



**VILLAGE OF PLEASANT PRAIRIE  
STIPULATED SHORELAND PERMIT AND  
EROSION CONTROL PERMIT APPLICATION**

**PROPOSED  
PROJECT:** \_\_\_\_\_

Property Owner(s) Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Location \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Abutting Street or Highway: \_\_\_\_\_

Abutting navigable waterway: \_\_\_\_\_

**PROJECT SPECIFICATIONS:**

Type and size of materials to be used: \_\_\_\_\_

Dimensions and depth to be filled:-- \_\_\_\_\_

Amount of fill to be used: \_\_\_\_\_

Restoration methods to be used: \_\_\_\_\_

Project Time Frame (Start Date) \_\_\_\_\_ (Completion Date) \_\_\_\_\_

**Any activities may take place between 7:00 a.m. and 9:00 p.m. Monday through Friday and between 9:00 a.m. and 6:00 p.m. Saturday and Sunday, unless otherwise restricted by the Village.**

**METHODS OF EROSION CONTROL:**

- \_\_\_\_\_ Graveled Drive
- \_\_\_\_\_ Silt Fence
- \_\_\_\_\_ Storm Drain Inlet & Catch Basin Protection
- \_\_\_\_\_ OTHER please specify \_\_\_\_\_

**OTHER PERMITS REQUIRED:**

- |                 |                  |
|-----------------|------------------|
| _____ WI DNR    | Date Rec'd _____ |
| _____ U.S. ACOE | Date Rec'd _____ |
| _____ FEMA      | Date Rec'd _____ |

## GENERAL INFORMATION

1. **Applications for Stipulated Shoreland Permits shall at a minimum include the following:**
  - a. Legal description of the subject property by lot, block and recorded subdivision; address of the property; and type of structure proposed. Proof of ownership may be required by the Village.
  - b. A **plat of survey** prepared by a Wisconsin Registered Land Surveyor drawn to scale not less than 1" = 20' shall be required.
  - c. All **shore protection shall be designed by a Licensed Wisconsin Professional Engineer** drawn to scale not less than 1" = 20' and designed to withstand a 100 year storm event as defined by current criteria from the U.S. Army Corp of Engineers.
  - d. Any 100-year floodplain boundary adjustments shall comply with the Village Zoning Ordinance.
  - e. For all applications the plat of survey shall identify at a minimum the locations, boundaries, dimensions, uses and sizes of the following:
    - i. subject site;
    - ii. existing and proposed structures;
    - iii. existing and proposed easements, streets and other public ways and utilities;
    - iv. the location of structures and use of abutting property including their location;
    - v. off street parking, loading areas, and driveways;
    - vi. existing highway access restrictions;
    - vii. the Ordinary High Water Mark (OHWM), as determined by the WI DNR, with a note on the plan that states: OHWM as determined by the WI DNR on \_\_\_\_\_, 20\_\_ (Date);
    - viii. the location of any 100-year floodplain and wetland boundaries;
    - ix. existing and proposed street, side, rear and shoreland setbacks;
    - x. any natural features such as waterways, woods, terrain, etc., which would tend to restrict the development of the parcel;
    - xi. the location and size of any septic field, holding tank and/or well;
    - xii. other pertinent information as required by the Zoning Administrator.
2. Upon Village receipt of a complete application for a **Stipulated Shoreland Permit**. Copies of the application will be sent to all abutting property owners within 300 feet, the WI DNR, and the US ACOE for their 20 day review period of the application.
3. Applicants are required to obtain any and all necessary permits from the U. S. ACOE and the WI DNR and FEMA, if involving the filling of a 100-year floodplain. These permits shall be obtained prior to the Village issuing the Stipulated Shoreland Permit.
4. All new shoreline protection work proposed on properties adjacent to Lake Michigan shall be completed prior to the start of the construction of a new house.
5. Prior to the issuance of permits the owners shall submit a copy of the permits from the WI DNR, the US ACOE and FEMA, if applicable.
6. Upon approval of a Stipulated Shoreland Permit by the Village, WI DNR, US ACOE and FEMA, if applicable, the Village will prepare the required Document, Indemnification Agreement and issue an Erosion Control Permit for the proposed work. In addition, the Village shall require that the Erosion Control Cash deposit be submitted with the application materials as required per the Construction Site Maintenance and Erosion Control Plan and Permit Issuance.

