

APPLICATION FOR EROSION CONTROL AND STORMWATER MANAGEMENT PERMIT

\$50.00 FEE

OFFICE USE: File No. EC- - Date Paid: Rct. #:

1. Owner Applicant/Owner's Agent/Developer
Name Name/Co.
Email: Email:
Address Address
City/ST/Zip City/ST/Zip
Telephone: office Telephone: office
Fax Fax

2. Type of Request:
Commercial [] Industrial [] Subdivision [] Erosion Control []
General Permit (municipality/utility) [] Single Lot Development []

3. Site Location
Address Parcel No.
Town of Grand Chute, Section, T N, R E

4. Nature of Development Proposal: (Description of proposal, development name, location, type, start date, proposed erosion control and storm water facilities; attach additional sheets as necessary.)

5. Required Forms Checklist:(submit 2 copies of all supporting materials - drawings, plans & written documents)
[] Legal Description (all applications) [] Drainage & Erosion Control Plan (1&2 family lot dev)
[] Storm Water Management Plan Calculations & Drawings (major developments)

Applicant / Owner Acknowledgement:

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION COULD RESULT IN THE REVIEW OF THIS APPLICATION BEING DELAYED FOR CONSIDERATION.

I have reviewed Chapters 25 and 26 of the Town of Grand Chute Ordinances regarding erosion control and storm water management. For permitted projects, the Town of Grand Chute Zoning Dept. must be contacted for inspection.

I further grant the right-of-way onto this property, as described above, to the designated personnel of the Town of Grand Chute for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

The person responsible to pay Town fees is: (name) (phone number)
(street)
(city) (state) (zip)

Signature of Applicant or Agent

Date

TOWN OF GRAND CHUTE

Financial Guarantee Agreement and Protective Covenant for Storm Water Management and Erosion and Sediment Control

1. **Property Affected.** This Agreement is made by the undersigned Owner(s) of the real estate described on **Exhibit A** attached hereto and incorporated herein by reference:

Name of abutting street: _____
Address: _____
Legal Description: See **Exhibit A** _____

2. **Term.** The term of this Guarantee shall be permanent and shall run with the land, and shall be binding upon the current Owner(s) and their successors and assigns.

3. **Termination/Modification.** This Agreement may be terminated or modified only with the consent of the Town Board for the Town of Grand Chute granted in writing, which consent shall be recorded with the Register of Deeds for Outagamie County as a condition for such consent becoming effective.

4. **Non-Recourse Guarantee.** The undersigned hereby guarantees that all costs and expenses associated with compliance with the Town of Grand Chute Erosion and Sediment Control Chapter 25 and Storm Water Management Chapter 26 is hereby guaranteed. This is a Non-Recourse Guarantee meaning that costs and expenses incurred by or on behalf of the Town for performance on behalf of the Owner(s) is recoverable solely from the real estate, and shall not constitute a personal liability of the Owner(s) beyond the value and proceeds of the real estate subject to this Guarantee.

5. **Special Assessments/Charges.** All obligations guaranteed hereunder shall constitute special assessments under Section 66.0701 Wis. Stats. and/or special charges under Section 66.0627 Wis. Stats. for which the Owner(s) hereby consent to, expressly waiving notice and hearing otherwise required by law in further recognition that such special assessments/charges for guaranteed obligations hereunder shall constitute a lien on the real estate subject to this Guarantee, and that such special assessments and/or charges may be billed as part of the property tax bills issued for the real estate subject to this Guarantee.

6. **Guaranteed Obligations.** The guaranteed obligations consist of those costs and expenses incurred by or on behalf of the Town of Grand Chute in performing on behalf of the property Owner any obligations for compliance with storm water management under Chapter 26 of the Town Ordinances, or erosion and sediment control under Chapter 25 of the Town Ordinances. The Owner(s) further agree to construct and maintain all storm water management and erosion control facilities on the property in accordance with Town Chapters 25 and 26, and also in accordance with site plan approval and site plan requirements granted by the Town as a condition for development of the property.

