the drawings to the WPOA Building Committee for review ensuring that no zoning changes have occurred that may be outside of WPOA Rules and Regulations, volume 2 for Final Approval.

All three permits (WRWSD, WPOA, and Brown County) are required to be in place before the construction of a new residence can begin.

Appeal Process for WRWSD permit:

- Applicants must submit an appeal request form, available online at <https://www.lakewaynoka.com/> or from the administration office. The appeal request form provides the applicant's information and states their hardship, indicating why they feel an exception to established annual limit should be allowed.
- Applicants must pay a fee of \$250 along with the appeal request form for the appeal to be considered. The fee will be credited toward the permit fee if it is approved. Otherwise, the fee will be forfeited if the appeal is denied.
- WRWSD appeals will be heard at the second WRWSD meeting of each month. The second WRWSD monthly meeting dates are listed online or the applicants can contact the WPOA administration office and request those dates.

Waynoka Regional Water & Sewer District

Appeal Request Form

If the property owner's (applicant) Waynoka Regional Water and Sewer (WRWSD) permits have been denied, an appeal request can be made to WRWSD Board of Trustees by the property owner. The property owner is required to pay a \$250 processing fee, completely fill out this form, and then submit the completed form to the Lake Waynoka administration office (located at the front gate). This may be submitted in person or by mail within 15 calendar days of the permit being denied. The form will be submitted to the WRWSD Board of Trustees for review. The appeal request will be adjudicated at one of the publicly held WRWSD meetings. The meetings are held twice a month, generally the second Saturday's of each month and again on the last Monday of the month. The exception to the last Monday of the month meeting is when that day falls on or near a holiday. If the appeal is approved, the processing fee can either be refunded or applied to the grinder fee, water fee and sewer fee.

Property Owner Name _____

Lot # _____

Address _____

Phone number _____ How fee paid _____

Reason for request _____

Owner signature _____ Date _____

Below this line for office use only

Approved Y or N Date _____ Payment receipt _____

Manager's signature _____ Date _____