



Waukesha County Dept. of Parks & Land Use – Land Resources Division
515 W. Moreland Blvd., Room AC260
Waukesha, WI 53188-3868

Phone: 262-896-8300

Fax: 262-896-8298

Small Site/Utility Installation Stormwater Permit Application Form (Sites Less than One Acre of Total Land Disturbance, No Stormwater Mgmt. Plan)

Project Name: _____

Project Type (From Fee Schedule): _____

Project Location: _____ 1/4, Section _____ Township of _____

The following contacts are required at the time of application: (Note: One person may serve as more than one contact type listed)

1. **Applicant:** The person or entity applying for a Stormwater permit shall be the landowner as defined below. The applicant will become the "permit holder" once a permit is issued. The applicant shall sign the initial permit application form in accordance with items a-e listed below, after which the applicant may provide written authorization for others to serve as the applicant's representative:
 - a) In the case of a corporation, by a principal executive officer of at least the level of vice-president or by the officer's authorized representative having overall responsibility for the operation of the site for which a permit is sought;
 - b) In the case of a limited liability company, by a member or manager;
 - c) In the case of a partnership, by the general partner;
 - d) In the case of a sole proprietorship, by the proprietor, or;
 - e) For a unit of government, by a principal executive officer, ranking elected official or other duly authorized representative.
- **Planner:** The primary contact for the preparation of erosion control plans. All plan review comments will be addressed to this contact.
- **Grader/Landscaper:** The primary contact for implementing and maintaining all erosion control measures during the construction phase and responsible for final site stabilization.

Applicant Contact Information: (required to process application)

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ FAX: _____

E-mail Address: _____

I hereby certify that I meet the definition of "Applicant" as stated above. I understand that I will become the "permit holder" once a permit is issued. I also understand by submitting this application, I am agreeing to the permit conditions stated on pages 3-4 of this application.

Signature of Applicant: _____ Date: _____

I hereby authorize (name) _____ to serve as my representative for purposes of this application.

Project Planner Information: (required to process application)

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ FAX: _____

E-mail Address: _____

Grader/Landscaper Information: (required to process application)

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ FAX: _____

E-mail Address: _____

All Small Site/Utility Installation Erosion Control Plans shall contain the following:

1. A narrative describing the proposed land disturbing activity, construction timeline and sequencing, temporary BMPs to be used to minimize off-site impacts during the construction phase, and proposed methods to stabilize the site following construction in accordance with the requirements of the County ordinance.
2. A survey map or scaled site plan drawing of sufficient clarity showing a north arrow, the location of the proposed land disturbance, direction of flow for runoff entering and leaving the disturbed area, upslope drainage area (if known), proposed BMPs, existing and proposed slopes, ground cover, buildings, roads, access drives, property boundaries, drainage ways, water bodies, trees, culverts, utilities and other structures within 50 feet of the proposed land disturbance.
3. For underground utility installations, the plans must delineate where utilities will be installed, show the location of the open cut and the topography in the area, and list the total lineal feet to be installed and the lineal feet to be installed by open cut.
4. Other information determined to be necessary by the Land Resources Division to ensure compliance with the requirements of the County ordinance.

Application Fee: \$ _____

Additional Fee: \$ _____

Total Fee: \$ _____

<u>Office use only</u> <input type="checkbox"/> Double Fee <input type="checkbox"/> Fee Exemption
--

Date stamp here

Receipt #: _____

Received By: _____

PERMIT REQUIREMENTS

Subject to Subchapter VIII, Chapter 14 of the Waukesha County Code of Ordinances (“ordinance”), stormwater permits are subject to all of the requirements listed below. The Land Resources Division (“LRD”) may include other permit requirements that the LRD determines are necessary to ensure compliance with the ordinance. Violation of any permit requirement shall cause the permit holder and any other responsible party (as defined) to be subject to enforcement action.