7. **Right to Perform.** The Town of Grand Chute is hereby granted the right to perform storm water management activities and/or erosion control activities on the subject property in any event that the Owner(s) has failed to comply with such ordinance requirements. The performance by the Town, directly or through any one or more agents

TOWN OF GRAND CHUTE

FINANCIAL GUARANTEE AGREEMENT... CONTINUED

May be undertaken and shall not constitute a trespass on the property of the Owner(s) for purposes of performance, and for other purposes incidental thereto.

8. Billing. The Town shall submit a billing to the current Owner(s) of the property subject to this Guarantee for any costs and expenses incurred by the Town for performance of the Owner(s) obligations to comply with storm water management and/or erosion control ordinances.

9. Recording. This Agreement shall be recorded with the Register of Deeds for Outagamie County, but any failure to record the Agreement shall not render the Agreement invalid or unenforceable. The costs for recording this Agreement shall be paid by the Owner(s).

Dated this ____ day of _____, 20____.

Owner

Owner

Subscribed and sworn before me on this ____ day of _____, 20____.

_____ County, Notary Public
State of Wisconsin
My commission expires _____

THIS INSTRUMENT DRAFTED BY:
Charles D. Koehler
HERRLING, CLARK, HARTZHEIM & SIDDALL LTD.
800 North Lynndale Drive
Appleton, WI 54914

RETURN TO:
Karen Weinschrott, Town Clerk
Town of Grand Chute
1900 West Grand Chute Boulevard
Grand Chute, WI 54913

Erosion Control Application Checklist

Permit #: _____

Project Name: _____

Date: _____

Please check the appropriate box:

I = Included; NA = Non-Applicable (If "NA" is checked, an explanation must be entered.)

Plan Requirement	Applicant			Zoning		LCD	
	I	NA	Explanation/Location in Plan	I	NA	I	NA
1. Cross sections and profiles of road ditches.							
2. Culvert sizes.							
3. Direction of runoff flow (contours or runoff arrows).							
4. Watershed size for each contributing drainage area.							
5. Design discharge for ditches and structural measures (flow calculations).							
6. Runoff velocities in channels (feet/second, meters/second).							
7. Fertilizer and seeding rates (seed, fertilizer, and mulch).							
8. Time schedule for stabilizing exposed soil.							
9. Prevent gully and bank erosion and apply minimum Standards for sheet and rill erosion.							
10. Description of how the site is to be developed (written description).							
11. Provisions for sequential steps mitigating the erosive Effect of land disturbing activities (list of EC devices).							
12. Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad).							
13. Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site.							
14. Any proposed changes to the erosion control plan must be submitted and approved.							
Application Requirement	I	NA	Explanation/Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Copies of permits or approvals by other agencies.							
3. Proposed schedule for completion and installation of all elements of the erosion control plan.							
4. Estimated cost of completion and installation of all Elements of the erosion control plan.							

If stormwater management requirements are applicable, the stormwater checklist must be attached.



Indicates requirement must always be included

Stormwater Management Application Checklist

Permit #: _____

Project Name: _____

Date _____

Please check the appropriate box: I = Included; NA = Non-Applicable (If "NA" is checked, an explanation must be entered).

Plan Requirement	Applicant			Zoning		LCD	
	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Narrative describing the proposed project, including implementation schedule of designed practices.							
2. Identification of the entity responsible for long-term maintenance of the project.							
3. Map showing drainage areas for each watershed area.							
4. No increase in peak discharge for 2, 10 and 100-year, 24-hour storm events including summary table. (runoff rates in cubic feet per second).							
5. Complete site plan and specifications.							
6. Engineered designs for all structural management							
7. For new development, trap 5 micron soil particle (80% reduction in TSS).							
8. For redevelopment, trap 20 micron soil particle (40% reduction in TSS).							
9. Treat runoff for control of oil and grease from commercial or industrial areas. (see ordinance)							
10. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity.							
11. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.							
12. Provisions and practices to reduce the temperature of runoff for sites that drain to a cold water resource.							
13. Maintenance plan and schedule for all permanent stormwater management practices.							
Application Requirement	I	NA	Explanation/Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Proposed schedule for completion and installation of all elements of the stormwater management plan.							
3. Estimated cost of completion and installation of all Elements of the stormwater management plan.							
4. Evidence of financial responsibility to complete work proposed in plan.							
5. Copy of affidavit required to be recorded by for privately Owned stormwater practices. (Notice)							



Indicates requirement must always be included

THIS FORM MAY BE USED FOR ONLY THE FOLLOWING: (CHECK ONE)

___ Land disturbing activities administered by Town of Grand Chute under the Wisconsin Uniform Dwelling Code. (UDC)

___ Land disturbing activities administered under the Town of Grand Chute erosion control ordinance whenever the following conditions exist*:

(A) The land disturbance is not more than 4,000 square feet in area.

