



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

Phone: 262-896-8300

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Stormwater Permit Application Form*

Project Name: _____

Project Type (From Fee Schedule): _____

Project Location: _____ 1/4, Section _____ Township of _____

The following contacts are required at the time of application: (Enter on back page)

- **Applicant:** The person or entity applying for a Stormwater Permit shall be the landowner, as defined in the Waukesha County Stormwater Management and Erosion Control Ordinance (Chapter 14, Article VIII Waukesha County Code of Ordinances). The applicant will become the "permit holder" once a permit is issued. The applicant shall sign the initial permit application form in accordance with items 1 – 5 listed below, after which the applicant may provide written authorization (on page 2) 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.

- **Engineer (or Planner):** The primary contact for the preparation of erosion control and stormwater management plans. All plan review comments will be addressed to this contact. For all stormwater plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of permit; and 3) oversee and verify construction of all practices.

Additional contacts are required before a permit will be issued: (See permit check box below)

- Please use the Stormwater Permit Supplemental Information Form to identify these contacts.

Please indicate which one you wish to apply for: (Preliminary Review may be required by code.)

<input type="checkbox"/> <u>Preliminary Review Letter</u> <u>Items needed:</u>
<ol style="list-style-type: none"> 1. Signed Permit Application form 2. Application Fee 3. Site Plan Map (Checklist #1) 4. Preliminary Erosion Control Plan (Checklist #2) 5. Preliminary Stormwater Mgt. Plan (Checklist #3) 6. Preliminary Maintenance Agreement 7. Endangered Resources Review Request Form

<input type="checkbox"/> <u>Stormwater Permit</u> <u>Items needed:</u>
<ol style="list-style-type: none"> 1. Signed Permit Application form 2. Application Fee 3. Site Plan Map (Checklist #1) 4. Final Erosion Control Plan (Checklist #2) 5. Final Stormwater Mgt. Plan (including construction inspection plan – Checklist #3) 6. Approved Maintenance Agreement 7. Financial Assurance 8. Completed Supplemental Information form (indicates parties responsible for site grading, erosion control, BMP construction oversight, site restoration, planting verification and construction certification) 9. Endangered Resources Review Results

*** Note:** This county permit application also serves as a Notice of Intent to the Wisconsin Department of Natural Resources under Chapter NR 216 Wisc. Administrative Code, if applicable. If a County Stormwater Permit is issued, it will also confer coverage under WPDES storm water discharge general permit WI-S067831-5.

Waukesha County Stormwater Permit Application (Page 2)

Applicant Contact Information: (required to process application)

Name/Title: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ FAX: _____

E-mail Address: _____

I hereby certify that I meet the definition of "Applicant" on page 1 of this form. I understand that:

- 1) I will become the "permit holder" once a permit is issued;
- 2) Following permit issuance, I am subject to all of the requirements listed on pages 3-4 of this form; and
- 3) This permit application also serves as a Notice of Intent to the WI DNR under Chapter NR 216 Wisconsin Administrative Code, if applicable.

Signature of Applicant: _____ Date: _____

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

Engineer Contact Information: (required to process application)

Name/Title: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ FAX: _____

E-mail Address: _____

For Office Use Only (below this line)

Application Fee: \$ _____

Additional Fee: \$ _____

Total Fee: \$ _____

Receipt #: _____

Received by: _____

- Double Fee**
- Fee Exemption**
- NR 216 applicable**
- Wetland screening**
- WGNHS screening**
- ER screening**

Date stamp here

Total estimated disturbed area: _____ acre(s)

Municipality name: _____ Projected start date: _____ End date: _____

PERMIT REQUIREMENTS

Subject to Subchapter VIII, Chapter 14 of the Waukesha County Code of Ordinances (“ordinance”), stormwater permits are subject to all of the requirements listed below. The Land Resources Division (“LRD”) may include other permit requirements that the LRD determines are necessary to ensure compliance with the ordinance. Violation of any permit requirement shall cause the permit holder and any other responsible party (as defined) to be subject to enforcement action.

[Definition: “Responsible party” means the landowner or any person or entity acting as the owners representative, including any person, firm, corporation or other entity performing services, contracted, subcontracted or obligated by other agreement to design, implement, inspect, verify or maintain the BMPs and other approved elements of erosion control and stormwater plans and permits under this ordinance.]

