



Building & Zoning Permits
Checklist Form

New Single Family Residence –OR– New Two-Family Residence

ALL PERMITS SHALL BE OBTAINED PRIOR TO ANY WORK COMMENCING

The Community Development Department will only accept a complete permit application submittal that includes the following items:

- 1) Checklist Form VPP-BI-0024-F: (THIS DOCUMENT) Please complete and return (pages 1 & 2) with your application materials.
 - 2) Proof of Ownership: Copy of recorded warranty deed or quit claim deed.
 - 3) FORM: SBD-5823 "Wisconsin Uniform Building Permit Application":
 - Page 1: Fill in Parcel No., Owner(s) / Contractor(s) section (including Lic/Cert, complete mailing address and telephone), Project Location information, Sections 1-14, signature and date; **AND**
 - Page 3: Cautionary Statement: must be signed/dated by property Owner(s).
 - 4) Construction Blueprints: Submit two (2) complete sets that include at a minimum all elevations, plan views, and side section details.
 - 5) Village Design Standards: Submit one of the following forms, depending upon whether you are building a Single Family Home, or a Two-Family Home:
 - FORM: VPPCOMDEV-0034-FC :Village Design Standards for SINGLE Family Home Worksheet: Shall be completed and signed by either property owner or contractor.
 - OR-
 - FORM: VPPCOMDEV-0035-FC :Village Design Standards for TWO Family Home Worksheet: Shall be completed and signed by either property owner or contractor.
 - 6) FORM: VPP-UTIL-0007-F "Notice of Billing Statement": Shall be signed by the property Owner(s).
 - 7) Plat of Survey: Must be prepared by a Wisconsin Registered Land Surveyor and must show all required information as specified in "Plat of Survey Requirements - Information Sheet" (Form # VPP-BI-0009-I).
 - 8) FORM: APP-EC 1A "Erosion Control Permit Application & Control Plan Checklist" and Plat of Survey:
 - Shall be signed by all property owner(s) of record in the presence of a Notary Public.
 - Survey must show all items relevant to Erosion Control as specified.
 - 9) FORM: VPP-BI-0005-F "Electric, Plumbing, HVAC, Exterior (Utility) Plumbing Permit Application": If the Village is unable to verify contractor certification through the State of Wisconsin, you may be required to provide a copy of each certification card.
- NOTE: Fill out a separate form for each sub-contractor:
- Electrical Permit Application: Electrical permits will only be issued to a Village licensed Wisconsin Certified Master Electrician. Submit completed form with appropriate signature.
 - Interior Plumbing Permit Application: Plumbing permits will only be issued to a Wisconsin Certified Master Plumber. Submit completed form with appropriate signature.
 - HVAC Permit Application: HVAC permits will only be issued to a Wisconsin Certified HVAC Contractor or HVAC Qualifier. Submit completed form with appropriate signature
 - Exterior Plumbing (Utility Connection) Permit Application: Exterior Plumbing permits will only be issued to a Wisconsin Certified Utility Contractor, Master Plumber, or Master Plumber-Restricted. Submit completed form with appropriate signature.
- 10) FORM: VPP-PW-0008-F "Culvert Application": The Public Works Director will determine if a culvert is to be installed on the property. If property owner has not paid all applicable costs for the culvert and installation by November 1 of the current year, the amount will be placed onto the tax assessment roll.
 - 11) Department of Commerce Energy Worksheet: Heat loss/load calculations shall be submitted. These can be obtained from your HVAC contractor. Forms are also available from State of Wisconsin Safety & Building Division.
 - 12) Kenosha County Sanitary Permit: shall be submitted if municipal sanitary sewer is not available to the site. Contact the Kenosha County Sanitarian's Office at (262) 857-1895.
 - 13) Any other items as may be required due to covenant or other restrictions: May include:
 - written approval from Architectural Control Committee or Developer.
 - landscape plans
 - samples: siding, shingle and/or fascia
 - other (_____)

Checklist Form - New Single Family Residence – OR – New Two-Family Residence (cont'd)

I, _____ (Print Name), understand that all work shall be done in accordance with the conditionally approved plans and all other local, State or Federal regulations that may be amended from time to time and furthermore I understand the following:

* All special assessments must be satisfied before a zoning or building permit can be issued. Contact the Village Treasurer at the Village of Pleasant Prairie.