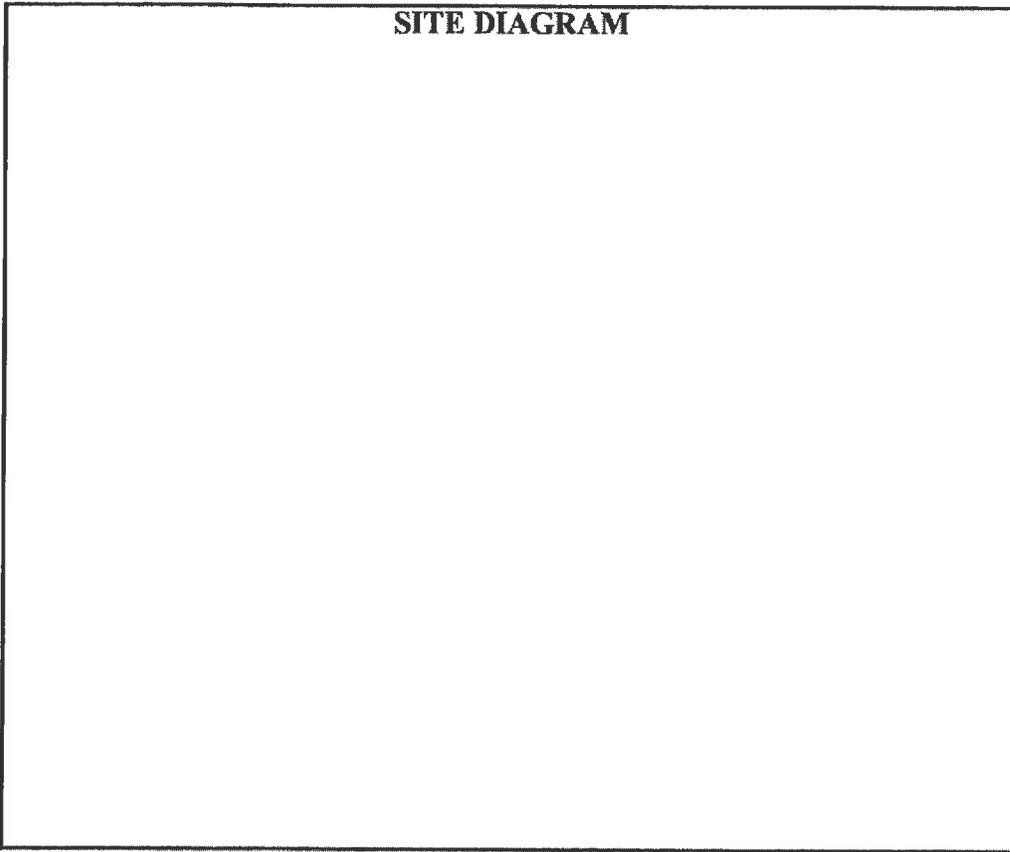
(B) The land disturbance is not adjacent to and does not drain directly into any sensitive areas nearby, such as streams, lakes, or wetlands.

(*NOTE: Refer to Chapter 25 of the Town of Grand Chute Ordinance to determine if a specific erosion control plan is required).

Instructions:

1. Complete this plan by filling in the requested information on the inside of this form and the site diagram on this page.
2. Submit this plan at the time of permit application.
3. In completing this form, give consideration to minimizing the disturbed area, prompt seeding, and proper planning of water runoff patterns throughout all stages of development.

