



Waukesha County Dept. of Parks & Land Use – Land Resources Division
515 W. Moreland Blvd., Room AC260
Waukesha, WI 53188-3868

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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): _____

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 applying for a Stormwater permit shall be the landowner as defined below. 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 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 Contact 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, I am agreeing to the permit conditions stated on pages 3-4 of this application.

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

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, and if any drain tiles are encountered during construction. 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. **Inspections.** All best management practices shall be inspected within 24 hours after each rain event of 0.5 inches or more that results in runoff, or at least once each week.
7. **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.

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8. **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.
9. **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.
10. **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.
11. **Other Requirements.** The LRD may include other permit requirements that the LRD determines are necessary to ensure compliance with this ordinance, such as a preconstruction or plan implementation meeting prior to issuance of a Stormwater Permit.