* The building address shall be issued by the Pleasant Prairie Community Development Department during permit review.

* Building and zoning permits may require up to ten (10) working days to be processed. If during the Village's review of the application, information is missing or additional information is required the permit will be put on hold until the information is received. The contractor/owner will be contacted and the 10 day review period will re-start when all required information is received.

* It is the responsibility of the contractor to call the Village of Pleasant Prairie, Building Inspection Department for required inspections. (Minimum of 48 hour notice required.) A re-inspection fee will be charged each time an inspection is required once the inspector has made two (2) previous inspections and the inspection has failed for a second time.

* A Foundation Plat of Survey is required and shall be approved by the Village of Pleasant Prairie to verify the zoning setbacks and top of foundation elevations prior to backfilling and before framing begins.

* A Final Plat of Survey to verify that the final grading and drainage conforms to the approved grading plans prior to granting occupancy.

*** It is illegal for anyone to occupy a structure, including people residing or placing/storing any personal property within the structure, until a Final Occupancy and a Certificate of Compliance is issued by the Village. (Maximum fine \$500.00 per day.) All structures shall be inspected and approved prior to issuance of Final Certificate of Compliance for Occupancy.**

Owner/Contractor

Date

**VILLAGE OF PLEASANT PRAIRIE
DESIGN STANDARDS FOR SINGLE FAMILY RESIDENTIAL DISTRICTS**

ZONING DISTRICT	1st Floor Area (sq ft)	Total Floor Area (sq ft)	Building Height (ft)	Width of the dwelling (ft)	Street Setback* (ft)	Shore Setback (ft)	Wetland Setback** (ft)	Side Setback*** (ft)	Rear Setback (ft)	Driveway Setback (ft)	# of detached Accessory Struct. allowed
R-1, Rural Residential	1500	2000	35	28	65/40	75	25/10	25	50	5	3
R-2, Urban Single Family	1500	2000	35	28	65/40	75	25/10	25	50	5	3
R-3, Urban Single Family	1000	1400	35	28	65/30	75	25/10	10/15	25	5	3
R-4, Urban Single Family	1000	1400	35	28	65/30	75	25/10	10/15	25	5	3
R-4-5, Urban Single Family	1000	1400	35	26	65/30	75	25/10	10/15	25	5	3
R-5, Urban Single Family	900	1200	35	24	65/30	75	25/10	10/15	25	5	3
R-6, Urban Single Family	700	1200	35	24	65/30	75	25/10	8/15	25	5	2

Single-Family Dwelling Standards

- No building or parts of a building shall exceed 35 feet in height, except as provided in the Village Zoning Ordinance
- The minimum floor area of a dwelling excludes the garage, decks, porches and basements.
- The dwelling shall be set on an enclosed permanent foundation unless the soil bearing capacity, as determined by a structural engineer, prohibits such foundation.
- Placement of the dwelling unit shall provide for proper drainage away from the foundation and shall accommodate drainage on and through the existing property by not negatively affecting the existing drainage patterns or the capabilities of draining the abutting properties.
- For all one (1) story dwellings, the length to width ratio of the dwelling unit (excluded are decks, porches, bay windows, chimneys and any projections less than 25 square feet), as measured at the foundation, shall not be greater than 2 to 1 (i.e. The length shall not be more than twice the width). The length of the dwelling unit is that side of the dwelling that is the longest and the width is that side of the dwelling which is the shortest.
- The minimum width of the short side of a dwelling unit shall not be less than listed above.
- The main roof of the dwelling shall have a minimum roof pitch of 4:12 and the eaves on the main roof shall extend beyond the nearest vertical wall a minimum of one (1) foot.
- Permitted roof surface materials (including accessory garages and carports) includes: wood shakes, asphalt, fiberglass, composition or wood shingles, clay tiles, concrete tiles, slate or other appropriate roofing material as approved by the Village Zoning Administrator.
- Permitted exterior materials (including accessory garages and carports) includes: brick, stone, wood, masonry, concrete, stucco, aluminum or vinyl siding or other appropriate siding material as approved by the Village Zoning Administrator. The exterior siding shall extend to the top of the foundation and be within 6 inches above the final grade.
- The front facade of the structure shall be placed parallel to the street property line, unless otherwise approved by the Zoning Administrator.