SITE DIAGRAM



**PLAN LEGEND
EROSION CONTROL**

----- Property Line

T T T T Limits of Grading

---> Existing Drainage

→ Finished Drainage

→TD Temporary Diversion

▭▭▭▭ Straw Bales

~ Silt Fence

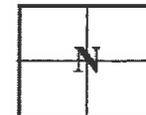
▭ Gravel Access

▭ sod ▭ seed Vegetation

- - - - Existing Storm Sewer & Inlet (or Culvert)

▭ Planned Storm Sewer & Inlet (or Culvert)

○ Stockpiled Soil



Please indicate north by inserting arrow on drawing to left.

Representative soil type of the disturbed area on the site: _____
(i.e. sandy, silt loam, clay)

PROJECT LOCATION:

(Address)

(City)

(Twp.)

(section)

Builder's name: _____ Phone No.: _____

Owner's name: _____ Phone No.: _____

Worksheet completed by: _____ Date: _____

Temporary stabilization of disturbed areas.

- 1) It is recommended that rough graded disturbed areas (planned to be left inactive for more than 30 days) and temporary soil stockpile (planned to be left inactive for more than 7 days) be stabilized by temporary seeding (between April 1st and October 15th) or by other cover, such as covering with a tarp or mulching.
- 2) Temporary seeding of oats or sudan grass are normally sown between May 15th and July 15th. Rye grass or winter wheat is normally sown between July 15th and September 15th.

Permanent stabilization of site by re-vegetation or other means.

- 1) Permanent seeding will be completed by September 15th or siding placed by November 15th.
- 2) Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

PERMANENT SEEDING TYPE	RATE OF APPLICATION

Use of downspout and/or sump pump outlet extensions to stabilized areas.

Trapping sediment during site dewatering operations.

Sediment laden discharge should be temporarily ponded behind a sediment barrier until most of the sediment settles out.

Proper disposal of building material waste so that pollutants and debris do not are not carried off-site by wind or water.

Maintenance of erosion control practices.

- 1) All erosion control practices will be inspected daily and maintained in working condition.
- 2) Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
- 3) All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
- 4) All sediment that moves off-site due to storm events will be cleaned up as soon as possible, but at least by the end of the next day.
- 5) Temporary gravel access drives will be maintained throughout construction in working condition.
- 6) All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

Schedule of erosion control practice installation and site grading.

Necessary erosion control practices will be installed prior to the beginning of grading.

ACTIVITY	DATE
Install Erosion Control Practices	
Start Grading	
Apply Temporary Stabilization	
Apply Permanent Stabilization	

Permanent seeding responsibility of:

Installation and maintenance of Erosion control practices responsibility of:

Name: _____

Name: _____

Ph.No. _____

Ph.No. _____

Filing for UDC / Erosion & Stormwater Control For Filling & Grading Permit

What permits are required?

Uniform Dwelling Code (UDC) Permits (regulated by the Wisconsin Department of Commerce) apply to single-family and two-family residential construction, and are usually administered by town governments. Some towns have chosen to contract with Outagamie County to administer UDC permits.

Erosion Control & Stormwater Management Permits (regulated under Chapters 25 & 26 of the Town of Grand Chute Code) include a plan and checklist that describes the steps a developer, builder or landowner will take to prevent soil erosion on disturbed sites. Some projects will also require plans to permanently manage runoff from the site after all construction is complete.

Filling and Grading Permits (regulated under Chapter 16 of the Outagamie County Code) are required for most earth moving or land disturbances near waterways, wetlands or floodplains. moving or land

When do I need a permit and which application form should I use?

You will need a **UDC Permit** if your project involves land disturbance (including septic system installation) directly associated with the construction of a new one- or two-family residence. **Use the "Erosion Control Plan-Simplified Checklist."**

You will need to apply for an **Erosion Control & Stormwater Management Permit** and submit an **Erosion Control Plan** if your project involves any of the following:

- grading, removal of ground cover or other activity affecting 4,000 square feet or more;
- filling or excavation involving 100 cubic yards of soil or more;
- work within a road ditch or other watercourse for 100 lineal feet or more;

- creating a new public or private road longer than 100 feet;
- utility construction for a distance of 500 feet or more;
- other activities that pose a serious erosion or water pollution risk.

