

# City of Stoughton

## Stormwater Management Permit Application

(effective 1/21/14)

*Application must be made in-person  
Incomplete applications will not be accepted*

**Project Name:** \_\_\_\_\_ Applicant Information (Individual making in-person application)

Landowner Name(s): \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Landowner Address: \_\_\_\_\_ Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Landowner Phone: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Landowner E-mail: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Name and Company of engineer/consultant who prepared plans: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

**Fee Calculations**

|  |       |  |
|--|-------|--|
| Total New Impervious Area (includes gravel).....   | _____ | ft <sup>2</sup> x \$0.009/ft <sup>2</sup> = \$ _____ |
| Total Redevelopment Impervious Area (includes gravel).....   | _____ | ft <sup>2</sup> x \$0.003/ft <sup>2</sup> = \$ _____ |
| Total Impervious Added Since 8/22/01.....  | _____ | ft <sup>2</sup>                                      |
| Base Fee = \$160   |       | Base Fee = \$ <u>  \$160  </u>                       |
|  |       | Total Fee = \$ _____                                 |
| <b>A separate \$30 check made out to Dane County Register of Deeds is required to record the maintenance agreement.</b>  |       |  |
| <b>*Any additional costs incurred over the permit fee will be billed to the property owner and/or responsible party.</b> |       |  |

**Notes:**

1. All requirements included in this application correspond to the requirements set forth in chapters 11 and/or 14 of the Dane County Code of Ordinances and/or chapter 10 of the City of Stoughton Code of Ordinances.
2. By submitting this application, applicant and landowner permit Dane County staff and City of Stoughton staff to enter project property for inspection and/or curative action (s. 14.49(4)c or 11.05(5)(a)3 DC Code of Ordinances) (s.10-129(e)(1) City of Stoughton Code of Ordinances)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***If the person submitting the application is not the landowner, a notarized statement authorizing the applicant to act as the landowner's agent must be attached.***

**This application must be submitted in person M-F, 7:30 A.M. – 4:30 P.M.,  
with two copies of all permit materials & fees to:  
City of Stoughton, 381 E. Main Street, Stoughton, WI. 53589**

# Stormwater Management Application Checklist

Project Name: \_\_\_\_\_

| Stormwater Plan Requirements – Plan Materials   | X | Location of Information:<br>Page Number or Attachment |
|---|---|---|
| 1. <b>Narrative describing the proposed project</b>   |   |   |
| 2. <b>Identification of the entity responsible for long-term maintenance of all stormwater management facilities and practices</b>  |   |   |
| 3. <b>Map of drainage areas for each watershed</b> (showing assumed time of concentration flow path)  |   |   |
| 4. <b>Summary of runoff peak flow rates</b> (see table requirements*)   |   |   |
| 5. <b>Complete site plan and specifications *</b>   |   |   |
| 6. <b>Engineered designs for all structural management practices</b> (reference relevant technical standard if appropriate)   |   |   |
| 7. <b>Description of methods to control oil and grease</b> (see Dane County Erosion Control and Stormwater Management Manual)   |   |   |
| 8. <b>Provisions and practices to reduce the temperature of runoff</b> (required for sites that drain to a cold water community, as identified in the ordinance – see Thermal Locator)    |   |   |
| 9. <b>Maintenance plan and schedule for all permanent stormwater management practices</b>   |   |   |
| Stormwater Plan Requirements - Performance Standards  | X | Location of Information:<br>Page Number or Attachment |
| 10. <b>For new development, trap 5-micron soil particle (80% reduction in TSS), for redevelopment, trap 20-micron particle (40% reduction in TSS), for the 1-year 24-hour storm event</b> |   |   |
| 11. <b>Treat first 1/2 inch of runoff for oil and grease</b>  |   |   |
| 12. <b>Maintain peak discharge rates for the 1, 2 and 10-year 24-hour storm events and safely pass the 100-year 24-hour storm event</b>   |   |   |
| 13. <b>Proof of stable outlet capable of carrying site runoff at a non-erosive velocity</b> (outlet design must account for flow capacity and duration)                                   |   |   |
| 14. <b>Infiltrate 90% of the predevelopment infiltration volume</b>   |   |   |
| 15. <b>Thermal control</b>  |   |   |
| Permit Application Requirements   | X | Location of Information:<br>Page Number or Attachment |
| 16. <b>Preliminary review Letter</b>  |   |   |
| 17. <b>Draft maintenance agreement</b>  |   |   |
| 18. <b>Copies of permits or approval from other agencies</b> (WDNR, US Army Corps of Engineers, County Zoning, Town, etc.)  |   |   |
| 19. <b>Timetable and construction schedule</b>  |   |   |
| 20. <b>Itemized cost estimate for stormwater plan implementation</b>  |   |   |
| 21. <b>Financial responsibility</b> (financial security instrument required if cost estimate exceeds \$5000)  |   |   |

