

# City of Stoughton

## Erosion Control Permit Application (effective 1/21/2020)

*Incomplete applications will not be accepted*

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

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

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 the plans: \_\_\_\_\_

**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 chapter 10 of the City of Stoughton Code of Ordinances.
2. By submitting this application, permittee and landowner permit City of Stoughton & Dane County 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)

**Fee Calculation (all projects must include disturbed area and new impervious area)**

Total Disturbed Area ..... \_\_\_\_\_ ft<sup>2</sup> x \$0.008/ft<sup>2</sup> = \$ \_\_\_\_\_

Total New Impervious Area ..... \_\_\_\_\_ ft<sup>2</sup>  
*(includes gravel)*

Total Redevelopment Impervious Area ..... \_\_\_\_\_ ft<sup>2</sup>  
*(includes gravel)*

Erosion Control Base Fee: \$205

**\*ANY ADDITIONAL COST INCURRED OVER THE PERMIT FEE WILL BE BILLED TO THE PROPERTY OWNER AND/OR RESPONSIBLE PARTY.**

Base Fee = \$ \_\_\_\_\_ \$205 \_\_\_\_\_

Total Fee = \$ \_\_\_\_\_

**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 and supporting materials must be provided electronically & fees shall be delivered to:**

**City of Stoughton, 207 S. Forrest Street, Stoughton, WI. 53589**

# Erosion Control Permit Application

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

Erosion Control Plan Requirements – Plan Materials	X	Location of Information: Page Number or Attachment
<b>1. Narrative describing the proposed project</b>		
<b>2. Site plan</b> (of known scale that includes: property lines, disturbed area limits, impervious area limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all proposed erosion control practices) <i>NOTE: Grading within 5' of the property line requires department approval</i>		
<b>3. Contours</b> (existing and proposed)		
<b>4. Watershed size for each drainage area</b> (include area draining to the site and within project boundaries)		
<b>5. Culvert sizes</b> (existing and proposed)		
<b>6. Cross sections and profiles of ditches, channels, swales and structural measures</b> (existing and proposed)		
<b>7. Design calculations for ditches, channels, swales and structural measures</b> (velocity & capacity calculations)		
<b>8. Direction of runoff flow from impervious surfaces</b> (roof downspouts, driveways, etc.)		
<b>9. Universal Soil Loss Equation (USLE) worksheet(s)</b> (for each element of the erosion control plan. Dates must correspond to construction schedule and be appropriate for each erosion control practice)		
<b>10. Tracking control</b> (provisions to prevent mud-tracking onto public streets and roads during construction, e.g. tracking pad or existing gravel drive)		
<b>11. Sediment control practices to protect stormwater facilities or storm sewer inlets, existing and proposed, on or adjacent to the site</b> (e.g. inlet protection or stone weeper)		
<b>12. Site stabilization details &amp; methods</b> (type & rate of fertilizer, seed, mulch, sod, etc.)		
<b>13. Any other necessary information pertaining to the physical or environmental features of the site</b>		
Erosion Control Plan Requirements - Performance Standards	X	Location of Information: Page Number or Attachment
<b>14. Prevent gully and bank erosion</b>		
<b>15. Practices must reduce erosion to minimum sheet and rill erosion standards: (7.5 tons/acres/year)</b>		
<b>16. Proof of stable outlet capable of carrying site runoff at a non-erosive velocity</b> (outlet design must account for flow capacity and duration)		
Permit Application Requirements	X	Location of Information: Page Number or Attachment
<b>17. Timetable and construction schedule</b>		
<b>18. Preliminary review letter</b>		
<b>19. Copies of permits or approval from other agencies</b> (WDNR, US Army Corps of Engineers, County Zoning, Town, etc.)		
<b>20. Itemized estimated cost of erosion control plan implementation</b> (including installation and labor)		
<b>21. Financial responsibility</b> (financial security instrument required if cost estimate exceeds \$5000)		