You do not need to submit an Erosion Control Plan for residential construction covered under a UDC Permit. However, you may need an Erosion Control Plan for landscaping, earthmoving prior to foundation excavation, parking, sidewalks and other land disturbances not directly associated with residential building construction, that meets the criteria above. **Use the "Erosion Control Application Checklist" for land disturbance >4,000 square feet, or the "Erosion Control Plan – Simplified Checklist" for land disturbance <4,000 square feet.**

If your project involves earth moving or a land disturbance near a waterway, wetland or floodplain you will usually need a **Filling and Grading Permit**, even if your project is already covered by a UDC permit. Some activities are exempt from Filling and Grading Permit requirements. Check with the Zoning Department to see if your project qualifies for an exemption.

If your project will involve the creation of impervious surface area after September 1, 2004, you will also need to submit a **Stormwater Management Plan** that meets county performance standards. **Use the "Stormwater Management Application Checklist."** Stormwater requirements apply whether or not UDC, Erosion Control or Filling and Grading Permits are required. Other activities that require a stormwater management plan include:

- Construction of agriculture buildings where the new total impervious surface area exceeds 20,000 square feet.

- other activities that pose a serious risk of flooding or damage due to runoff.

What is the review process?

Erosion Control or Filling & Grading permit applications must be filed with Town of Grand Chute Inspection Department staff for review. Building Inspection Department staff will inform you of any deficiencies in your application and ask you to make necessary changes. Applications are usually reviewed within 10 days. Once all plans and other permit requirements are met, the Building Inspection Department will approve your permit. You can pick up the signed permit card at the Building Inspection Department offices or we can mail it to you by request.

A SIGNED PERMIT CARD MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK CAN BEGIN. THE BUILDING INSPECTION DEPARTMENT MAY ISSUE STOP-WORK ORDERS ON SITES WITHOUT APPROVED PERMITS.

For more information about permits, or erosion control and stormwater management plan review, contact:

Town of Grand Chute Planning & Zoning
Phone (920) 832-1599

1990 Grand Chute Blvd. Grand Chute, WI 54913

Stormwater Management Plan Notes

The summary table in plan requirement 4 must include the following:

- A) pre-existing peak flow rates.
- B) post construction peak flow rates with no detention.
- C) post construction peak flow rates with detention
- D) assumed runoff curve numbers
- E) time of concentration used in calculations

Complete site plan and specifications in plan requirement 5 must include the following:

- A) property lines and lot dimensions.
- B) all buildings and outdoor uses, existing and proposed, including all dimensions and setbacks.
- C) all public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material.
- D) all natural and artificial water features.
- E) depth to bedrock.
- F) depth to seasonal high water table.
- G) the extent and location of all soil types as described in the Outagamie County Soil Survey, slopes exceeding 12%, and areas of natural woodland prairie.
- H) existing and proposed elevations.
- I) elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
- J) soil erosion control and overland runoff control measures, including runoff calculations as appropriate.
- K) detailed construction schedule.
- L) copies of permits or permit applications required by any other governmental entities or agencies.
- M) any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features.
- N) all existing and proposed drainage features.
- O) the location and area of all proposed impervious surfaces.
- P) the limits and area of the disturbed area.

EROSION CONTROL – SIMPLIFIED CHECKLIST

Complete the site diagram with the following information:

SITE CHARACTERISTICS

- North arrow and site boundary. Indicate and name adjacent streets or roadways.
-
- Location of existing drainage ways within and nearby the site.
-
- Location of existing and planned storm sewer inlets and culvert crossings near site.
-
- Location of existing and proposed buildings and paved areas.
-
- Location and approximate dimensions of the disturbed area on the site.
-
- Approximate gradient and direction of: 1) existing and planned slopes; and 2) existing and planned drainage way on the site.
-
- Location and approximate watershed areas of overland runoff (sheet flow) and drainage way runoff (concentrated flow) coming onto the site from adjacent areas.
-
- Representative soil type of the disturbed area on the site. (i.e. sandy, loam, silt loam, clay)

EROSION CONTROL PRACTICES**Location of temporary soil storage piles.**

- 1) Soil storage piles will be contained by a down slope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any down slope road or drainage way.
- 2) It is recommended that they be temporarily seeded and mulched.

Location of temporary gravel access drive(s).