Setbacks

- *Street setback** – the first number is the setback from the structure to the right-of-way of all Federal, State and County Trunk highways and the second number is from the structure to all other public right-of-ways or private roads as measured from the outer edge of the gravel shoulder or back of curb; except as provided for in the Zoning Ordinance.
- Shore setback** - not less than 75 feet as measured from the structure to the ordinary high water mark of any navigable water, except as provided for in the Zoning Ordinance.
- **Wetland Setback**- not less than 25 feet as measured from the structure to the wetlands on the same property and not less than 10 feet as measured from the structure to the wetlands on adjacent properties (setback includes all structures, driveways, parking areas).
- ***Side setback** – the first number is measured from the structure to the side property line. If an attached garage is not constructed, then at least one side yard setback shall be 15 feet to allow for adequate room for a driveway to a future detached garage.
- Rear setback** – as measured from the structure to the rear property line.
- The entire length of a **driveway** shall be setback a minimum of 5 feet from the property line, except as provided for in the Zoning Ordinance.

Village Design Standards for Single Family Home Worksheet

This worksheet shall be completed and signed by the property owner/contractor.

1. **Building height:** _____ ft.
 2. **The livable floor area of a dwelling, excluding garages, decks, porches and basements**
1st Floor area: _____ sq.ft.
2nd Floor area: _____ sq.ft.
Total area: _____ sq. ft.
 3. **The dwelling shall be set on an enclosed permanent foundation unless the soil bearing capacity, as determined by a structural engineer, prohibits such foundation.**
Type of Foundation:
 Full basement Crawl Space Other: _____
 4. **Placement of the dwelling unit shall provide for proper drainage away from the foundation and shall accommodate drainage on and through the existing property by not negatively affecting the existing drainage patterns or the capabilities of draining the abutting properties.**
 5. **If proposed dwelling is one (1) story the following shall apply:** For all one (1) story dwellings, the length to width ratio of the dwelling unit (excluded are decks, porches, bay windows, chimneys and any projections less than 25 square feet), as measured at the foundation, shall not be greater than 2 to 1 (i.e. The length shall not be more than twice the width). The length of the dwelling unit is that side of the dwelling that is the longest and the width is that side of the dwelling which is the shortest as shown in Illustration 5 in Appendix B as attached.

Length of house: _____ Width of house: _____
 6. **The width of the dwelling unit:** _____ feet
The width of the dwelling is measured at the foundation (excluded are decks, porches, bay windows, chimneys and any projections less than 25 square feet). The width is that side of the dwelling which is the shortest as shown in Illustration 5 in Appendix B as attached.
 7. **The main roof of the dwelling shall have a minimum roof pitch of 4:12 and the eaves on the main roof shall extend beyond the nearest vertical wall a minimum of one (1) foot.**

Roof pitch: _____ Overhang of eave: _____
 8. **Roof surface materials (including accessory garages and carports):** _____

 9. **Exterior materials (including accessory garages and carports):** _____

- Please note that the exterior siding shall extend to the top of the foundation and be within 6 inches above the final grade.
10. **The front facade of the structure shall be placed parallel to the street property line.**
 11. **The entire length of the driveway shall be setback a minimum of 5 feet from the rear and side property lines and shall not exceed 24 feet in width at the street property line.**
 12. **The Property Owner is responsible for compliance with any deed restrictions and covenants recorded on said property.**

I have read and understand the Village Design Standards for Single Family Homes

Owner/ Contractor

Date

Village Design Standards for Two Family Building Worksheet

This worksheet shall be completed and signed by the property owner/contractor.

