

# Village of Waunakee

## Erosion Control Permit Application

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### Property Information

Project Name: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_

### Landowner Information

Company: \_\_\_\_\_  
Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant Information

Name and Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Plan Preparer Information

Name and Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Information (If Known)**

Name and Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fee Calculation**

Base Fee: \$ 950

Disturbed Area (ft<sup>2</sup>): \_\_\_\_\_ x \$0.03/ft<sup>2</sup> = \$ \_\_\_\_\_

Total Fees = \$ \_\_\_\_\_

**Permit Conditions and Signature**

All requirements in this application are set forth in Chapter 109 of the Village of Waunakee Code of Ordinances.

By submitting this application, the landowner permits Dane County and Village of Waunakee staff to enter project property for inspection and/or curative action.

I'm the landowner or have been authorized via the included authorization form to act on behalf of the owner as applicant. I understand that by signing and submitting this application I'm bound by the requirements of the County's erosion control ordinance and accept responsibility for implementation of the plan and requirements included with this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be submitted with payment to:**

**Waunakee Engineering Dept.,  
500 W Main St, Waunakee, WI 53597**

**A copy of this application must also be submitted to Dane County.**

# Erosion Control Application Checklist

Project Name: \_\_\_\_\_

Applications must include the following materials. The erosion control plan must be designed to meet all standards and requirements presented on the following page.

Plan Materials	Specific Location of Information
1. <b>Narrative describing proposed development</b>	
2. <b>Site plan with scale</b> that includes: property lines, limits of disturbance, land cover limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all erosion control practices	
3. <b>Construction details of erosion control practices</b>	
4. <b>Contours (existing and proposed)</b> Note: Grading within 5' of the property line requires department approval	
5. <b>Site watershed map</b> (including runoff draining to site)	
6. <b>Culvert sizes</b> (existing and proposed)	
7. <b>Cross sections and profiles of conveyance features</b> (existing and proposed)	
8. <b>Direction of runoff flow from impervious surfaces</b>	
9. <b>Design calculations of conveyance features</b> (velocity and capacity calculations)	
10. <b>Universal soil loss (USLE) calculations</b> (corresponding to construction schedule)	
11. <b>Site stabilization materials and methods</b>	
<b>Permit Application Materials</b>	_____
12. <b>Detailed construction schedule</b>	
13. <b>Copies of completed applications or approved permits from other regulatory bodies</b>	
14. <b>Itemized cost estimate of erosion control plan implementation</b> (Financial security instrument required if over \$5,000)	

# Erosion Control Standards and Requirements

## Erosion control performance standards

**Proposed design and implementation of erosion control measures shall be designed to:**

1. Prevent gully and bank erosion.
2. Limit off-site soil loss to an annual cumulative rate of 5.0 tons sediment yield per acre. This standard does not apply to erosion that occurs within the site.
3. Provide stable outlet capable of carrying discharge flow at a non-erosive velocity. Outlet design must consider flow capacity and flow duration. This requirement applies to both the site outlet and the ultimate outlet to stormwater conveyance or waterbody.

## Erosion control practices

**Erosion control practices shall be used to prevent or reduce all of the following:**

1. The deposition of soil from being tracked onto streets by vehicles.
2. The discharge of sediment from disturbed areas into storm sewers.
3. The discharge of sediment from disturbed areas into adjacent waterways.
4. The discharge of sediment from drainage ways that flow off the site.
5. The discharge of sediment by dewatering activities.
6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
7. The transport by runoff of chemicals, cement and other building compounds and materials on the construction site during the construction period.

## Implementation

**Erosion control practices shall be implemented as follows:**

1. Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
2. Erosion and sediment control practices shall be maintained until final stabilization.
3. Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
4. Temporary stabilization activity shall commence when land disturbing construction activities have temporarily ceased and will not resume for a period exceeding 14 calendar days on any portion of the site.
5. Practices that are no longer necessary for erosion and sediment control shall be removed.

