

GRAND CHUTE - EROSION CONTROL & STORMWATER MANAGEMENT APPLICATION

Community Development Department

1900 W Grand Chute Blvd.
 Grand Chute, WI 54913
 Phone: 920-832-1599
 Email: comdev@grandchutewi.gov
 Website: www.grandchutewi.gov



Office Use Only

File #: EC - ____ - ____
 Date: ____/____/____
 Paid: \$ _____
 By: _____
 Rect#: _____

TYPE OF PROJECT (check one)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Commercial
<input type="checkbox"/> General Permit (municipality, utility, individual lot)
Fee: \$100 | <input type="checkbox"/> Industrial
<input type="checkbox"/> Subdivision Development
Fee: \$50 | <input type="checkbox"/> Single-Family or Two-Family Residential Lot (within a subdivision with an approved Drainage Plan) not associated with new residence.
Fee: \$50 | <input type="checkbox"/> Single-Family or Two-Family Residential Lot (on a property without an approved Drainage Plan) not associated with new residence.
Fee: \$300 |
|---|---|--|---|

Contracted plan review costs + 5% Administrative Fee will be invoiced separately.

Invoices should be sent to (check one): Applicant Property Owner Architect/Engineer

Plan Copies: 1 11x17 format plan sheets, project narrative, and stormwater management plan
 1 Digital copy of all plans and submittal materials in PDF via USB Flash Drive

PROPERTY OWNER			APPLICANT (If Not Owner)		
Name			Name		
Street Address			Street Address		
City	State	Zip Code	City	State	Zip Code
Phone			Phone		
E-mail			E-mail		

SITE LOCATION

Parcel No. / Tax Key No.

Site Address / Location

Current Zoning

ACKNOWLEDGEMENT AND SIGNATURE

Office Use Only

I have reviewed Chapters 275 and 463 of the Town of Grand Chute Municipal Code regarding erosion control and storm water management and grant the right-of-entry onto the property, as described above, to designated personnel of the Town of Grand Chute for the purpose of inspecting and monitoring for compliance with referenced Codes.

Signature

Date

Town of Grand Chute
Financial Guarantee Agreement and Protective Covenant
for Storm Water Management and Erosion and Sediment Control

1. **Property Affects.** 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: _____

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 275 and Storm Water Management Chapter 463 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 463 of the Town Ordinances, or Erosion and Sediment Control under Chapter 275 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 463 and 275, 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 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.

Town of Grand Chute

FINANCIAL GUARANTEE AGREEMENT... CONTINUED

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:
Kayla Filen, Town Clerk
Town of Grand Chute
1900 West Grand Chute Boulevard
Grand Chute, WI 54913

Erosion Control Application Checklist

Project Name: _____

Please check the appropriate box:

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

Plan Requirements	I	NA	Explanation/Location in Plan
1. Cross sections and profiles of road ditches.			
2. Culvert sizes.			
3. Direction of runoff flow (contours or runoff arrows).			
4. Watershed size of 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 on the site.			
14. Any proposed changes to the erosion control plan must be submitted and approved.			

Application Requirement	I	NA	Explanation/Location in Plan
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

Project Name: _____

Please check the appropriate box:

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

Plan Requirements	I	NA	Explanation/Location in Plan
1. Narrative describing the proposed project, including implementation schedule of designed practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Identification of the entity responsible for long-term maintenance of the project.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Map showing drainage areas for each watershed area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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). *	<input type="checkbox"/>	<input type="checkbox"/>	
5. Complete site plan and specifications. *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Engineered designs for all structural management.	<input type="checkbox"/>	<input type="checkbox"/>	
7. For new development, trap 5 micron soil particles (80% reduction in TSS).	<input type="checkbox"/>	<input type="checkbox"/>	
8. For redevelopment, trap 20 micron soil particle (40% reduction in TSS).	<input type="checkbox"/>	<input type="checkbox"/>	
9. Treat runoff for control of oil and grease from commercial or industrial areas. (see ordinance)	<input type="checkbox"/>	<input type="checkbox"/>	
10. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity.	<input type="checkbox"/>	<input type="checkbox"/>	
11. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Provisions and practices to reduce the temperature of runoff for sites that drain to a cold water resource.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Maintenance plan and schedule for all permanent stormwater management practices.	<input type="checkbox"/>	<input type="checkbox"/>	