1. **Building height:** _____ ft.
 2. **The livable floor area of a dwelling, excluding garages, decks, porches and basements**
Unit 1: 1st Floor area: _____ sq.ft. Unit 2: 1st Floor area: _____ sq.ft.
 2nd Floor area: _____ sq.ft. 2nd Floor area: _____ sq.ft.
 Total area: _____ sq. ft. Total area: _____ sq. ft.
 3. **The dwelling shall be set on an enclosed permanent foundation unless the soil bearing capacity, as determined by a structural engineer, prohibits such foundation.**
Type of Foundation:
 Full basement Crawl Space Other: _____
 4. **Placement of the dwelling unit shall provide for proper drainage away from the foundation and shall accommodate drainage on and through the existing property by not negatively affecting the existing drainage patterns or the capabilities of draining the abutting properties.**
 5. **The main roof of the dwelling shall have a minimum roof pitch of 4:12 and the eaves on the main roof shall extend beyond the nearest vertical wall a minimum of one (1) foot.**
Roof pitch: _____ Overhang of eave: _____
 6. **Roof surface materials (including accessory garages and carports):** _____

 7. **Exterior materials (including accessory garages and carports):** _____

- Please note that the exterior siding shall extend to the top of the foundation and be within 6 inches above the final grade.**
8. **The front facade of the structure shall be placed parallel to the street property line.**
 9. **The entire length of the driveway shall be setback a minimum of 5 feet from the rear and side property lines and shall not exceed 24 feet in width at the street property line.**
 10. **The Property Owner is responsible for compliance with any deed restrictions and covenants recorded on said property.**

I have read and understand the Village Design Standards for Single Family Homes

Owner/ Contractor

Date

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. _____ Parcel No. _____
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PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:

Owner's Name	Mailing Address	Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address
Dwelling Contractor (Constr.)		
Dwelling Contr. Qualifier	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC		
Electrical		
Plumbing		

PROJECT LOCATION Lot area _____ Sq.ft. One acre or more of soil will be disturbed Town Village City of _____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W

Building Address _____ County _____ Subdivision Name _____ Lot No. _____ Block No. _____

Zoning District(s) _____ Zoning Permit No. _____ Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.

1. PROJECT <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____	3. OCCUPANCY <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____	6. ELECTRIC Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead 7. WALLS <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____	9. HVAC EQUIP. <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>													
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																						
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
2. AREA INVOLVED (sq ft) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/Porch				Totals				4. CONST. TYPE <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)
	Unit 1	Unit 2	Total																									
Unfin. Bsmt																												
Living Area																												
Garage																												
Deck/Porch																												
Totals																												
	5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Plus Basement	11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	14. EST. BUILDING COST w/o LAND \$ _____																									

I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.
 I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.

APPLICANT (Print:) _____ **Sign:** _____ **DATE** _____

APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.

ISSUING JURISDICTION Town of Village of City of County of State--> _____ State-Contracted Inspection Agency# _____ Municipality Number of Dwelling Location _____

FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other \$ _____	<input type="checkbox"/> Plumbing		
Total \$ _____	<input type="checkbox"/> Erosion Control		

(Part of Ply 4 for Applicants)

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.



**PLEASANT
PRAIRIE**

Parent A/P # (if applic) _____ - _____ - _____ Permit A/P # _____ - _____ - _____