\* See plan notes on next page

**As-built certification, prepared by a professional engineer as required by Ch.14.49(5)(e) must be submitted upon completion of all permitted activity.**

# Stormwater Management Plan Notes

The summary table in plan material requirement 4 must include the following

- a. pre-existing peak flow rates
- b. post construction peak flow rates with no detention
- c. post construction peak flow rates with detention
- d. assumed runoff curve numbers
- e. time of concentration used in calculations

Complete site plan and specifications in plan material requirement 5 must include the following

- a. property lines and lot dimensions
- b. all buildings and outdoor uses, existing and proposed, including all dimensions and setbacks
- c. all public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material
- d. all natural and artificial water features
- e. depth to bedrock
- f. depth to seasonal high water table
- g. the extent and location of all soil types as described in the Dane County Soil Survey, slopes exceeding 12%, and areas of natural woodland or prairie
- h. existing and proposed elevations
- i. elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project
- j. soil erosion control and overland runoff control measures, including runoff calculations as appropriate
- k. detailed construction schedule
- l. copies of permits or permit applications required by any other governmental entities or agencies
- m. any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features
- n. all existing and proposed drainage features
- o. the location and area of all proposed impervious surfaces
- p. the size (ft<sup>2</sup>) and extent (limits) of the disturbed area

## **FILING FOR A CITY OF STOUGHTON EROSION CONTROL PERMIT / STORMWATER PERMIT UNIFORM DWELLING CODE (DILHR) PROJECTS AFFECTED**

- All new 1 and 2 family dwellings in Wisconsin started on or after December 1, 1992.
- Additions to dwellings built after June 1, 1980.
- For land disturbing activities greater than 1 acre, see the process listed below under Erosion Control and Stormwater Management.

### **APPLICATION PROCESS**

- Erosion control plan must be submitted with the building permit application to the local planning staff at City Hall, 381 E. Main Street.
- Erosion control plan must show:
  - Location of the dwelling, other buildings, surface waters and disposal on the site with respect to property lines.
  - Direction of all slopes on the site.
  - Location and type of erosion control measures.

### **CONTROLS REQUIRED**

- Silt fences or straw bales along downslope sides and side slopes.
- Gravel access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

### **MAINTENANCE AND WASTE DISPOSAL**

- Sediment controls must be maintained until the site is stabilized by seed and mulch, sod, or other landscaping.
- All building waste must be properly disposed of to prevent pollutants and debris from being carried off site.

### **ENFORCEMENT**

- Erosion control inspections will be made during other regular inspections (footing and foundation, rough construction, final, etc.).
- Violations must be corrected within 72 hours.
- Stop work orders may be issued for noncompliance.

### **FOR MORE INFORMATION, CONTACT:**

- Local planning staff at 608-873-6677.
- Department of Industry, Labor and Human Relations (DIHLR), Safety and Buildings Division, (608) 267-5113.

### **LOCAL ORDINANCES**

The City of Stoughton ordinance sections for erosion and stormwater management are found in Chapter 10 0 Building Regulations.

### **EROSION CONTROL AND STORMWATER MANAGEMENT PERMIT REQUIREMENTS:**

An erosion control permit is required for projects involving any of the following:

- Disturbing or grading of more than 4,000 square feet of land, or;
- Disturbing land with any slope greater than 12 % grade, or;
- Excavating and/or filling more than 400 cubic yards of material, or;
- Disturbing more than 100 lineal feet of road ditch or existing channel, or;
- Creating a new-public or private road or access drive longer than 125 feet, or;
- Recording a subdivision plat, or;
- Any activities that pose a high erosion, to be determined by approval authority.

If a project will involve the cumulative creation of 20,000 square feet or more of impervious surface area, a stormwater management plan will have to be submitted to the Department of Planning & Development, City Hall. Additionally a fee is required and a permit is issued. The permit becomes valid after the plan is approved through Dane County Land Conservation. Other activities that require a stormwater management plan include:

- Recording a subdivision plat, or;
- Additions to an existing commercial, multi-family or industrial site that cumulatively increase the impervious surface to 20,000 square feet or more, or;
- Recording a certified survey map intended for commercial or industrial use, or;
- Redevelopment of more than 4,000 square feet of an existing commercial, industrial, institutional, or multi-family use site;
- Other activities that pose a high risk of flooding or damage due to runoff.