1. **Other Permits.** Compliance with a stormwater permit does not relieve the permit holder or other responsible party of the responsibility to comply with other applicable federal, state, and local laws, rules, deed restrictions and other regulations. The LRD may require the applicant to obtain other permits or plan approvals prior to issuing a stormwater permit.
2. **Approved Plans.** All best management practices shall be installed and maintained in accordance with approved plans and construction schedules. A copy of the approved plans shall be kept at the construction site at all times during normal business hours.
3. **Plan Modifications.** The LRD shall be notified of any significant modifications proposed to be made to the approved plans. The LRD may require proposed changes to be submitted for review prior to incorporation into the approved plans or implementation. Any modifications made during plan implementation without prior approval by the project engineer under sub. 6 below and the LRD are subject to enforcement action.
4. **Notification.** The LRD shall be notified at least 2 working days before commencing any work in conjunction with approved plans. The LRD shall also be notified of proposed plan modifications under sub. 3 above, if any drain tiles are encountered during construction, and within 1 working day of completing construction of a stormwater BMP. The LRD may require additional notification according to a schedule established by the LRD so that practice installations can be inspected during construction.
5. **LRD Access.** The LRD or its designee shall be permitted access to the site for the purpose of inspecting the property for compliance with the approved plans and other permit requirements.
6. **Project Engineer/Landscape Architect.** The permit holder shall provide an engineer licensed in the state of Wisconsin to oversee and verify compliance with approved construction plans, including the erosion control plan, stormwater management plan, the inspection log requirements under sub. 7 below, implementation of the approved stormwater BMP construction inspection plan and verification of construction in accordance with the county ordinance. The LRD may exempt sites from this requirement in whole or in part if the LRD determines the environmental risks are limited, and engineering oversight is not necessary during construction to ensure compliance with this ordinance. If warm season or wetland plantings (as defined) are involved, the permit holder shall also provide a landscape architect or other applicable native vegetation specialist to oversee and verify the planting process and its successful establishment.

[Definition: “Warm season and wetland plantings” means seed or plant stock that is native to a prairie or wetland setting. These types of plantings usually take a couple of years to get established and require diligent removal of invasive species during this time. Upon maturity, warm season plants generally have a deep root system, which enhances infiltration.]

Stormwater Permit Application (Page 4)

- Inspection Log.** All best management practices shall be inspected within 24 hours after each rain event of 0.5 inch or more that results in runoff, or at least once each week. Where land disturbing activity is one (1) acre or greater, or approved plans involve the installation of a stormwater BMP, the permit holder shall provide a qualified professional (as defined) to conduct inspections and maintain an inspection log for the site. The inspector may not be the same person charged with installing the required BMPs. The inspection log shall include the name of the inspector, the date and time of inspection, a description of the present phase of construction, the findings of the inspection, including an assessment of the condition of erosion and sediment control measures and the installation of stormwater management BMPs, and any action needed or taken to comply with this ordinance. The inspection log shall also include a record of BMP maintenance and repairs conducted under subs. 8 and 9 below. The permit holder shall maintain a copy of the inspection log at the construction site or via the Internet, and shall notify the LRD of the method of availability upon permit issuance. If the inspection log is maintained on site, the LRD may view or obtain a copy at any time during normal business hours until permit termination. If the inspection log is made available via the Internet, the permit holder shall notify the LRD of the appropriate Internet address and any applicable access codes, and shall maintain the availability of the log until permit termination.

[Definition: "Qualified Professional" means a Professional Landscape Architect, Professional Hydrologist, or Professional Engineer licensed in Wisconsin, or a person certified in erosion control planning, implementation or inspection.]

- BMP Maintenance.** The permit holder shall maintain and repair all best management practices within 24 hours of inspection, or upon notification by the LRD, unless the LRD approves a longer period due to weather conditions. All BMP maintenance shall be in accordance with approved plans and applicable technical standards until the site is stabilized and a permit termination letter is issued by the LRD. The permit holder, upon approval by the LRD, shall remove all temporary erosion control practices such as silt fence. The permit holder, in accordance with approved plans and applicable technical standards, shall maintain permanent stormwater management practices until maintenance responsibility is transferred to another party or unit of government pursuant to the recorded maintenance agreement.
- Other Repairs.** The permit holder shall be responsible for any damage to adjoining properties, municipal facilities or drainage ways caused by erosion, siltation, runoff, or equipment tracking. The LRD may order immediate repairs or clean-up within road right-of-ways or other public lands if the LRD determines that such damage is caused by activities regulated by a permit under this ordinance. With the approval of the landowner, the LRD may also order repairs or clean-up on other affected property.
- Emergency Work.** The permit holder authorizes the LRD, in accordance with the enforcement procedures under sec. 14-345 of the ordinance, to perform any work or operations necessary to bring erosion control or stormwater management practices into conformance with the approved plans and consents to charging such costs against the financial assurance retained or to a special assessment or charge against the property as authorized under subch. VII of ch. 66, Wisconsin Statutes.
- Permit Display.** The permit holder shall display the stormwater permit in a manner that can be seen from the nearest public road and shall protect it from damage from weather and construction activities until permit termination by the LRD.
- Other Requirements.** The LRD may include other permit requirements that the LRD determines are necessary to ensure compliance with this ordinance, such as a mandatory preconstruction or plan implementation meeting prior to issuance of a Stormwater Permit.