**Permit Application for Single Family and Two-Family Residential
Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

Job Address: _____ **Tax Parcel No.:** _____

Sub, CSM, Lot #: _____

Owner's Name: _____ **Phone#:** _____

Mailing Address: _____ **City, State, Zip:** _____

Electric Plumbing HVAC Utility (Exterior Plumbing) **ESTIMATED VALUE:** \$ _____

WISCONSIN LICENSE # _____ **Email:** _____

Company Name: _____ **Phone #:** _____

Mailing Address: _____ **City, State, Zip:** _____

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
<input type="checkbox"/> New Electric Service for a new home _____ amp new home (SFR): \$180.00 each new home (2FR): \$360.00 each <input type="checkbox"/> Additional Electric sub-panel \$50.00 per panel <input type="checkbox"/> Generator & Transfer Switch _____ amp \$50.00 per set <input type="checkbox"/> Electric Service Update: FROM _____ amp TO _____ amp And/or: FROM: _____ OH _____ UG TO: _____ OH _____ UG \$100.00 per panel <input type="checkbox"/> Electric Service Repair \$50.00 <input type="checkbox"/> Electric Wiring Extension / Rewiring: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00 <input type="checkbox"/> Electric for Swimming Pool, Hot Tub, or Pond \$50.00	# Water Closet/Bidets: _____ # Hose Bibs: _____ # Dishwashers: _____ # Tubs/Shower: _____ # Laundry Trays: _____ # Clothes Washers: _____ # Ejector Pit: _____ # Garbage Disposals: _____ # Sinks: _____ # Floor Drains: _____ # Water Heaters: _____ # Water Softeners: _____ Lawn Sprinkler (AVB): _____ # Other (): _____ <input type="checkbox"/> TOTAL FIXTURES: _____ \$10.00 per fixture: new home (SFR): min \$150.00 new home (2FR): min \$300.00 existing home: min \$50.00 <input type="checkbox"/> City of Kenosha Temporary Water Card \$100.10 each, plus above listed Total Fixture fee.	<input type="checkbox"/> New Heating Unit(s) for a new home BTU: _____ new home (SFR): \$150.00 new home (2FR): \$300.00 plus \$25.00 each additional heating unit Existing Home: <input type="checkbox"/> Additional Heating Unit BTU: _____ \$50.00 per unit Describe: _____ <input type="checkbox"/> Furnace BTU: _____ \$50.00 per unit <input type="checkbox"/> Heating Pipe Extension: _____ sq ft being remodeled or added \$10/sq ft, min. \$50.00 <input type="checkbox"/> Air Conditioner \$50.00 per unit	<input type="checkbox"/> Road Opening/Work in the Right-of-Way \$150.00 <input type="checkbox"/> Water Lateral \$75.00 each <input type="checkbox"/> Sanitary Sewer Lateral \$75.00 each <input type="checkbox"/> Storm Sewer Lateral \$75.00 each <div style="border: 2px solid black; padding: 5px;"> Special Assessment Connection Fees: Property Record Maintenance Fee: (applies to HVAC & PLUMB/ Electric not associated with a construction permit) <input type="checkbox"/> \$15.00 Sump grant #: _____ TOTAL FEES DUE: </div>

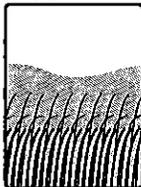
Re-inspection fee \$50. Failure to call for inspection fee \$75. Triple permit fee for work started without permit.

Permits may require up to ten (10) working days to be processed.

NOTE: The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

WI Certified Contractor Name (PLEASE PRINT): _____

WI Certified Contractor Signature: _____ **Date:** _____



PLEASANT PRAIRIE

Parent A/P # (if applic) _____ - _____ - _____ Permit A/P # _____ - _____ - _____

