



Village of Pleasant Prairie

Roger Prange Municipal Building
8600 Green Bay Road
Pleasant Prairie, WI 53158-2709

Official Use Only

Permit Number

Erosion Control Permit Application and Review Checklist

SINGLE FAMILY OR TWO FAMILY LOT DEVELOPMENT

PERMIT DURATION: Permits shall be valid for a period of 180 days or the length of a building permit or other construction activity authorized by the Village, whichever is longer, from the date of issuance. The Village Building Inspector or Erosion Control Inspector may extend the period one or more times for up to an additional 180 days. The Village may require additional or replacement control measures as a condition of the extension if they are necessary to meet the requirements of this chapter.

Instructions: Complete sections 1, 2, 3, & 4 of this application and submit as directed in section 5. For further information, please review the Village's Erosion Control Ordinance or Permit Instructional Flowchart.

1. Erosion Control Permit Application

Completely fill out sections A, B, C, & D. N/A if an item is not applicable.

A. Site Information

Project Name:	Tax Parcel #	Date:
Address/Location:		
Anticipated Construction Start Date:	Anticipated End Date:	
Construction Activity Description:		

B. Landowner Information

Name:	Company:
Address:	
Phone Number:	Email:

C. Owner's Authorized Agent Information

Contact Name:	Company:
Address:	
Phone Number:	Email:

D. Contractor Information

Contact Name:	Company:
Address:	
Phone Number:	Email:

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Permit Application Record

Submittal Date	Received By	Reviewed By	Approved / Denied	Date Letter Sent

2. Erosion Control Plan

Follow the instructions in the NOTE and complete items 1-16.

Site Plan					
NOTE		<i>Official Use Only</i>			Comments
		Complete	Incomplete	N/A	
1	Property site boundaries and adjacent lands which accurately identify the site location, a graphic scale and north arrow.				
2	Property owner and contractor's name, address, telephone number, and Email address.				
3	Existing and proposed road right-of-way lines and road names on the site and adjacent to the site.				
4	Location of lakes, streams, wetlands, shorelands, channels, ditches, and other watercourses on and immediately adjacent to the site; as well as the one-hundred year floodplains, flood fringes, and floodways, where applicable.				
5	General location of vegetative cover proposed to remain undisturbed.				
6	Location and dimensions of storm water drainage systems and/or direction of natural drainage patterns on and immediately adjacent to the site.				
7	Locations and dimensions of utilities, structures, roads, highways and paving.				
8	Existing and proposed elevations at the property corners and at all corners of the proposed structures(s), and bench mark elevation.				
9	Existing and proposed elevations every 25 feet along each property line and the center line of any drainage swales; the location of each point shall be dimensioned along the property line (along side property lines, begin at the front property line, and along rear property lines, begin at the high point) and shall match the master grading plan (if available).				
10	Existing and proposed elevations of the high point(s) and direction of the drainage with spot elevations at a minimum of 25 feet apart along the proposed drainage routes, and these points shall be dimensioned as measured from the property line.				
11	Locations and dimensions of all temporary soil piles.				
12	Locations and dimensions of all construction site control measures, such as silt filter fences, hay bales or sedimentation basins necessary to meet the requirements of the ordinance.				
13	Location of construction entrances and tracking pads.				
14	Location of on-site parking area for construction vehicles (graveled and paved parking area).				
15	Location of garbage dumpster.				
16	Location of sidewalks, patios and all other impervious surfaces.				

Other Permits Required					
	Permit Name	Complete	Incomplete	N/A	Date Received
1	Wisconsin Department of Natural Resources				
2	U.S. Army Corps of Engineers				
3	Stipulated Shoreland Permit				
4	Shoreland Conditional Use Permit				

3. Fees and Deposits Worksheet		
Total the amount of fees and deposits required for your project.		
Fees		Total
Erosion Control Plan and Inspection Fee For filling or land disturbance on NEWLY PROPOSED residential lots excluding multi-family lots/buildings.	\$100.00 per lot or building	\$ _____
Erosion Control Plan Review Fee For filling or land disturbance on EXISTING residential lots excluding multi-family lots/buildings.	\$40.00 per lot or building	\$ _____
Erosion Control Plan Review Fee For Sites Requiring certified survey maps (A certified survey map may be required if creating new lots) NOTE: Individual erosion control permits are still required for each lot/unit/building.	\$75.00 per CSM	\$ _____
TOTAL FEES REQUIRED		\$ _____
Deposit*		
Maintenance of erosion control best management practices for land disturbing or land developing activities covering less than one acre.	\$1,000.00 CASH deposit	\$ _____
TOTAL DEPOSIT REQUIRED		\$ _____

4. Certification

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 read and understand the Erosion Control Permit and Plan requirements, and understand that all work shall be done in accordance with the approved plan and all other local, State or federal regulations that may be amended from time to time. **I (WE), FURTHER**, understand that the Village will not reimburse any portion of the cash deposit or issue a written occupancy until the Village has approved the Final Plat of Survey; the site is seeded or sodded and completely stabilized; and they meet all of the required items listed in the above application. **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 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. **I (WE), FURTHER**, certify that the undersigned constitute all of the record owners of the lands commonly known as the above mentioned parcel.

