

SHEBOYGAN COUNTY  
PLANNING AND CONSERVATION  
DEPARTMENT

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Erosion Control and Stormwater Management Ordinance

Permit Application Packet



August 2011

# SHEBOYGAN COUNTY

## EROSION CONTROL AND STORMWATER MANAGEMENT

### General Permit Information

#### I. **Applicability**

An Erosion Control and/or Stormwater Management Permit may be required if any of the following applies:

##### A. **Land Disturbance** (*Erosion Control Permit Only*)

1. Land disturbances 1 (one) acre or more of total land surface area.
2. Land disturbances less than 1 (one) acre that have a high risk of soil erosion, water pollution, and/or significant downstream impacts as determined by Sheboygan County Planning and Conservation Department
  - a. Exemptions
    - i. One and two family dwellings disturbing less than 1 (one) acre.
    - ii. Commercial sites regulated under Wisconsin Administrative Code COMM 61.115.
    - iii. Construction projects that are exempted by federal statutes or regulation.
    - iv. Agricultural and silvicultural activities relating to crop production.
    - v. Routine maintenance to maintain the original purpose of the facility.

##### B. **Land Development** (*Erosion Control and Stormwater Management Permit*)

1. Same as A. 1. above
2. Same as A. 2. above
3. Post-construction site with more than 10% “connected impervious” area.
4. Cumulative area of all impervious surfaces exceed 1 (one) acre.
  - b. Exemptions
    - i. A re-development site with no increase in impervious area.
    - ii. Post construction site with less than 10% “connected impervious” area, if all impervious areas are less than 1 (one) acre.
    - iii. Agricultural and silvicultural activities relating to crop production.
    - iv. Routine maintenance to maintain the original purpose of the facility.
    - v. Underground utility construction (not including above-ground structures associated with utilities i.e.: sub-stations)

#### II. **Fee Schedule**

##### ➤ ***Land Disturbance***

\$100.00 + \$40.00 per acre of land disturbance

##### ➤ ***Land Development***

###### *Subdivisions*

\$200.00 + \$40.00 per lot

###### *Commercial/All Other Sites*

\$200.00 + \$40.00 per acre of land disturbance

### **III. Permit Application Requirements:**

To obtain a permit, applicant must submit the following:

1. Completed application form
2. Permit fee
3. Erosion Control and/or Stormwater Management Plan
4. Financial guarantee (if applicable)

*\* Note: A permit may be withheld until the following construction season if the Planning and Conservation Department determines site stabilization may be unachievable due to late-season construction.*

### **IV. Plan Requirements**

The contents of Erosion Control and Stormwater Management Plans depend on the size and the complexity of the site. See plan checklist for requirements.

### **V. Turnaround/Review Time**

Planning and Conservation Department has 30 calendar days to approve or deny any permit application.

### **VI. Enforcement**

The Planning and Conservation Department will consistently enforce the county's minimum standards. Builders, developers, and other site planners are required to submit Erosion Control and/or Stormwater Management Plans. If a site is not in compliance with its plan as determined by inspection, a stop-work order may be issued and the Planning and Conservation Department may levy fines.

### **VII. Appeals**

Any aggrieved person may appeal to the Board of Adjustment any error the Planning and Conservation Department made, except for cease-and-desist orders.

### **VIII. Permit Release**

The following items will be required before the PCD will certify full compliance with your permit and authorize release of financial guarantee:

1. Complete stabilization of the site with growing vegetation and other measures as needed.
2. Submittal of construction certification by a professional engineer, stating that all stormwater management facilities and other best management practices complies with the approved plans.
3. Submittal of as-builts for all permanent stormwater and other best management practices.
4. Submittal of a copy of the recorded maintenance agreement.

### **IX. Who to Contact**

1. For all unincorporated areas contact the Sheboygan County Planning and Conservation Department, except for Towns of Sheboygan and Wilson.
2. For Towns of Sheboygan and Wilson contact the respective Building Inspector.