**Permit Application for Single Family and Two-Family Residential
Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

Job Address: _____ **Tax Parcel No.:** _____

Sub, CSM, Lot #: _____

Owner's Name: _____ **Phone#:** _____

Mailing Address: _____ **City, State, Zip:** _____

Electric Plumbing HVAC Utility (Exterior Plumbing) **ESTIMATED VALUE:** \$ _____

WISCONSIN LICENSE # _____ **Email:** _____

Company Name: _____ **Phone #:** _____

Mailing Address: _____ **City, State, Zip:** _____

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
<input type="checkbox"/> New Electric Service for a new home _____ amp new home (SFR): \$180.00 each new home (2FR): \$360.00 each <input type="checkbox"/> Additional Electric sub-panel \$50.00 per panel <input type="checkbox"/> Generator & Transfer Switch _____ amp \$50.00 per set <input type="checkbox"/> Electric Service Update: FROM _____ amp TO _____ amp And/or: FROM: _____ OH _____ UG TO: _____ OH _____ UG \$100.00 per panel <input type="checkbox"/> Electric Service Repair \$50.00 <input type="checkbox"/> Electric Wiring Extension / Rewiring: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00 <input type="checkbox"/> Electric for Swimming Pool, Hot Tub, or Pond \$50.00	# Water Closet/Bidets: _____ # Hose Bibs: _____ # Dishwashers: _____ # Tubs/Showers: _____ # Laundry Trays: _____ # Clothes Washers: _____ # Ejector Pit: _____ # Garbage Disposals: _____ # Sinks: _____ # Floor Drains: _____ # Water Heaters: _____ # Water Softeners: _____ Lawn Sprinkler (AVB): _____ # Other (): _____ <input type="checkbox"/> TOTAL FIXTURES: _____ \$10.00 per fixture: new home (SFR): min \$150.00 new home (2FR): min \$300.00 existing home: min \$50.00 <input type="checkbox"/> City of Kenosha Temporary Water Card \$100.10 each, plus above listed Total Fixture fee.	<input type="checkbox"/> New Heating Unit(s) for a new home BTU: _____ new home (SFR): \$150.00 new home (2FR): \$300.00 plus \$25.00 each additional heating unit Existing Home: <input type="checkbox"/> Additional Heating Unit BTU: _____ \$50.00 per unit Describe: _____ <input type="checkbox"/> Furnace BTU: _____ \$50.00 per unit <input type="checkbox"/> Heating Pipe Extension: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00 <input type="checkbox"/> Air Conditioner \$50.00 per unit	<input type="checkbox"/> Road Opening/Work in the Right-of-Way \$150.00 <input type="checkbox"/> Water Lateral \$75.00 each <input type="checkbox"/> Sanitary Sewer Lateral \$75.00 each <input type="checkbox"/> Storm Sewer Lateral \$75.00 each <div style="border: 2px solid black; padding: 5px;"> Special Assessment Connection Fees: Property Record Maintenance Fee: (applies to HVAC & PLUMB/ Electric not associated with a construction permit) <input type="checkbox"/> \$15.00 Sump grant #: _____ TOTAL FEES DUE: </div>

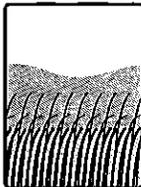
Re-inspection fee \$50. Failure to call for inspection fee \$75. Triple permit fee for work started without permit.

Permits may require up to ten (10) working days to be processed.

NOTE: The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

WI Certified Contractor Name (PLEASE PRINT): _____

WI Certified Contractor Signature: _____ **Date:** _____



PLEASANT PRAIRIE

Parent A/P # (if applic) _____ - _____ - _____ Permit A/P # _____ - _____ - _____