## **EROSION CONTROL – SIMPLIFIED CHECKLIST**

***Complete the site diagram with the following information:***

### **SITE CHARACTERISTICS**

- North arrow and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainage ways within and nearby the site.
- Location of existing and planned storm sewer inlets and culvert crossings near site.
- Location of existing and proposed buildings and paved areas.
- Location and approximate dimensions of the disturbed area on the site.
- Approximate gradient and direction of: 1) existing and planned slopes, and 2) existing and planned drainage ways on the site.
- Location and approximate watershed areas of overland runoff (sheet flow) and drainageway runoff (concentrated flow) coming onto the site from adjacent areas.
- Representative soil type of the disturbed area on the site. (i.e. sandy, loam, silt loam, clay)

### **EROSION CONTROL PRACTICES**

- Location of temporary soil storage piles.
  - 1) Soil storage piles will be contained by a down slope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any down slope road or drainage way.
  - 2) It is recommended that they be temporarily seeded and mulched.
- Locations of temporary gravel access drive(s).
  - 1) Gravel drive will have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick.
  - 2) Drives will extend from the roadway 50 feet or to the building (whichever is less).
- Location of sediment controls (filter fabric fence, straw bale fence, rock sediment trap, or other planned practices) that minimize the amount of eroded soil leaving the site.
  - 1) Sediment controls will be installed along the downslope sides of the disturbed areas unless it is planned that permanent seeding and mulching will be completed within 30 days of the start of grading.
  - 2) Sediment Controls will be installed around soil storage piles, around inlets, at outlets of drainageways, and along adjacent drainageways which receive runoff from the site.
- Location of sediment barriers around storm sewer inlets.
- Location of diversions.
  - 1) It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.
  - 2) Diversions will be stabilized with seeding and mulching *within 24 hours* of diversion completion.
- Location of practices that will control erosion in areas of concentrated flow.
  - 1) Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of drainageway completion.
  - 2) Sediment controls will be installed at the outlet ends of drainageways.

**MANAGEMENT OF EROSION CONTROL – ALL ITEMS REQUIRED**

- Temporary stabilization of disturbed areas.
  - 1) It is recommended that rough graded disturbed areas (planned to be left inactive for more than 30 days) and temporary soil stock piles (planned to be left inactive for more than 7 days) be stabilized by temporary seeding (between April 1<sup>st</sup> and October 15<sup>th</sup>) or by other cover, such as covering with a tarp or mulching.
  - 2) Temporary seeding of oats or sudan grass is normally sown between May 15<sup>th</sup> and July 15<sup>th</sup>. Rye grass or winter wheat is normally sown between July 15<sup>th</sup> and September 15<sup>th</sup>.
- Permanent stabilization of site by re-vegetation or other means.

PERMANENT SEEDING TYPE	RATE OF APPLICATION

- 1) Permanent seeding will be completed by September 15<sup>th</sup> or sodding placed by November 15<sup>th</sup>.
- 2) Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

- Use of downspout and/or sump pump outlet extensions to stabilized areas.
- Trapping sediment during site dewatering operations.
  - 1) Sediment laden discharge should be temporarily ponded behind a sediment barrier until most of the sediment settles out.
- Proper disposal of building material waste so that pollutants and debris do not are not carried off-site by wind or water.
- Maintenance of erosion control practices.
  - 1) All erosion control practices will be inspected daily and maintained in working condition.
  - 2) Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
  - 3) All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
  - 4) All sediment that moves off-site due to storm events will be cleaned up as soon as possible, but at least by the end of the next day.
  - 5) Temporary gravel access drives will be maintained throughout construction in working condition.
  - 6) All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.
- Schedule of erosion control practice installation and site grading
  - 1) Necessary erosion control practices will be installed prior to the beginning of grading.

ACTIVITY	DATE
Install Erosion Control Practices	
Start Grading	
Apply Temporary Stabilization	
Apply Permanent Stabilization	

**Permanent seeding responsibility of:**

**Installation and maintenance of erosion control practices responsibility of:**

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

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

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

**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