7. All permits shall require the owner/contractor to:
  - a. Install and maintain all control measures as identified in the approved erosion control plan and approved by the Village Community Development Department.
  - b. Upon the completion of installing any erosion control measures, the property owner/contractor shall call the Village's Building Inspection Department to schedule an inspection to ensure the erosion control measures were installed properly, prior to issuance of building, zoning or erosion control permits.
  - c. Maintain all road drainage systems, storm water drainage systems, control measures and other facilities identified in the plan and repair any areas which indicate siltation or erosion damage to adjoining surfaces and drainage ways resulting from land developing or disturbing activities.
  - d. Inspect the construction control measures after each rain of 0.5 inch or more and at least once each week and make needed repairs.
8. Grading and Erosion Control Cash Deposit:
  - a. Prior to the issuance of any permits, the property owner shall provide a \$1,000 cash deposit to the Village in order to guarantee that the construction site and erosion control is maintained, the property has been graded and it has been restored properly.
  - b. Such cash payment shall be deposited, by the Village Treasurer in an interest-bearing account.
  - c. After the requirements are completed and all related inspections are satisfied, the cash deposit will be returned within approximately 30 business days with interest, less an administrative finance processing fee of 6%. If the requirements are not completed, the Village will notify the owner to complete the required work within a reasonable time period. Failure of the property owner to complete the work, the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest. If the work completed by the Village is less than the cash deposit and accrued interest, the remainder will returned to the property owner. Additional costs to complete the work will be assessed to the property at the end of the year and placed on the tax assessment roll.
  - d. Any portion of the cash deposit will be returned to the property owner of record not the contractor. In addition, any additional charges will be the responsibility of the property owner.
9. The site shall be cleared of all rubbish, garbage, brush, tree limbs, debris, construction material or other unused materials and all clay or fill piles shall be removed from the site. Any other disturbed areas shall be seeded or sodded.
10. Upon completion of the project, a Certification shall be provided by the project Engineer to the Village that the project was constructed as designed according to the approved permitted plans.

**CONTRACTOR:**

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

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

Address: \_\_\_\_\_

(City) (State) (Zip)

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

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

**Licensed Wisconsin Professional Engineer:**

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

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

Address: \_\_\_\_\_

(City) (State) (Zip)

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

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

**I (WE)**, the undersigned, being all of the owners of lands commonly known and designated as: Tax Parcel # \_\_\_\_\_, lying and being in the Village of Pleasant Prairie, Kenosha County, WI., have submitted and application for a Stipulated Shoreland Permit and Erosion Control Permit, and understand that prior to work commencing that the that all work shall be done in accordance with the approved plans and permit conditions and all other state or federal regulations.

**I (WE), FURTHER**, understand that the Village will not reimburse any portion of the cash deposit until all of the requirements of the permit have been satisfied.

**I (WE), FURTHER**, understand that if I (we) fail to complete the work, the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest. If the work completed by the Village is less than the cash deposit and accrued interest, the remainder will returned to the property owner. Additional costs to complete the work will be assessed to the property at the end of the year and placed on the tax assessment roll.

**I (WE) FURTHER**, individually and severally, do hereby, in accordance with the provisions of Section 66.0703(7)(b), Wisconsin Statutes, waive any and all notice of special assessment to be levied and assessed by the Village of Pleasant Prairie or its assigns against our respective parcel(s) lying within said lands to defray the cost of said erosion control requirements and all incidental expenses incurred by the Village on said parcel(s).

The above application and permit requirements shall be construed as a covenant running with the lands embraced herein and shall be binding upon these signatories, their heirs, executors, administrators and assigns.

**WE FURTHER** certify that the undersigned constitute all of the record owners of the lands commonly known as the above mentioned parcel.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

**STATE OF WISCONSIN)  
COUNTY OF KENOSHA)**

Personally came before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, the above named signatories, to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ Co, \_\_\_\_\_  
Commission Expires: \_\_\_\_\_