



Fond du Lac County

LAND & WATER CONSERVATION DEPARTMENT
 PHONE (920) 906-4680
 www.fdlco.wi.gov

Agricultural Service Center
 W6529 Forest Ave., Fond du Lac, WI 54937
 email: firstname.lastname@fdlco.wi.gov

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 application.)

Preliminary Review Letter ¹	Erosion/Stormwater Permit
<p><i>Required Submittals:</i></p> <p>____ Signed Application</p> <p>____ Review Fee: \$ _____²</p> <p>____ Site Map³ (Scale: 1" ≤ 100')</p> <p>____ Preliminary Erosion Control Plan</p> <p>____ Preliminary Stormwater Mgt. Plan</p>	<p><i>Required Submittals:</i></p> <p>____ Signed Application</p> <p>____ Review Fee: \$ _____²</p> <p>____ Site Map³ (Scale: 1" ≤ 100')</p> <p>____ Final Erosion Control Plan³</p> <p>____ Final Stormwater Mgt. Plan³</p> <p>____ Stormwater Report⁴</p> <p>____ List of Construction Contacts (see back)</p> <p>____ Estimated Construction Costs: \$ _____⁵</p>

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 subd. Plats and other large projects.

² The **review fee** amount is determined by the County, based on the current published fee schedule. One fee covers both the preliminary review and final permit costs, but must be paid up front.

³ See *Plan Checklist* available from the Land & Water Conservation Department 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 & Water Conservation Department and should be submitted in lieu of the lengthy reports produced by typical hydro-engineering software.

⁵ For the purposes of this application, **construction cost** estimates shall include the cost of site excavation 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)

a. **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 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.

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Check all that apply:

<input type="checkbox"/>	Applicant	Contact Name: _____
<input type="checkbox"/>	Owner	Mailing address: _____
<input type="checkbox"/>	Engineer	Daytime phone # _____ FAX: _____
		E-mail address: _____
<input type="checkbox"/>	Applicant	Contact Name: _____
<input type="checkbox"/>	Owner	Mailing address: _____
<input type="checkbox"/>	Engineer	Daytime phone # _____ FAX: _____
		E-mail address: _____
<input type="checkbox"/>	Applicant	Contact Name: _____
<input type="checkbox"/>	Owner	Mailing address: _____
<input type="checkbox"/>	Engineer	Daytime phone # _____ FAX: _____
		E-mail address: _____

b. The following contacts are required before a permit can be issued:

Grader: Primary contact for all site grading activities.

Landscaper: Primary contact for implementing all seeding/erosion control practices in the field.

<input type="checkbox"/>	Landscaper	Contact Name: _____
<input type="checkbox"/>	Grader	Mailing address: _____
		Daytime phone # _____ FAX: _____
		E-mail address: _____
<input type="checkbox"/>	Landscaper	Contact Name: _____
<input type="checkbox"/>	Grader	Mailing address: _____
		Daytime phone # _____ FAX: _____
		E-mail address: _____

3. Certification

I hereby certify that all information submitted is correct and I understand that:

- 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 and all required fees and 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; and
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance.

Signature of Applicant (Owner or Owner Representative)

Date.

Received by: _____

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Erosion Control and Stormwater Management

Plan Checklist

Note to Applicant: The following checklist indicates what information is needed and those applicable issues that need to be addressed when preparing plans. Using this form, adopted guidelines and technical standards will help prevent unnecessary delays or additional costs in plan reviews. **This checklist is not all-inclusive.** If the site has a high risk of soil erosion or water pollution, or drains to an environmentally sensitive area (as defined by ordinance), additional or more restrictive erosion control measures may be required.

There are three sections to this checklist. Use the following table to determine which applies to you:

Type of Permit Needed	Plan Must Include Items from Sections...
Erosion Control	I and II
Erosion Control and Stormwater Management	I, II and III

I. Existing Site Information

All plan, map and drawing submittals (except those that only require an erosion control permit and are less than one acre in size) must delineate and label all items listed below that apply to the site and within 50 feet in each direction of the site boundaries: (scale 1" \leq 100')

- Vicinity map.
- Name, address, and daytime phone number of applicant/contact person
- North arrow and graphic scale
- Date developed and/or revision date
- Topography – existing – (*maximum 2' contour interval*)
- Lakes, streams, channeled flows – with ordinary high water mark
- Shoreland, Wetland, 100 year floodplain, flood fringes, and floodways
- Soil symbol and boundaries
- Designation of source documents for all map features (*topography, wetland, floodplain*)
- Boundary of ownership
- Tree and fence line locations
- Vegetative cover types
- Buildings / Structures
- Building setbacks
- Roads, parking areas, access lanes, etc.
- Stormwater facilities – existing
- Culvert locations – existing
- Wells and setbacks per Wis. Admin. Code NR 811 & 812
- Utilities, above and below ground
- Easements (*location and dimensions*), Right-of-ways and any other existing encumbrance
- Primary/secondary environmental corridor, isolated natural boundaries, conservancy zones
- Tile drains
- Old dumps, landfills and other waste materials stored on site
- Rock outcrops
- Manure storage facilities
- Historic or cultural features (i.e. Indian mounds, etc.)
- Locally designated protection areas

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II. Construction Site Erosion Control Plan