- 1) Gravel drive will have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick.
- 2) Drives will extend from the roadway 50 feet or to the building (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence, rock sediment trap, or other planned practices) that minimize the amount of eroded soil leaving the site.

- 1) Sediment controls will be installed along the downslope sides of the disturbed areas unless it is planned that permanent seeding and mulching will be completed within 30 days of the start of grading.
- 2) Sediment Controls will be installed around soil storage piles, around inlets, at outlets of drainageways, and along adjacent drainageways which receive runoff from the site.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade) (applicable only for UDC) .**Location of sediment barriers around storm sewer inlets.****Location of diversions.**

- 1) It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.
- 2) Diversions will be stabilized with seeding and mulching *within 24 hours* of diversion completion.

Location of practices that will control erosion in areas of concentrated flow.

- 1) Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of drainageway completion.
- 2) Sediment controls will be installed at the outlet ends of drainageways.

UNIFORM DWELLING CODE (Dept. of Commerce)**PROJECTS AFFECTED**

All new 1 and 2 family dwellings in Wisconsin started on or after December 1, 1992.

Additions to dwellings build after June 1, 1980

APPLICATION PROCESS

Erosion control plan must be submitted with building permit application to the local building inspector in communities where the dwelling code is enforced.

Erosion control plan must show:

- 1). Location of the dwelling, other buildings, wells, surface waters and disposal on the site with respect to property lines.
- 2). Direction of all slopes on the site
- 3). Location and type of erosion control practices

CONTROLS REQUIRED

1. Silt fences or straw bales along downslope sides and side slopes
2. Gravel access drive
3. Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets
4. Additional controls if needed for steep slopes or other special conditions

MAINTENANCE AND WASTE DISPOSAL

Sediment controls must be maintained until the site is stabilized by seed and mulch, sod, or other landscaping.

All building waste must be properly disposed of to prevent pollutants and debris from being carried off site

ENFORCEMENT

1. Erosion control inspections will be made during other regular inspections (footing and foundation, rough construction, final, etc.)
2. Violations must be corrected within 72 hours
3. Stop work orders may be issued for noncompliance

FOR MORE INFORMATION

Local building inspector @ Town of Grand Chute, Community Development Dept, Ph 832-1599

Dept. of Commerce, Safety & Buildings Div. PO Box 7969, Madison, WI 53707, Ph (608) 267-5113

STORMWATER PERMIT (DNR)**PROJECTS AFFECTED**

Any construction project that disturbs 1 acre or more

Smaller sites that are part of a planned development involving 1 acre or more of land disturbance

Effective October 1, 1992 for any new or continuing project

Exceptions: Indian tribal lands and work done by local government staff

APPLICATION PROCESS

File a "notice of intent" application (Form #3400-161) with the Department of Natural Resources (DNR) 30 days before construction begins.

Application must include:

- 1). Timetable for land disturbing activities & installation of erosion control measures including project start and completion dates
- 2). Proposed erosion stormwater pollution control practices during and after construction
- 3). Documentation that an erosion control and stormwater management plan that meets DNR standards has been prepared

EROSION CONTROL REGULATIONS CONT.

standards has been prepared

- 4). Other information related to the site location and permit holder

CONTROLS REQUIRED

Erosion control measures specified in the Wisconsin Construction Site Best Management Handbook

Measures to control stormwater after construction

FOR MORE INFORMATION

Department of Natural Resources, Stormwater Permits, PO Box 7921, Madison, WI 53707-7921 Ph.(608) 266-7078

LOCAL ORDINANCES

Check with your county, and city, village, or town for any local erosion control ordinances including shore land zoning requirements. Except for new 1 and 2 family dwellings, local ordinances may be stricter than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

FOR ADDITIONAL ASSISTANCE WITH PLAN PREPARATION, refer to Chapter 25 of the Town of Grand Chute Code of Management Technical Reference Guide, and the UW-Extension publication, *Erosion Control For Home Builders* available from the Town of Grand Chute.

The Wisconsin Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3558.

The Outagamie County Erosion Control and Stormwater Management Technical Reference Guide is available through the Outagamie County Department at (920) 832-5255.

Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications, (608) 262-3346

Contact Outagamie County Planning and Zoning Department at (920) 832-5255 for further assistance.