



Waukesha County Dept. of Parks & Land Use – Land Resources Division  
515 W. Moreland Blvd., Room 260  
Waukesha, WI 53188-3868

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## Small Site/Utility Installation Storm Water Permit Application Form (Sites Less than One Acre of Total Land Disturbance and No Storm Water Plan)

Project Name:

Project Type (From Fee Schedule):

Project Location:        1/4, Section        Township of

The following contacts are required at the time of application: (Note: One person may serve as more than one contact type listed)

- **Applicant:** The person or entity holding fee title to the property or their representative. The applicant shall sign the initial permit application form in accordance with the items 1-5 listed below, after which the applicant may provide written authorization for others to serve as the applicant's representative: **1)** In the case of a corporation, by a principal executive officer of at least the level of vice-president or by the officer's authorized representative having overall responsibility for the operation of the site for which a permit is sought; **2)** In the case of a limited liability company, by a member or manager; **3)** In the case of a partnership, by the general partner; **4)** In the case of a sole proprietorship, by the proprietor, or; **5)** For a unit of government, by a principal executive officer, ranking elected official or other duly authorized representative.
- **Planner:** The primary contact for the preparation of erosion control plans. All plan review comments will be addressed to this contact.
- **Grader/Landscaper:** The primary contact for implementing and maintaining all erosion control measures during the construction phase and responsible for final site stabilization.

### Applicant Information: (required to process application)

Name:

Company:

Mailing Address:

City:

State:

Zip Code:

Daytime Phone #:

FAX:

E-mail Address:

I hereby certify that I meet the definition of "Applicant" as stated above. I understand that I will become the "permit holder" once a permit is issued. I also understand by submitting this application, County staff may enter upon the subject site to obtain information necessary to administer the storm water ordinance (Chapter 14 County Code of Ordinances).

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

I hereby authorize (name) \_\_\_\_\_ to serve as my representative for purposes of this application.

**Project Planner Information: (required to process application)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Grader/Landscaper Information: (required to process application)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**All Small Site/Utility Installation Erosion Control Plans shall contain the following:**

1. A narrative describing the proposed land disturbing activity, construction timeline and sequencing, temporary BMPs to be used to minimize off-site impacts during the construction phase, and proposed methods to stabilize the site following construction in accordance with the requirements of the County ordinance.
2. A survey map or scaled site plan drawing of sufficient clarity showing a north arrow, the location of the proposed land disturbance, direction of flow for runoff entering and leaving the disturbed area, upslope drainage area (if known), proposed BMPs, existing and proposed slopes, ground cover, buildings, roads, access drives, property boundaries, drainage ways, water bodies, trees, culverts, utilities and other structures within 50 feet of the proposed land disturbance.
3. For underground utility installations, the plans must delineate where utilities will be installed, show the location of the open cut and the topography in the area, and list the total lineal feet to be installed and the lineal feet to be installed by open cut.
4. Other information determined to be necessary by the Land Resources Division to ensure compliance with the requirements of the County ordinance.

**Application Fee:** \$ \_\_\_\_\_

**Additional Fee:** \$ \_\_\_\_\_

**Total Fee:** \$ \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Office use only

- Double Fee**
- Fee Exemption**

**Date stamp here**