[Definition: “Responsible party” means the landowner or any person or entity acting as the owners representative, including any person, firm, corporation or other entity performing services, contracted, subcontracted or obligated by other agreement to design, implement, inspect, verify or maintain the BMPs and other approved elements of erosion control and stormwater plans and permits under this ordinance.]

1. **Other Permits.** Compliance with a stormwater permit does not relieve the permit holder or other responsible party of the responsibility to comply with other applicable federal, state, and local laws, rules, deed restrictions and other regulations. The LRD may require the applicant to obtain other permits or plan approvals prior to issuing a stormwater permit.
2. **Approved Plans.** All best management practices shall be installed and maintained in accordance with approved plans and construction schedules. A copy of the approved plans shall be kept at the construction site at all times during normal business hours.
3. **Plan Modifications.** The LRD shall be notified of any significant modifications proposed to be made to the approved plans. The LRD may require proposed changes to be submitted for review prior to incorporation into the approved plans or implementation. Any modifications made during plan implementation without prior approval by the LRD are subject to enforcement action.
4. **Notification.** The LRD shall be notified at least 2 working days before commencing any work in conjunction with approved plans. The LRD shall also be notified of proposed plan modifications under sub. 3 above, and if any drain tiles are encountered during construction. The LRD may require additional notification according to a schedule established by the LRD so that practice installations can be inspected during construction.
5. **LRD Access.** The LRD or its designee shall be permitted access to the site for the purpose of inspecting the property for compliance with the approved plans and other permit requirements.
6. **Inspections.** All best management practices shall be inspected within 24 hours after each rain event of 0.5 inches or more that results in runoff, or at least once each week.
7. **BMP Maintenance.** The permit holder shall maintain and repair all best management practices within 24 hours of inspection, or upon notification by the LRD, unless the LRD approves a longer period due to weather conditions. All BMP maintenance shall be in accordance with approved plans and applicable technical standards until the site is stabilized and a permit termination letter is issued by the LRD. The permit holder, upon approval by the LRD, shall remove all temporary erosion control practices such as silt fence. The permit holder, in accordance with approved plans and applicable technical standards, shall maintain permanent stormwater management practices until maintenance responsibility is transferred to another party or unit of government pursuant to the recorded maintenance agreement.

Stormwater Permit Application (Page 4)

8. **Other Repairs.** The permit holder shall be responsible for any damage to adjoining properties, municipal facilities or drainage ways caused by erosion, siltation, runoff, or equipment tracking. The LRD may order immediate repairs or clean-up within road right-of-ways or other public lands if the LRD determines that such damage is caused by activities regulated by a permit under this ordinance. With the approval of the landowner, the LRD may also order repairs or clean-up on other affected property.
9. **Emergency Work.** The permit holder authorizes the LRD, in accordance with the enforcement procedures under sec. 14-345 of the ordinance, to perform any work or operations necessary to bring erosion control or stormwater management practices into conformance with the approved plans and consents to charging such costs against the financial assurance retained or to a special assessment or charge against the property as authorized under subch. VII of ch. 66, Wisconsin Statutes.
10. **Permit Display.** The permit holder shall display the stormwater permit in a manner that can be seen from the nearest public road and shall protect it from damage from weather and construction activities until permit termination by the LRD.
11. **Other Requirements.** The LRD may include other permit requirements that the LRD determines are necessary to ensure compliance with this ordinance, such as a preconstruction or plan implementation meeting prior to issuance of a Stormwater Permit.

Erosion Control Plan Narrative

This narrative may be edited by crossing out inapplicable items, subject to LRD review and approval.

I, _____ (signature of permit applicant) _____ (date), have read and understand this narrative. I also understand that failure to follow the approved narrative may be subject to enforcement action.