# Village of Waunakee Stormwater Permit Application

*Incomplete applications will not be accepted.*

*For Office Use Only – Revised 1.24.2020*

Permit _____	Number: _____
_____ Application	
Received By: _____	Date: _____
Permit Issued By: _____	Date: _____

Project Name: \_\_\_\_\_

Landowner Name(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Landowner Phone: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Landowner E-mail: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Name and company of engineer/consultant who prepared the plans: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

## Notes:

1. All requirements included in this application correspond to the requirements set forth in Chapter 109 of the Village of Waunakee Code of Ordinances and Chapter 14 of the Dane County Code of Ordinances.
2. By submitting this application, permittee and landowner permit Village of Waunakee staff to enter project property for inspection and/or curative action.

***I am the landowner or have been authorized via the included authorization form to act on behalf of the owner. I understand by signing and submitting this application I am bound by the requirements of the Village of Waunakee's and Dane County's stormwater management control ordinance and accept responsibility for implementation of the plan included with this application.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be submitted to:  
Waunakee Engineering Dept., 500 W Main St, Waunakee, WI 53597  
Or  
[tmeinholz@waunakee.com](mailto:tmeinholz@waunakee.com)**

For Office Use Only

Permit Number: \_\_\_\_\_

Associated Permits: \_\_\_\_\_

# Stormwater Management Application Checklist

Project Name: \_\_\_\_\_

**All applications must include the following materials. The stormwater plan must be designed to meet all standards and requirements presented on the following page.**

Stormwater Plan Requirements	Specific Location or N/A (explain)
1. Narrative describing the proposed project, including implementation schedule for planned practice.	
2. Identification of the entity responsible for long-term maintenance of the project and a narrative describing the proposed maintenance activities in perpetuity.	
3. A map showing drainage areas for each watershed area	
4. A summary of runoff peak flow rate calculations, by watershed area, including:	
a) Pre-existing flow rates;	
b) Post-construction peak flow rates with no detention;	
c) Post-construction peak flow rates with detention;	
d) Assume runoff curve numbers (RCNs); and	
e) Time of concentration (Tc) used in calculations.	
5. A complete site plan and specifications, signed by the person who designed the plan. All plans shall be drawn to an easily legible scale, shall be clearly labeled, and shall include, at a minimum, all of the following information;	
a) The limits and area of the disturbed area;	
b) The location and area of all proposed impervious surfaces;	
c) Property lines and lot dimensions;	
d) All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks;	
e) All public and private roads, interior roads, driveways and parking lots. Show traffic patterns and type of paving and surfacing material;	
f) All natural and artificial water features, including, but not limited to, ponds, lakes, streams (including intermittent streams), and ditches. Show ordinary high water marks of all navigable waters, 100-year flood elevations and delineated wetland boundaries, if any. If not available, appropriate flood zone determination or wetland delineation, or both, may be required at the applicant's expense;	
g) Depth to bedrock;	
h) Depth to seasonal high water table;	
i) The extent and location of all soil types as described in the county soil survey, slopes exceeding 12 percent, and areas of natural woodland or prairie;	
j) Existing and proposed elevations (referenced to the North American Vertical Datum of 1988, where available) and existing and proposed contours in the area requiring a permit;	

k) Elevations, sections, profiles and details as needed to describe all natural and artificial features of the project, including all existing and proposed drainage features;	
l) Soil erosion control and overland runoff control measures, including runoff calculations as appropriate;	
m) Detailed construction schedule;	
n) Copies of permits or permit applications required by any other governmental entities or agencies;	
o) Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features;	
p) Location of all stormwater management measures;	
q) If required under Sec. 109-96(b)(7), a description and plan to control temperature of runoff; and	
r) Covenants and restrictions as required in Sec. 109-100.	
6. Engineered designs for all structural management practices.	
7. A description of methods to control oil and grease or written justification for not providing such control.	
8. If required, a description and plans to control temperature of runoff.	
9. Covenants and restrictions of all permanent stormwater management practices as recorded with the county registrar of deeds, as required by Sec. 109-100.	
<b>Stormwater Management Application Checklist</b>	<b>Specific Location or N/A (explain)</b>
1. Copy of completed application form.	
2. Fee as required by Sec. 109.101.	
3. Proposed schedule for completion and installation of all elements of the stormwater management plan.	
4. Estimated cost of completion and installation of all elements of the stormwater management plan.	
5. Evidence of financial responsibility to complete work proposed in plan. The director of public works may require financial guarantee as required by Sec. 109-98(d).	
6. Copy of covenants and restrictions of all permanent stormwater management practices as recorded with the county registrar of deeds, as required by Sec. 109-100.	