**APPLICATION FORM  
EROSION CONTROL AND STORMWATER MANAGEMENT PERMIT**

Sheboygan County Planning and Conservation Department  
Administration Building, Room 319  
508 New York Avenue, Sheboygan, WI 53081  
Phone: (920) 459-1370 - Fax: (920) 459-1371

1. **Project Name:** \_\_\_\_\_

**Owner**

**Applicant/Owner's Agent Developer**

**Name:** \_\_\_\_\_

**Name & Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(street)

**Address:** \_\_\_\_\_  
(street)

\_\_\_\_\_  
(city) (state) (zip)

\_\_\_\_\_  
(city) (state) (zip)

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

2. **Site Location**

**Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_  
(street) (city) (state) (zip)

\_\_\_\_\_ ¼, Section \_\_\_\_\_, T. \_\_\_\_\_ N. - R. \_\_\_\_\_ E., Town of \_\_\_\_\_

**Plat/CSM** \_\_\_\_\_ **Lot #** \_\_\_\_\_

3. **Type of Request** (check which one you are applying for)

<input type="checkbox"/> <b>Land Disturbance</b> (Fee \$100 + \$40 per acre of land disturbance)	<input type="checkbox"/> <b>Subdivision</b> (Fee \$200 + \$40 per lot)	<input type="checkbox"/> <b>Commercial/Other</b> _____ (Fee \$200 + \$40 per acre of land disturbance)
<b>Basic Fee:</b> \$ 100 _____ x \$40/Ac: \$ _____ (# Acres)	<b>Basic Fee:</b> \$ 200 _____ x \$40/Lot: \$ _____ (# Lots)	<b>Basic Fee:</b> \$ 200 _____ x \$40/Ac.: \$ _____ (# Acres)
<b>TOTAL FEE:</b> \$ _____	<b>TOTAL FEE:</b> \$ _____	<b>TOTAL FEE:</b> \$ _____

**OFFICE USE ONLY**

**Fee Received:** \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_ **Permit Type:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Approved** **Permit Expiration Date:** \_\_\_\_\_

4. **Nature of Development Proposal** (Description of proposal, location & type of proposed erosion control and stormwater facilities; attach additional sheets as necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Anticipated start date:** \_\_\_\_\_ **Anticipated end date:** \_\_\_\_\_

**Building Permit or other construction authorization. Expiration date:** \_\_\_\_\_

5. **Required Information** Submit two (2) copies of all supporting materials. (i.e.: drawing, plans and written documents).

<u>All Applications</u>	<u>Stormwater Management</u>
<input type="checkbox"/> Legal Description	<input type="checkbox"/> Stormwater Calculations & Drawings*
<input type="checkbox"/> Erosion Control and/or Stormwater Management Plan*	<input type="checkbox"/> Financial Guarantee
	<input type="checkbox"/> Stormwater Maintenance Agreement

**\*Please refer to the Sheboygan County ECSM Plan Checklist contained in the Application Packet for a complete listing of plan requirements.**

**Applicant/Owner Acknowledgement:**

**I hereby certify that all information submitted is correct and I understand that:**

- » A permit issued under this application will be in my name and that I am representing ownership of the property.
- » The County must respond to all permit applications within 30 days of submittal of completed application and all required fees and support documents.
- » A financial guarantee may be required as a condition of the County issuing my permit.
- » A permit may be withheld or temporarily revoked if the County determines that necessary site stabilization measures may be unachievable due to late-season construction.
- » All contacts listed on this form are subject to ordinance enforcement.
- » Erosion and sediment control measures shall be installed prior to any other land disturbing activities.
- » Permits issued shall be valid for a period of one hundred eighty (180) days or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. Extensions may be granted, up to an additional one hundred eighty (180) days, upon written request within 30 days of permit expiration date. SCPCD may require additional BMP's as a condition to the extension if they are necessary to meet the requirements of Subchapter A.
- » County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## SHEBOYGAN COUNTY

### Erosion Control and Stormwater Management Plan Checklist

**Note to Applicant:** The following checklist indicated what information is needed and those applicable issues that need to be address when preparing plans. Using this form, adopted guidelines and technical standards will help prevent unnecessary delays or additional costs in plan reviews. **This checklist is not all-inclusive.** If the site has a high risk of soil erosion or water pollution, or drains to an environmentally sensitive area (as defined by ordinance), additional or more restrictive erosion control measures may be required.

