

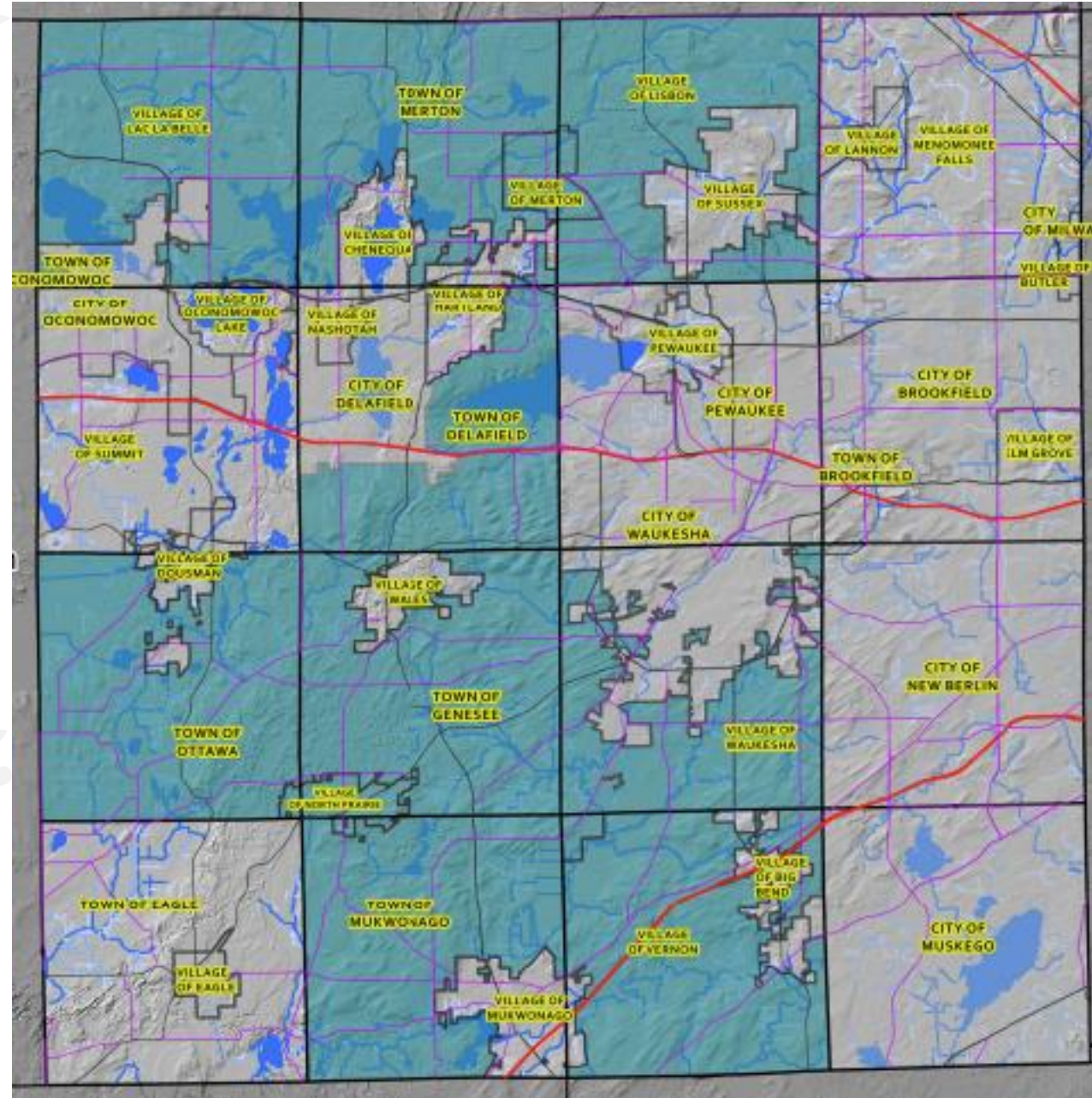


# **Stormwater Permit Portal**

**Small Sites, Large Sites and Resubmittals**

# Jurisdiction

- Municipalities where the Waukesha County Stormwater and Erosion Control Ordinance are implemented
  - Towns of Delafield, Genesee, Merton, Mukwonago and Ottawa
  - Villages of Lac LaBelle, Lisbon, Merton, North Prairie, Waukesha and Vernon
- County ROWs
- County owned lands



# Permit Overview

- Determine your permit type
- Small Sites vs Large Sites
  - Portal has options for Small Sites, Large Sites, and Stormwater Permit Plans and Document submittals
- Use Permit Checklists



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

Phone: 262-896-8300

Fax: 262-896-8298

## 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.)

Preliminary Review Letter  
Items needed:

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

\* **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.