Plan Details

- *Proposed activity layout (roadway, lots, building, etc.)
- *Disturbed area highlighted or outlined (*include size of area in acres*)
- Building envelopes
- Temporary access drive (*specify length, width, depth, material*)
- Proposed easement and utility location
- All temporary and permanent best management practices locations and demensions
- Detail drawings of all temporary and permanent best management practices
- Diversion devices for upslope runoff
- *Culvert location – proposed
- Inlet erosion protection
- Outlet erosion protection (*verify method with charts*)
- *Open channel locations – proposed
- Cross sections for open channels
- Open channel stabilization method (*verify method with charts*)
- Cross sections for major cut/fill areas
- Cut/fill slopes stabilization method (*verify method with charts*)
- Settling basin for site de-watering
- *Topsoil stockpile location (*must be 75' from lakes, streams, wetlands, ditches, etc.*)
- Silt fence down slope of soil stockpiles
- *Sediment trapping devices – (*silt fence, straw bales, baskets, sediment basins/traps, etc.*)
- Detail drawings/cross sections of sediment traps / basins
- Spillway erosion protection for sediment trapping devices
- Disturbed areas stabilization method

* *These items are required for Preliminary Erosion Control Plans*

Plan Notes

The following notes shall be on the final erosion control plan:

- Any soil stockpiled that remains for more than 30 days shall be covered or treated with stabilization practices such as temporary or permanent seeding and mulching.
- A minimum of 4 inches of topsoil must be applied to all areas to be seeded or sodded.
- All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials, or hazardous materials) shall be properly disposed of and not allowed to be carried off-site by runoff or wind.
- All off-site sediment deposits occurring as a result of construction work or a storm event shall be cleaned up by the end of each day. **Flushing shall not be allowed.**
- All disturbed areas shall be treated with stabilization measures as specified within 3 working days of final grading.
- Any soil erosion that occurs after final grading and/or the application of stabilization measures must be repaired and the stabilization work redone.
- For any disturbed area that remain inactive for greater than 7 working days, or where grading work extends beyond the permanent seeding deadlines, the site must be treated with temporary stabilization measures such as soil treatment, temporary seeding and/or mulching.
- When the disturbed area has been stabilized by permanent vegetative or other means, temporary best management practices such as silt fences, straw bales, and sediment traps shall be removed and these areas stabilized.
- All temporary best management practices shall be maintained until the site is stabilized.
- Wind erosion shall be kept to a minimum during construction. Watering, mulch or a tacking agent may need to be utilized to protect nearby residences/water resources.

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Supporting Information

All applicable items listed below shall be provided with final plan:

- Construction schedule including starting and completion date for each construction step
- Estimated completion date of final grading/topsoiling/seeding/stabilization
- Seeding mixtures, fertilizer, rates of application, time schedule
- Maintenance responsibility for all temporary best management practices
- Maintenance responsibility until grass/plants are well established
- Estimated time soil stockpiles will exist
- Plans for refuse disposal and site stabilization of old dumps, demolition work, etc.

Supporting Documentation

All applicable items listed below shall be submitted with final plan:

- Name and daytime phone numbers of person responsible for maintenance of best management practices
- Open channel design and stabilization data
- Exit velocities of all outfall pipes
- Summary of design data for sediment basins
- Design documentation for other temporary and best management practices
- Cost estimate & quantities to purchase and install all erosion control measures
- Certification (*stamped and signed*) of plans and computations

III. Stormwater Management Plans

Details

- *Open channel locations – (*existing type, size, slope, etc.*)
- *Open channel locations – (*proposed type, size, slope, stabilization measures, etc.*)
- Cross sections for open channels
- *Culvert/storm pipe locations – (*existing type, size, invert elevations, etc.*)
- *Culvert/storm pipe locations – (*proposed*)
- Culvert/storm pipe locations – (*proposed type, size, invert elevations, etc.*)
- *Stormwater basin locations and proposed contours
- *Soil investigation within proposed basin
- Detail drawings/cross sections of basin outlet structures – (*Anti-seep collars, etc.*)
- Detail drawings/cross sections of sediment traps, retention and/or detention basins
- Cross sections for major cut/fill areas
- *Easements (proposed – with widths)
- Proposed easement and utility locations
- Access lanes to stormwater management facilities for future maintenance
- 100 foot separation from private wells and detention/infiltration basins
- 1200 foot separation from municipal wells and detention/infiltration basins
- Certification by a Professional Engineer (*stamped and signed*) of plans

- *These items are required for Preliminary Stormwater Management Plans*

Supporting Information

All applicable items listed below shall be submitted with final plan:

- Land use boundaries – existing/proposed
- Watersheds – existing/proposed (*not limited by ownership lines*)
- Delineation and labeling of impervious areas
- Time of concentration flow paths – existing/proposed

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- Drainage area map showing drainage divides and pre- and post- hydrologic flow paths that were used in Tc determinations.
- Stormwater discharge points
- Completed Stormwater Computation Table
- Completed Detention Basin Design Table
- Flow/velocity/depth computations for open channels (based on 10 year 24 hour design)
- Flow/velocity computations for culverts (based on 10 year 24 hour design)
- Flow/velocity computations for storm sewers (based on 10 year 24 hour design)
- Exit velocities of all outfall pipes
- Other hydraulic and hydrologic computations critical to the plan/desings
- Certification by Professional Engineer (*stamped and signed*) of computations