There are three sections to this checklist. Use the following table to determine which applies to you:

<i>Type of Permit Needed</i>	<b>Plan Must Include Items from Sections....</b>
Erosion Control	<b>I and II</b>
Erosion Control and Stormwater Management	<b>I, II and III</b>

#### 1. Existing Site Information

*All plan, map and drawing submittals (except those that only require an erosion control permit and are less than one acre in size) must delineate and label all items listed below that apply to the site and with 50 feet in each direction of the site boundaries: (scale 1" ≤ 200')*

- Vicinity map
- Name, address, and daytime phone number of applicant/contact person
- North arrow and graphic scale
- Date developed and/or revision date
- Topography – existing – (*maximum 2' contour interval*)
- Lakes, streams, channeled flows – with ordinary high water mark
- Shoreland, wetland, 100 year floodplain, flood fringes, and floodways
- Soil symbol and boundaries
- Designation of source documents for all map features (*topography, wetland, floodplain*)
- Boundary of ownership
- Tree and fence line locations
- Vegetative cover types
- Buildings/structures
- Building setbacks
- Roads, parking areas, access lanes, etc.
- Stormwater facilities – existing
- Culvert locations – existing
- Wells and setbacks per Wis. Admin. Code NR 811 & 812
- Utilities, above and below ground
- Easements (*location and dimensions*), right-of-ways and any other existing encumbrance
- Primary/secondary environmental corridor, isolated natural boundaries, conservancy zones
- Tile drains
- Old dumps, landfills and other waste materials stored on site
- Rock outcrops
- Manure storage facilities
- Historic or cultural features (*i.e. Indian mounds, etc.*)
- Locally designated protection areas

## II. Construction Site Erosion Control

### Plan Details

- Proposed activity layout (*roadway, lots, building, etc.*)
- Disturbed area highlighted or outlines (*include size of area in acres*)
- Building envelopes
- Temporary access drive (*specify length, width, depth, material*)
- Proposed easement and utility location
- All temporary and permanent best management practices locations and dimensions
- Detail drawings of all temporary and permanent best management practices
- Diversion devices for upslope runoff
- Culvert locations – proposed
- Inlet erosion protection
- Outlet erosion protection (*verify method with charts*)
- Open channel locations – proposed
- Cross-sections for open channels
- Open channel stabilization method (*verify method with charts*)
- Cross-sections for major cut/fill areas
- Cut/fill slopes stabilization method (*verify method with charts*)
- Settling basin for site de-watering
- Topsoil stockpile location (*must be 75' from lakes, streams, wetlands, ditches, etc.*)
- Silt fence down slope for soil stockpiles
- Sediment trapping devices – (*silt fence, straw bales, baskets, sediment basins/traps, etc.*)
- Detail drawings/cross sections of sediment traps/basins
- Spillway erosion protection for sediment trapping devices
- Disturbed areas stabilization method

