



Fond du Lac County

LAND & WATER CONSERVATION DEPARTMENT
400 University Dr Ste D1
Fond du Lac WI 54935

PHONE (920) 906-4680
www.fdlco.wi.gov
email: firstname.lastname@fdlco.wi.gov

Application Form

Small Site Erosion Control Permit – Less than 1 acre

Project Name & Type: _____

Disturbed Area In Square Feet: _____

Project Location: _____ Fee: _____
(1/4 section, Section #, Town Name) (Refer to Permit Fee Schedule on Pg 3)

Project Address (if available): _____

Estimated Start Date: _____ Estimated Completion Date: _____

Contact Information: The following contacts are required at the time of application; *an incomplete application may result in delays to the review and permit issuance.*

Please print clearly or type information. 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. Will receive copies of all communications relating to the plan review and permit process.	Contact Name _____
	Business Name _____
	Mailing address _____
	Daytime phone # _____
	E-mail address _____
Planner- The primary contact for the preparation of erosion control plans. All plan review comments will be addressed to this contact.	Contact Name _____
	Business Name _____
	Mailing address _____
	Daytime phone # _____
	E-mail address _____
Erosion Control Inspector- The individual that is designated to do inspections and submit reports related to this permit	Contact Name _____
	Business Name _____
	Mailing address _____
	Daytime phone # _____
	E-mail address _____
Grader/Landscaper- Primary contact for implementing and maintaining all erosion control measures during the construction phase and responsible for final site stabilization.	Contact Name _____
	Business Name _____
	Mailing address _____
	Daytime phone # _____
	E-mail address _____

Certification:

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

- Ø A complete Erosion Control Plan and appropriate fees have been submitted with this application (*Reference Checklist on Page 4*). *An incomplete application may not be processed until it is made complete;*
- Ø A permit issued under this application will be in my name and that I am representing ownership of the property;
- Ø The County must respond to all permit applications within 10 working days of submittal of a completed application and all required fees and supporting documents;
- Ø A financial guarantee may be required as a condition of the County issuing my permit;
- Ø 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;
- Ø All contacts listed on this form are subject to ordinance enforcement;
- Ø Erosion and sediment control measures shall be installed prior to any other land disturbing activities;
- Ø Erosion and sediment control practices are to be inspected at least once a week and after each rain of ½ inches or more and needed repairs made; and
- Ø 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: _____



Construction Site Erosion Control and Stormwater Management Permits

Permit Fees & Staff (For Calendar Year 2025)

All fees must be paid at the time of application

I. Applications that Only Require an Erosion Control Plan:

Less Than One (1) Acre Disturbed: **\$100 per site**
 One (1) Acre or Greater Disturbed: **\$100 per site + \$30/acre disturbed**

Note: The maximum fee for all permits under this category shall be \$600.

II. Applications that Require an Erosion Control and Stormwater Mgmt. Plan:

Residential Subdivision Plats: **\$35 per lot**
 All Other Sites: **\$160 per site + \$40/acre disturbed**

Note: The maximum fee for all permits under this category shall be \$1,500.

III. All Permit Applications:

In addition to the above fees, the applicant shall be charged the following fee each time a set of erosion control plans or stormwater management plans must be significantly revised and resubmitted (as determined by the LWCD) in order to bring them into compliance with Chapter 27 requirements:

\$35 for sites with less than one (1) acre disturbed area
 \$70 for sites with one (1) acre or greater disturbed area

****Any project found to be engaging in land development or land disturbing activity subject to the provisions of Chapter 27 County Code that has not obtained a Construction Site Erosion Control and/or a Stormwater Management permit, shall be charged double the applicable fee listed above.**

IV. Applications to Fond du Lac County Sanitation, Shoreland and Floodplain Board of Adjustments:

\$500 + Appropriate Permit Application Fee - *Paid at time of application to Board of Adjustment.*

V. LWCD Permit Review and Permit Staff:

Name	Title	Email	Phone
Bradly Murry	County Conservationist	bradly.murry@fdlco.wi.gov	(920) 906-4672
Jim Anderson	GIS/Project Specialist	jim.anderson@fdlco.wi.gov	(920) 906-4674

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 two sections to this checklist: **Existing Site Information & Construction Site Erosion Control Plan**

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

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" ≤ 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

Continued...

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 dimensions
- .. 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.

Continued...

- .. 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.

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/top soiling/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