### **FOR ADDITIONAL ASSISTANCE WITH PLAN PREPARATION**

- The Wis. Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3558.
- The Dane County Erosion Control and Stormwater management Manual is available through the Dane County Land Conservation Department at (608) 224-3747.
- Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications, (608) 262-3346



## ACCEPTING RESTRICTIONS FOR MAINTENANCE OF STORMWATER MANAGEMENT MEASURES

Restrictions for Maintenance of Stormwater Management Measures must be consistent with the following:

1. Parcel number(s) must be included in the “Parcel Number(s)” section beneath the recording area and “return to” address.
2. A complete legal description must be included as part of “Exhibit A”.
3. The document must be completed in black ink.
4. The owner’s signature must be notarized. The notary’s name must be printed legibly and their notary commission expiration date listed.
5. The drafter’s (author’s) name must be printed legibly.
6. All text on the document must be clearly legible.

Recording Fee: \$30

Checks must be written for the exact fee and made payable to the Dane Co. Register of Deeds.

**RESTRICTIONS FOR MAINTENANCE  
OF STORMWATER MANAGEMENT MEASURES**

*All Text must be black and legible. All italicized print is instruction and should be removed from document to be recorded*

**RECITALS:**

- A. \_\_\_\_\_ is the owner of property in the City of Stoughton, County of Dane, State of Wisconsin, more particularly described on Exhibit A attached hereto ("Property"). *Attach a separate sheet including the complete and accurate legal description of the property.*
- B. The City requires the Owner to record this Declaration regarding maintenance of stormwater management measures to be located on the Property. Owner agrees to maintain the stormwater management measures and to grant to the City the rights set forth below.

NOW, THEREFORE, in consideration of the declarations herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the owner agrees as follows:

- 1. Maintenance. Owner and its successors and assigns shall be responsible to repair and maintain the stormwater management measures located on the Property in good condition and in working order and such that the measures comply with approved plans on file with the City of Stoughton. Said maintenance shall be at the Owner's sole cost and expense. Owner will conduct such maintenance or repair work in accordance with all applicable laws, codes, regulations, and similar requirements. Specific maintenance tasks are more particularly described on Exhibit A. *Include specific maintenance tasks and schedule on Exhibit A.*
- 2. Easement to City. If Owner fails to maintain the stormwater management measures as required in Section 1, then the City shall have the right, after providing Owner with written notice of the maintenance issue ("Maintenance Notice") and thirty (30) days to comply with the City's maintenance request, to enter the Property in order to conduct the maintenance specified in the Maintenance Notice. The City will conduct such maintenance work in accordance with all applicable laws, codes, regulations, and similar requirements and will not unreasonably interfere with Owner's use of the Property. All costs and expenses incurred by the City in conducting such maintenance may be charged to the owner of the Property by placing the amount on the tax roll for the Property as a special assessment in accordance with Section 66.0703, Wis. Stats. and applicable portions of the City of Stoughton Ordinances.
- 3. Term/Termination. The term of this Agreement shall commence on the date that this Agreement is recorded with the Register of Deeds Office for Dane County, Wisconsin, and except as otherwise herein specifically provided, shall continue in perpetuity. Notwithstanding the foregoing, this Agreement may be terminated by recording with the Register of Deeds Office for Dane County, Wisconsin, a written instrument of termination signed by the City and all of the then-owners of the Property.
- 4. Miscellaneous.
  - (a) Notices. Any notice, request or demand required or permitted under this Agreement shall be in writing and shall be deemed given when personally served or three (3) days after the same has been deposited with the United States Post Office, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

This space is reserved for recording data

Return to:  
City of Stoughton Planning Dept.  
381 E. Main Street  
Stoughton, WI. 53589

Parcel Number(s): \_\_\_\_\_

If to Owner: \_\_\_\_\_ (Name & Mailing Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to City: City of Stoughton  
381 E. Main Street  
Stoughton, WI. 53589

Any party may change its address for the receipt of notice by written notice to the other.

- (b) Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.
- (c) Amendments or Further Agreements to be in Writing. This Agreement may not be modified in whole or in part unless such agreement is in writing and signed by all parties bound hereby.
- (d) Covenants Running with the Land. All of the easements, restrictions, covenants and agreements set forth in this Agreement are intended to be and shall be construed as covenants running with the land, binding upon, inuring to the benefit of, and enforceable by the parties hereto and their respective successors and assigns.
- (e) Partial Invalidity. If any provisions, or portions thereof, of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such provision, or portion thereof, to any other persons or circumstances shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

X \_\_\_\_\_  
City of Stoughton Staff Signature

\_\_\_\_\_  
Print or type name

**State of WI**, County of \_\_\_\_\_; Subscribed and sworn  
before me on \_\_\_\_\_ by  
the above named person(s).

\_\_\_\_\_  
Notary Public

Print or type name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

X \_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print or type name

**State of WI**, County of \_\_\_\_\_; Subscribed and sworn  
before me on \_\_\_\_\_ by  
the above named person(s).

\_\_\_\_\_  
Notary Public

Print or type name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**DRAFTED BY:** Michael Stacey