### Plan Notes

*The following notes shall be on the final erosion control plan:*

- Any soil stockpiled that remains for more than 30 days shall be covered or treated with stabilization practices such as temporary or permanent seeding and mulching.
- A minimum of 4 inches of topsoil must be applied to all areas to be seeded or sodded.
- All waste and unused building materials (*including garbage, debris, cleaning wastes, wastewater, toxic materials, or hazardous materials*) shall be properly disposed of and not allowed to be carried off-site by runoff or wind.
- All off-site sediment deposits occurring as a result of construction work or a storm event shall be cleaned up by the end of each day. **Flushing shall not be allowed.**
- All disturbed areas shall be treated with stabilization measures as specified with 3 working days of final grading.
- Any soil erosion that occurs after final grading and/or the application of stabilization measures must be repaired and the stabilization work redone.
- For any disturbed area that remain inactive for greater than 7 working days, or where grading work extends beyond the permanent seeding deadlines, the site must be treated with temporary stabilization measures such as soil treatment, temporary seeding and/or mulching.
- When the disturbed area has been stabilized by permanent vegetative or other means, temporary best management practices such as silt fences, straw bales, and sediment traps shall be removed and these areas stabilized.
- All temporary best management practices shall be maintained until the site is stabilized.
- Wind erosion shall be kept to a minimum during constructions. Watering, mulch or a tacking agent may need to be utilized to protect nearby residences/water resources.

### **Support Information**

*All application items listed below shall be provided with final plan:*

- Construction schedule including starting and completion date for each construction step
- Estimated completion date of final grading/top soiling/seeding/stabilization
- Seeding mixtures, fertilizer, rates of application, time schedule
- Maintenance responsibility for all temporary best management practices
- Maintenance responsibility until grass/plants are well established
- Estimated time soil stockpiles will exist
- Plans for refuse disposal and site stabilization of old dumps, demolition work, etc.

### **Supporting Documentation**

*All applicable items listed below shall be submitted with final plan:*

- Name and daytime phone numbers of person responsible for maintenance of best management practices
- Open channel design and stabilization data
- Exit velocities of all outfall pipes
- Summary of design data for sediment basins
- Design documentation for other temporary and best management practices
- Cost estimate and quantities to purchase and install all erosion control measures
- Certification (*stamped and signed*) of plans and computations

## **III. Stormwater Management Plans**

### **Details**

- Open channel locations – (*existing type, size, slope, etc.*)
- Open channel locations – (*proposed type, size, slope, stabilization measures, etc.*)
- Cross-sections for open channels
- Culvert/storm pipe locations – (*existing type, size, invert elevations, etc.*)
- Culvert/storm pipe locations - (*proposed*)
- Culvert/storm pipe locations – (*proposed type, size, invert elevations, etc.*)
- Stormwater basin locations and proposed contours
- Soil investigation within proposed basin
- Detail drawings/cross-sections of basin outlet structures – (*Anti-seep collars, etc.*)
- Detail drawings/cross-sections of sediment traps, retention and/or detention basins
- Cross-sections for major cut/fill areas
- Easements (*proposed – with widths*)
- Proposed easement and utility locations
- Access lanes to stormwater management facilities for future maintenance
- 100 foot separation from private wells and detention/infiltration basins
- 1,200 foot separation from municipal wells and detention/infiltration basins
- Certification by a Professional Engineer (*stamped and signed*) of plans

### **Support Information**

*All applicable items listed below shall be submitted with final plan:*

- Land use boundaries – existing/proposed
- Watershed – existing/proposed (*not limited by ownership lines*)
- Delineation and labeling of impervious areas
- Time of concentration flow paths – existing/proposed
- Drainage area map showing drainage divides and pre- and post- hydrologic flow paths that were used in TC determinations
- Stormwater discharge points
- Completed Stormwater Computation Table
- Completed Detention Basin Design Table
- Flow/velocity/depth computations for open channels (*based on 10 year 24 hour design*)
- Flow/velocity computations for culverts (*based on 10 year 24 hour design*)
- Flow/velocity computations for storm sewers (*based on 10 year 24 hour design*)
- Exit velocities for all outfall pipes
- Other hydraulic and hydrologic computations critical to the plan/designs
- Certification by Professional Engineer (*stamped and signed*) of computations