The timing and sequence of construction is scheduled as follows (see attached map):

1. The landscaper is charged with installing and maintaining all silt fences, seeding, erosion matting and other erosion control practices.
2. A list of all project contacts, phone numbers, e-mail addresses, etc. is on the permit application.
3. Construction is scheduled to begin on _____ (date).
4. Gravel tracking pad will be installed at the entrance first.
5. Silt fence and ditch checks will be installed as shown on the plan map.
6. Topsoil piles will be located as shown on the map, and seeded down within one week after layup.
7. Project completion is anticipated on _____ (date).
8. Any disturbed site that remains inactive for greater than 7 days shall be stabilized with temporary measures such as soil treatment, temporary seeding or mulching. "Inactive" means that no site grading, landscaping or utility work is occurring on the site and that rain is not limiting these activities. Frozen soils do not exclude the site from this requirement.
9. The topsoil will be reapplied and _____ (name) will complete seeding/fertilizing and install erosion control matting and netting in all road ditched, cut slopes and other disturbed areas as per approved plans and specifications.
10. Restoration will be completed by _____ (date).
11. After grass is well established all silt fences will be removed and permittee will request final inspection by the county.
12. Seeding rates and mixes shall conform to WisDOT Roadway Standard Section 630.

Late Season Stabilization

The objective is to stabilize the site with 70% vegetative coverage of all pervious disturbed areas before the end of the growing season. After November 15, no land disturbing activity is permitted outside of active building envelopes, and all other disturbed areas must be stabilized by November 15 per the following schedule.

a. **Permanent Vegetation (before September 15):**

- i. *Seeding.* Prepare seedbed and sow seeds per the rates and mixes of Wisconsin Department of Transportation (WisDOT) Roadway Standard Section 630.
- i. *Erosion Control:* Immediately apply mulch, erosion control matting, or other permanent stabilization BMPs as specified in the approved erosion control plans and per DNR technical standards.

- ii. *Maintenance*: Inspect all seeded areas weekly. Ensure adequate water is provided until full vegetative cover is obtained, and repair any erosion problems, wash outs, etc.

b. **Temporary Vegetation (September 15 - October 15):**

- i. *Seeding*: The above noted seeding mix must include a minimum of 2 lbs. per 1,000 sq. ft. of a temporary cover (i.e. winter wheat or annual rye grass for fall plantings) per Section 630.
- ii. *Erosion Control*: Immediately apply mulch, erosion control matting, or other stabilization BMPs as specified below, following DNR technical standards. The approved plans may be more restrictive:
 - 1. *Channel Flow (roadside swales, etc.) and Backslopes*: Stake erosion matting over all the entire channel cross-section and all backslopes using a minimum WisDOT Erosion Control Product Acceptability (PAL) Class 3 Type A matting, unless otherwise called for in the approved plan.
 - 2. *Other disturbed areas*: Apply Type B Soil Stabilizer, mulch and tackifier from the WisDOT Product Acceptability List to all disturbed areas that remain exposed.
 - 3. *Infalls/Outfalls*: Install sod pads (2 rolls) at all culvert outfalls, and other high-erosion locations in accordance with County standards.
- iii. *Maintenance*: Inspect all seeded areas weekly. Ensure adequate water is provided until full temporary cover is obtained, and repair any erosion problems, wash outs, etc.

c. **Dormant Seeding (October 15 - November 15):**

- i. *Seeding Rate*: Same seed mix as subsection (b) (including temporary cover crop) except the rates for perennial species must applied at 1.5 x WisDOT section 630 rates (apply rates of 3-5 lbs./1000 sq.ft.).
- ii. *Erosion Control*:
 - 1. *Channel Flow (roadside swales, etc.) and Backslopes*: Apply Type A soil stabilizer and staked PAL Class 3 Type A erosion matting over the entire channel and all backslopes.
 - 2. *Other Areas*: Apply Type A Soil Stabilizer from the WisDOT Product Acceptability List to all other disturbed areas that remain exposed.
 - 3. *Infalls/Outfalls*: Install sod pads (2 rolls) at all culvert outfalls, and other high-erosion locations in accordance with County standards.
- iii. *Maintenance*: Inspect all seeded areas weekly. Ensure adequate water is provided until full temporary cover is obtained, and repair any erosion problems, wash outs, etc.

If construction schedules should change significantly, this plan narrative will be updated and resubmitted.