



Application Form

Erosion Control & Stormwater Management Permit (>1 Acre)

Project Name: _____ **Project Type:** _____
Project Location: _____

(1/4 Section, Section, Survey Town Name)

1. Type of Permit Request: Check which one you are applying for. (Items listed show what is needed to process an application.)

<u> </u> Preliminary Review Letter ¹	<u> </u> Erosion/Stormwater Permit
<i>Required Submittals:</i>	<i>Required Submittals:</i>
<input type="checkbox"/> Signed Application	<input type="checkbox"/> Signed Application
<input type="checkbox"/> Application Fee: \$ _____ ²	<input type="checkbox"/> Application Fee: \$ _____ ²
<input type="checkbox"/> Site Map ³ (Scale: 1" ≤ 100')	<input type="checkbox"/> Site Map ³ (Scale: 1" ≤ 100')
<input type="checkbox"/> Preliminary Erosion Control Plan	<input type="checkbox"/> Final Erosion Control Plan ³
<input type="checkbox"/> Preliminary Stormwater Mgt. Plan	<input type="checkbox"/> Final Stormwater Mgt. Plan ³
	<input type="checkbox"/> Stormwater Report ⁴
	<input type="checkbox"/> List of Construction Contacts (see back)
	<input type="checkbox"/> Estimated Construction Costs: \$ _____ ⁵

¹ A **Preliminary Review Letter** is an optional step offered to developers to facilitate other plan review/approval processes. It allows the developer to obtain conceptual/general review comments on plans prior to committing the resources needed to complete final design/construction plans. Preliminary Review Letters are encouraged for subdivision plats and other large projects.

² The **application fee** amount is based on the current published fee schedule and must be paid at the time of application. A per hour fee will be assessed at the end of the project for staff time spent reviewing plans and conducting site inspections. For projects that extend beyond one calendar year the **plan review and inspection fees** are to be paid annually. Application fees and plan review and inspection fees are not reimbursable and must be paid regardless if project materializes.

³ A *Plan Checklist* is available from the Land Resources Division for items to be included in the existing/proposed site map and construction plans.

⁴ A **Stormwater Report** should be limited to a narrative (explaining the overall scope and nature of stormwater management on the site) and completed *Stormwater Computation Table* and *Detention Basin Design Table* worksheets. These worksheets are available from the Land Resources Division and should be submitted in lieu of the lengthy reports produced by typical hydro-engineering software.

⁵ For the purposes of this application, **estimated construction costs** shall include the cost of site excavation and materials and installation costs of erosion control and stormwater management items (e.g. seeding, matting, pipe structures, rip-rap, etc.).

2. Contact Information *(Enter on back page)*

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

- **Applicant:** The name that will appear on the permit. If not the property owner, must represent the owner. Must agree to all statements on back page and sign. If not the project engineer, will receive copies of all communications relating to the plan review and permit process.
- **Engineer** (or Planner): The primary contact for the preparation of erosion control & stormwater management plans. All plan review comments by will be addressed to this contact. For all stormwater plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of a permit; and 3) oversee and certify final construction of all practices.
- **Grader:** Primary contact for all site grading activities.
- **Landscaper:** Primary contact for implementing all seeding/erosion control practices in the field.

Applicant:

Name:	
Mailing address:	
Daytime phone #:	Fax:
E-mail address:	

Owner:

Name:	
Mailing address:	
Daytime phone #:	Fax:
E-mail address:	

Engineer:

Name:	
Mailing address:	
Daytime phone #:	Fax:
E-mail address:	

Landscaper:

Name:	
Mailing address:	
Daytime phone #:	Fax:
E-mail address:	

Grader:

Name:	
Mailing address:	
Daytime phone #:	Fax:
E-mail address:	

3. Certification

I hereby certify that all information submitted is true and correct. I further understand and agree to the following:

- A permit issued under this application will be in my name and that I am representing ownership of the property;
- The County must respond to all permit applications within 20 working days of submittal of a completed application, application fees and all required support documents;
- A financial guarantee will be required as a condition of the County issuing my permit;
- A permit may be withheld or temporarily revoked if the County determines that necessary site stabilization measures may be unachievable due to late-season construction;
- All contacts listed on this form are subject to ordinance enforcement;
- Erosion and sediment control measures shall be installed prior to any other land disturbing activities;
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance; and
- Plan review and inspection fees will be assessed at the end of the project according to the current Fee Schedule and must be paid in full.

Signature of Applicant (Owner or Owner Representative)

Date

Received by: _____

Date Stamp Here