**SHEBOYGAN COUNTY**  
**EROSION CONTROL AND STORMWATER MANAGEMENT**  
**ORDINANCE**

*Erosion Control Permit Specifications (Abbreviated Form)*

A detailed site plan must be included on a 8 ½" x 11" or 8 ½" x 14" paper identify the following:

- 1. Lot lines, show compass directions, existing buildings, and proposed buildings with dimensions.
- 2. Road names must be identified as well as location of any navigable stream, channel, ditch or swale (with flow direction). Any lake or pond on or adjacent to the property must be shown with the distance to the ordinary high water mark.
- 3. Planned elevation at building or fill area and planned elevations at the exterior of the fill or excavation area (elevation comparisons are needed to show slope direction).
- 4. The disturbed area and boundary as well as undisturbed area must be identified (square footage of disturbed area must be calculated). Vegetation buffers must be identified if any.
- 5. All planned drainage swales including size shall be included with flow direction. Planned and existing drainage easements must be identified with the follow direction.
- 6. Downspout drains and outlets as well as sump pump outlets must be shown with building sites.
- 7. Erosion control measures planned showing type and location (installation must be proper according to Best Management Practices specifications).

Well vegetated buffer 25' or more in width can be used for erosion control.\*

\* There must be 25' or more of well vegetated buffer for every 125 Lin. Ft. of disturbed area.

# SHEBOYGAN COUNTY

## STORMWATER MANAGEMENT PLAN EXEMPTION FORM

### Subchapter B: Stormwater Management

- Applicant claims that the site is exempt from the requirement of Subchapter B based on one or more of the following criteria.

#### 75.17 APPLICABILITY AND JURISDICTION.

##### (1) APPLICABILITY.

- (a) Where not otherwise limited by law, this Subchapter B applies after final stabilization to a site of one (1) or more acres of land-disturbing construction activity unless the site is otherwise exempt from Subsection (b), below.
- (b) A site that meets any of the criteria in this Subsection is exempt from the requirement of this Subchapter B.
  - 1. A redevelopment post-construction site with no increase in impervious surface.
  - 2. A post-construction site with less than ten percent (10%) connected imperviousness based on complete development of the post-construction site, provided the cumulative area of all impervious surfaces is less than one (1) acre.
  - 3. Nonpoint discharge from agricultural facilities and practices.
  - 4. Nonpoint discharges from silviculture activities.
  - 5. Routine maintenance for project sites if performed to maintain the original impervious area, line and grade, hydraulic capacity, or original purpose of the facility.
  - 6. Underground utility construction such as water, sewer, and fiber optic lines. This exemption does not apply to the construction of any above-ground structures associated with utility construction.

# SHEBOYGAN COUNTY

## Stormwater Management (Subchapter B)

### Supporting Documentation

- Proposed activity layout (*roadways, lots, driveways, buildings, etc.*)
- Total disturbed area highlighted or outlined
- Total disturbed area in square feet \_\_\_\_\_ sq. ft.
- Total impervious area in square feet 

_____ sq. ft. *
-----------------
- Percentage of total impervious area vs. total disturbed area \_\_\_\_\_ %

Equation: 
$$\frac{\text{Total impervious area (sq. ft.)}}{\text{Total disturbed area (sq. ft.)}}$$

- Total **unconnected** impervious area in square feet \_\_\_\_\_ sq. ft.
- Percentage of total **unconnected** impervious area \_\_\_\_\_ %

Equation: 
$$\frac{\text{Total unconnected impervious area (sq. ft.)}}{\text{Total disturbed area (sq. ft.)}}$$

- Total **connected** impervious area in square feet \_\_\_\_\_ sq. ft.

- Percentage of total **connected** impervious area 

_____ % **
------------

Equation: 
$$\frac{\text{Total connected impervious area (sq. ft.)}}{\text{Total disturbed area (sq. ft.)}}$$

\* **If over 1 acre (43,560 sq. ft.), permit required**

\*\* **If 10% or more, permit required**

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sheboygan County  
PCD Representative

\_\_\_\_\_  
Date