Stormwater Permit  
Items needed:

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

# Accessing the Portal

## [Apply/Resubmit Online](#)



Living in  
Waukesha County

Parks and  
Recreation

Business and  
Development

Circuit Courts and  
Law Enforcement

Our Government



Waukesha County  
Parks and Land Use  
Land Resources

## Stormwater

### 2026 Stormwater Workshop

WI Land and Water and Waukesha County Land Resources will hold their annual Stormwater Workshop March 24-25, 2026. Please go to [WI Land and Water](#) website to register. Contact Leif Hauge for more information at 262-896-8300.

Register for 2026  
Stormwater  
Workshop

#### Sites Needing Erosion Control Plan ONLY

Projects that the Land Resources Division may determine as not needing a Stormwater Management Plan include:

#### Sites Needing Stormwater Management Plans

Projects that may require a Stormwater Management Plan include:

### Parks and Land Use

Land Resources Division

- Agriculture
- Applications/Forms
- Aquatic Invasive Species
- Land Resources Fees
- Nonmetallic Mining



**Waukesha County Dept. of Parks & Land Use - Land Resources Division**  
**515 W. Moreland Blvd., Room AC260**  
**Waukesha, WI 53188-3868**  
**Phone: 262-896-8300**

## **Small Site/Utility Installation Stormwater Permit Application Form**

(Sites Less than One Acre of Total Land Disturbance, No Stormwater Mgmt. Plan)

Project Name: \*

Project Type (From Fee Schedule): \*

Please Select



Project Location:

Please Select\*

1/4, Section

Please Select\*

Township of

Please Select\*

Next

- **Form will ask for information regarding;**
  - **Property owner**
  - **Planner**
  - **Grading contractor**
  - **Engineer**
- **Upload project plans**
- **Upload owner/applicant authorization if applicable**

# Then What Happens..



**ONCE PLANS ARE SUBMITTED,  
THEY MOVE INTO OUR  
SHAREPOINT INTAKE SITE TO BE  
ASSIGNED TO THE CORRECT  
STAFF PERSON FOR REVIEW.**

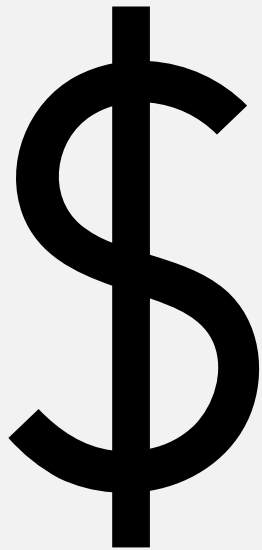


**SAME REVIEW TIMELINES STILL  
APPLY (10 WORKING DAYS FOR  
PRELIMINARY AND SMALL SITE  
REVIEWS, 20 WORKING DAYS  
FOR FINAL STORMWATER PLAN  
REVIEWS)**



**STAFF WILL CALCULATE AND  
PROVIDE THE CORRECT PERMIT  
FEE ALONG WITH THE OPTIONS  
FOR PAYMENT**

# **Online Payment Options**



- **Fee will be calculated based on project details**
- **Staff will follow up (typically via email) with that information and a link to access the online permit payment portal**
- **Financial Assurance will still need to be provided as a check or LOC**

# Questions?

**James Rose**

**Senior Conservation Specialist**

**[jrose@waukeshacounty.gov](mailto:jrose@waukeshacounty.gov)**

**262-896-8308**

**Marissa Castello**

**Senior Conservation Specialist**

**[mcastello@waukeshacounty.gov](mailto:mcastello@waukeshacounty.gov)**

**262-896-8354**