Landowner Name: _____

Signature: _____

Date: ___ / ___ / ___

Landowner Name: _____

Signature: _____

Date: ___ / ___ / ___

(State of Wisconsin, County of _____) Personally appeared before me this _____ day of _____, 20___ the above named _____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County

Print Name: _____

My Commission Expires: ___ / ___ / ___

SEAL

5. Submit Application

Submit all materials included in this packet, a completed Erosion Control Plan, and Permit Fees and Deposits to:

Village of Pleasant Prairie, Engineering Department, Roger Prange Municipal Building
8600 Green Bay Road, Pleasant Prairie, WI 53158-2709

For additional information, contact the Village of Pleasant Prairie Engineering Department at 262-948-8951 or the Building Inspection Department at 262-694-9304.

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Application Review Checklist

Item	Complete	Incomplete	Comments
1. Application Information			
2. Site Plan (Map)			
3. Fees and Deposits			
4. Certification			

CASH DEPOSIT NOTICE:

GRADING AND EROSION CONTROL CASH DEPOSIT

Prior to the issuance of the building or erosion control permit for land disturbance or land developing activities covering less than one acre or for an individual single-family site or two-family site, the landowner shall provide a cash deposit of \$1,000 to the Village in order to provide a guarantee that construction site and erosion control maintenance and grading and drainage work at the proposed site have been restored properly.

Such cash deposit shall be deposited by the Village Treasurer in an interest-bearing account and returned to the landowner, except for a six-percent administrative processing fee, only after the items listed below have been successfully completed and approved by the Village:

1. All required culverts and all other required drainage structures or appurtenances shall meet Village specifications and approved grading and drainage plans. All such drainage culverts and structures shall be of appropriate size, gauge, cross or length, and such structures are properly installed at the required elevations and locations, and in undamaged condition and free of any silt or other deposits.
2. All required ditches, swales, berms, drainage easements and waterways located within the boundaries of the referenced site or within the adjacent road right-of way and area lying adjacent to the referenced site shall be graded to the proper gradients and side slopes, lie at the required elevations and locations, shall be seeded or sodded and shall be covered with healthy growing grass in accordance with Village approved grading and drainage plans.
3. The finished or final yard elevation and slope around the perimeter of any new structure along with the entire site area shall be final graded and finished with top soil to the required elevations as shown on the Erosion Control Plat of Survey approved before the permit was issued.
4. All roof drainage and sump pump discharge shall be outletted to the street yard, natural drainage way or approved storm sewer system so as to not saturate, accumulate or damage the subject property or adjacent properties.
5. Gutters and downspouts or roof leaders and downspouts shall be installed on all principal structures in order to direct water runoff away from the structures to the street yard, natural drainage way of approved storm sewer system.
6. 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.
7. A plat survey prepared by a Wisconsin registered land surveyor or Wisconsin professional engineer shall be submitted showing proposed elevations as approved by the Village and actual final elevations in the following locations:
 - a. At the property corners and at all corners of the proposed structure(s) and bench mark elevation;
 - b. Every 25 feet along each property line and the center line of any drainage swales or other required location as requested by the Village Engineer, or designee; the location of each point shall be dimensioned along the property line (along side property lines, begin at the front property line, and along rear property lines, begin at the high point) and shall match the master grading plan (if available).
 - c. At the high point(s) and direction of the drainage with spot elevations at a minimum of 25 feet apart along the proposed drainage routes; these points shall be dimensioned as measured from the property lines as illustrated in the Village standards.
8. The entire property shall be seeded or sodded and must be covered with healthy growing grass.

Exceptions to this section

If the structure is completed between September 15 and June 1 of any given year, the site shall be rough graded to prevent runoff to adjacent properties. In addition, the lot shall be stabilized as approved by the Building Inspector, and the required erosion control measures (silt fence, gravel drive, etc.) shall remain in good repair until the site can be final graded and stabilized. However, the site and all of the required items noted above shall be completed by June 1 of the following year and prior to return of any portion of the cash deposit.

At the time that the above requirements are completed and all related inspections are satisfied, the deposited cash would be promptly processed with interest, less an administrative finance processing fee of 6% to the property owner of record at the passing of the final inspection.

If the requirements are not completed, the Village will notify the owner to complete the required work within a reasonable time period. Upon failure to complete the work, the Village is authorized to complete the work and charge the work against the deposited cash and accrued interest. If the work completed by the Village is less than the deposited cash and accrued interest, the remainder will be returned to the landowner. 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.