Application Requirement	I	NA	Explanation/Location in Plan
1. Copy of Preliminary Review Letter, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Proposed schedule of completion and installation of all elements of the stormwater management plan.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Estimated cost of completion and installation of all elements of the stormwater management plan.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Evidence of financial responsibility to complete work proposed in plan.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Copy of affidavit required to be recorded by for privately owned stormwater practices.	<input type="checkbox"/>	<input type="checkbox"/>	

Indicates requirement must always be included

Erosion Control Plan - Simplified Checklist

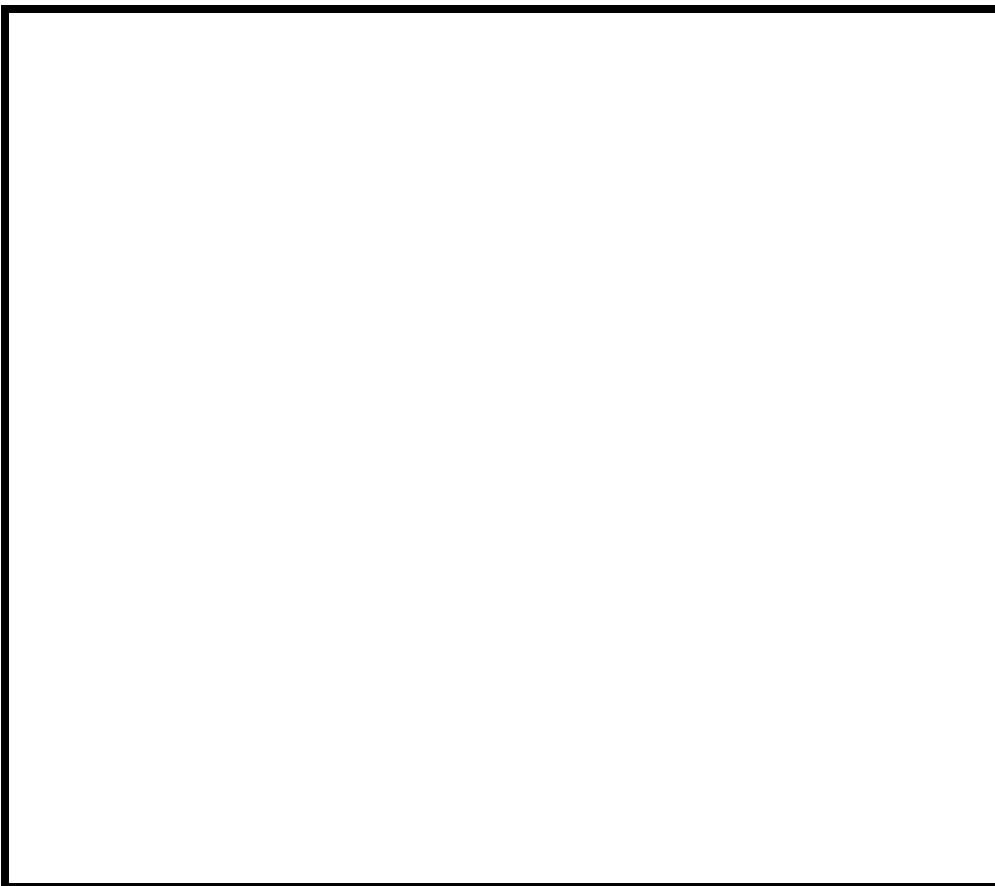
This form may be used only if:

- (A) The land disturbance is between 4,000 square feet and one acre;
- (B) Post-construction site adding or cumulative addition after January 1, 2005 of less than 20,000 square feet of new impervious surface; and
- (C) The land disturbance is not adjacent to or does not directly into any sensitive area nearby, such as streams, lakes, or wetlands.

