Village of Pleasant Prairie

Village Hall
9915-39th Ave
Pleasant Prairie, WI 53158-2709

Official Use Only

Permit Number

Erosion Control Permit Application and Review Checklist

LAND DISTURBANCE, MASS GRADING, DEVELOPMENT OF COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, PARKS AND RECREATION, OR MULTI-FAMILY

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 1-15					
	Site Plan				
NOTE	Submit a site plan of existing conditions depicted on a map drawn to a recognized engineering or architectural scale of at least one (1) inch equals 100 feet showing the site and immediate adjacent areas, including the following:	*Official Use Only*			
		Complete	Incomplete	N/A	Comments
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	Road right-of-way lines and road names.				
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	Identify the predominant soil types.				
6	General location of vegetative cover proposed to remain undisturbed.				
7	Location and dimensions of storm water drainage systems and/or direction of natural drainage patterns on and immediately adjacent to the site.				
8	Locations and dimensions of utilities, structures, roads, highways and paving.				
9	Site topography at contour intervals not to exceed two (2) feet.				
10	Locations and dimensions of all temporary soil piles.				
11	Locations and dimensions of all construction site control measures, such as silt fence, hay bales or sedimentation basins necessary to meet the requirements of this Ordinance.				
12	Location of construction entrance, tracking pads, (graveled driveway).				
13	Location of on-site parking area for construction vehicles (graveled or paved parking area).				
14	Location of garbage dumpster(s).				
15	Adjacent property driveways and road openings.				

Continued on next page.

2. Erosion Control Plan (cont.)					
Follow the instructions in the NOTE and complete items 16-27					
	Site Plan				
NOTE	Continued from previous page	*Official Use Only*			
		Complete	Incomplete	N/A	Comments
16	For commercial, manufacturing, industrial, multifamily, or institutional uses, the roof drain system shall be interconnected directly to the underground storm sewer system in the parking lot. The plan shall identify the locations of the underground storm sewer system and where the downspouts are directly connected.				
17	Location and limits of land disturbance activities.				
18	Location of all structural and nonstructural controls.				
19	Location of areas where stabilization practices will be used.				
20	Drainage patterns and approximate slopes anticipated after major grading activities.				
21	Areas used for infiltration of post-construction stormwater runoff.				
22	A sequence of construction of the site, including stripping and clearing; rough grading, construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures and establishment of permanent vegetation.				
23	Estimates of total area of the site and area of the site that is expected to be disturbed by construction activities.				
24	Estimates, including calculations, if any, of the runoff coefficient of the site before and after construction activities.				
25	Calculations to show the expected percent reduction in the average annual sediment load carried in runoff as compared to no sediment or erosion controls.				
26	Existing data describing the surface soil as well as subsoils.				
27	Depth to groundwater, as indicated by Natural Resources Conservation Service soil information, where available.				

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 Review and Inspection Fee For filling or land disturbance on NEWLY PROPOSED multi-family residential lots/buildings.	$100.00 per lot or building	$ _____
Erosion Control Plan Review Fee For filling or land disturbance on EXISTING 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 is only required if creating 2 or more new lots) NOTE: Individual erosion control permits are still required for each lot/unit/building.	$75.00 per CSM	$ _____
Mass Grading Erosion Control Review Fee For New Subdivisions, Multi-Family, Commercial, Industrial, Institutional, Recreational, or other mass grading of a site. NOTE: Individual erosion control permits are still required for each lot/unit/building.	$150.00 per site AND	$ _____
	$5.00 per 1,000 sq ft of Disturbed Area ($2,000 maximum)	$ _____
	TOTAL FEES REQUIRED	**$** _____
Deposit*		
Street sweeping and inspection for land disturbing or land developing activities covering one acre or more.	$2,000.00 CASH deposit	**$** _____
	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, 9915-39th Ave, 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

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.

STREET SWEEPING CASH DEPOSIT

At the time a preliminary grading, mass grading or erosion control permit is issued for any project, other than individual permits for single-family and two-family dwellings, the landowner shall submit a street sweeping cash deposit to guarantee to the Village that the conditions of the erosion control permit and this chapter are being followed as they relate to maintaining the public right-of-way and stormwater drainage system. The cash deposit shall be used if the Village determines that the landowner or his contractors have not kept the rights-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage improvements. The Village Engineer, or designee, shall notify the owner if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist, providing them with a time frame to clean the streets or fix the damaged erosion control measures or stormwater drainage improvement. If the road is not clean and the damaged erosion control measures or stormwater drainage improvements are not completed in the time frame specified, the Village may complete the work and draw upon the street sweeping cash deposit for the actual costs. If the cash is depleted prior to the project being completed, the owner shall post another cash deposit in the same amount. The cash deposit or any portion, less a six-percent administrative processing fee, will be timely refunded of completion of the project to the original payer of the deposit..