INSTRUCTIONS:

- 1) Complete this plan by filling in the requested information on the 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
- Limits of Grading
- Existing Drainage
- Finished Drainage
- Temporary Diversion
- Straw Bales
- Silt Fence
- Gravel Access
- Vegetation
- Existing Storm Sewer & Inlet (or culvert)
- Planned Storm Sewer & Inlet (or culvert)
- Stockpiled Soil
- Indicate north by inserting arrow on drawing to left

Representative soil type of the disturbed area on the site: _____

Project Location: _____

Builder's Name: _____ Phone No.: _____

Owner's Name: _____ Phone No.: _____

Worksheet completed by: _____ Date: _____

Management of Erosion Control

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 between May 15th and July 15th. Rye grass or winter wheat is normally sown between July 15th and September 15th.

Permanent stablization 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 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 activites will be cleaned up by the end of the
- 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
- 6) All erosion control practices will be maintained until the disturbed areas they protect are permanently stablized and established. Upon permanent stablization establishment, the temporary erosion control practices will be removed.

Schedule of erosion control practices installation and site grading.

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

Activity	Date
Install Erosion Control Practices	
Start Grading	
Apply Temporary Stabilization	
Apply Permanent Stablization	

Permanent seeding responsibility of:

Name: _____

Phone No.: _____

Installation and maintenance of erosion control practices responsibility of:

Name: _____

Phone No.: _____

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 the 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 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 square feet 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.

Erosion Control-Simplified Checklist

Complete the site diagram with the following information:

- 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 crossing 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 existing and planned slopes; and 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 areas on the site. (i.e. sandy, loam, silt loam, clay)

***Stormwater Management Checklist Notes**

The checklist #4 must include the following:

- 1) Pre-existing peak flow rates.
- 2) Post construction peak flow rates with no detention.
- 3) Post construction peak flow rates with detention.
- 4) Assumed runoff curve numbers.
- 5) Time of concentration used in calculations.

The checklist #5 must include the following:

- 1) Property lines and lot dimensions.
- 2) All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks.
- 3) All public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surface materials.
- 4) All natural and artificial water features.
- 5) Depth to bedrock.
- 6) Depth to season high water table.
- 7) 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.
- 8) Existing and proposed elevations.
- 9) Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
- 10) Soil erosion control and overland runoff control measures, including runoff calculations as appropriate.
- 11) Detailed construction schedule.
- 12) Copies of permits or permit applications required by any other governmental entities or
- 13) Any other information necessary to reasonably determine location, nature and condition of any physical or environmental features.
- 14) All existing and proposed drainage features.
- 15) The location and area of all proposed impervious surfaces.
- 16) The limits and area of the disturbed area.

Erosion Control & Stormwater Management Permit FAQ

Type of Permits

Erosion Control & Stormwater Management Permits include a plan and checklist that describes the steps a developer, builder, or landowner will take to prevent soil erosion on disturbed sites. Some project will also require plans to permanently manage runoff from the site after all construction is complete.

Shoreland Zoning Permits are required for most earth moving or land disturbances near waterways, wetlands or floodplains from Outagamie County Development and Land Services.

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

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 linear 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.

Use the "Erosion Control Plan - Simplified Checklist" for land disturbance between 4,000 square feet and one acre; Post-construction site adding or cumulative addition after January 1, 2005 less than 20,000 square feet of new impervious surface.

Use the "Erosion Control Application Checklist" for land disturbance 4,000 square feet or more; Post-construction site adding or cumulative addition after January 1, 2005 of 20,000 square feet or more of new impervious surface.

If your project will involve post-construction site adding or cumulative addition after January 1, 2005 of 20,000 square feet or more of new impervious surface, you will also need to submit a **Stormwater Management Plan** that meets Town performance standards. **Use the "Stormwater Management Application Checklist".**

What is the review process?

Erosion Control and Stormwater Management Application must be filed with Town of Grand Chute Community Development Department staff for review. Community Development staff will inform you of any deficiencies in your application and ask you to make necessary changes. The review process is only for Town of Grand Chute Ordinances. Applicant should also check with Federal, State, and County for any additional land disturbance