**Permit Application for Single Family and Two-Family Residential
Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

Job Address: _____ **Tax Parcel No.:** _____

Sub, CSM, Lot #: _____

Owner's Name: _____ **Phone#:** _____

Mailing Address: _____ **City, State, Zip:** _____

Electric Plumbing HVAC Utility (Exterior Plumbing) ESTIMATED VALUE: \$ _____

WISCONSIN LICENSE # _____ **Email:** _____

Company Name: _____ **Phone #:** _____

Mailing Address: _____ **City, State, Zip:** _____

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
<input type="checkbox"/> New Electric Service for a new home _____ amp new home (SFR): \$180.00 each new home (2FR): \$360.00 each <input type="checkbox"/> Additional Electric sub-panel \$50.00 per panel <input type="checkbox"/> Generator & Transfer Switch _____ amp \$50.00 per set <input type="checkbox"/> Electric Service Update: FROM _____ amp TO _____ amp And/or: FROM: _____ OH _____ UG TO: _____ OH _____ UG \$100.00 per panel <input type="checkbox"/> Electric Service Repair \$50.00 <input type="checkbox"/> Electric Wiring Extension / Rewiring: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00 <input type="checkbox"/> Electric for Swimming Pool, Hot Tub, or Pond \$50.00	# Water Closet/Bidets: _____ # Hose Bibs: _____ # Dishwashers: _____ # Tubs/Showers: _____ # Laundry Trays: _____ # Clothes Washers: _____ # Ejector Pit: _____ # Garbage Disposals: _____ # Sinks: _____ # Floor Drains: _____ # Water Heaters: _____ # Water Softeners: _____ Lawn Sprinkler (AVB): _____ # Other (): _____ <input type="checkbox"/> TOTAL FIXTURES: _____ \$10.00 per fixture: new home (SFR): min \$150.00 new home (2FR): min \$300.00 existing home: min \$50.00 <input type="checkbox"/> City of Kenosha Temporary Water Card \$100.10 each, plus above listed Total Fixture fee.	<input type="checkbox"/> New Heating Unit(s) for a new home BTU: _____ new home (SFR): \$150.00 new home (2FR): \$300.00 plus \$25.00 each additional heating unit Existing Home: <input type="checkbox"/> Additional Heating Unit BTU: _____ \$50.00 per unit Describe: _____ <input type="checkbox"/> Furnace BTU: _____ \$50.00 per unit <input type="checkbox"/> Heating Pipe Extension: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00 <input type="checkbox"/> Air Conditioner \$50.00 per unit	<input type="checkbox"/> Road Opening/Work in the Right-of-Way \$150.00 <input type="checkbox"/> Water Lateral \$75.00 each <input type="checkbox"/> Sanitary Sewer Lateral \$75.00 each <input type="checkbox"/> Storm Sewer Lateral \$75.00 each <div style="border: 2px solid black; padding: 5px;"> Special Assessment Connection Fees: Property Record Maintenance Fee: (applies to HVAC & PLUMB/ Electric not associated with a construction permit) <input type="checkbox"/> \$15.00 Sump grant #: _____ TOTAL FEES DUE: _____ </div>

Re-inspection fee \$50. Failure to call for inspection fee \$75. Triple permit fee for work started without permit.

Permits may require up to ten (10) working days to be processed.

NOTE: The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

WI Certified Contractor Name (PLEASE PRINT): _____

WI Certified Contractor Signature: _____ **Date:** _____



**PLEASANT
PRAIRIE**

Parent A/P # (if applic) _____ - _____ - _____ Permit A/P # _____ - _____ - _____

**Permit Application for Single Family and Two-Family Residential
Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

Job Address: _____ **Tax Parcel No.:** _____

Sub, CSM, Lot #: _____

Owner's Name: _____ **Phone#:** _____

Mailing Address: _____ **City, State, Zip:** _____

Electric Plumbing HVAC Utility (Exterior Plumbing) ESTIMATED VALUE: \$ _____

WISCONSIN LICENSE # _____ **Email:** _____

Company Name: _____ **Phone #:** _____

Mailing Address: _____ **City, State, Zip:** _____

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
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WI Certified Contractor Name (PLEASE PRINT): _____

WI Certified Contractor Signature: _____ **Date:** _____



**Notice of Billing Statement
Sewer / Water
Garbage/Recycling Container**

1) MUNICIPAL SANITARY SEWER:

Monthly usage billing will begin at the time utility contractor obtains the plumbing permit for the installation of municipal sewer from the main onto your property.

2) MUNICIPAL WATER:

Monthly usage billing will begin at the time the water meter is installed.

3) GARBAGE AND RECYCLING FEES (see page two)

Owners Name (Print): _____

Tax Parcel Number: _____

Property Address: _____

Owners Signature: _____ Date: _____

3) GARBAGE AND RECYCLING FEES:

Initial fee for garbage and recycling containers will be collected at the time a building permit is issued for any new residential dwelling construction permit.

Monthly solid waste collection billing will begin at the time a Verbal To Occupy has been issued. (Mandatory: Minimum one garbage and one recycling container per residential dwelling unit.)

Pick one of the following two plans:



UNLIMITED COLLECTION

\$17.50 per month

Your 95-gallon garbage cart will be collected weekly. You'll have the option to place an unlimited volume of solid waste* in addition to what is placed in the 95-gallon garbage collection cart. Though you won't have to, you can purchase a second garbage collection cart. Your 95-gallon recycling cart will be collected every other week on the same day as your garbage pickup. You can request one additional recycling cart at no charge. All additional carts will be charged as follows:

Garbage cart 95-gallon only (\$55.00 per bin)

Extra cart -

Recycling cart 95-gallon only (\$55.00 per bin)

Extra cart -



AUTOMATED COLLECTION

\$16.50 per month

Your 65- or 95-gallon garbage collection cart will be collected weekly. With this option, any unlimited garbage collection days must be scheduled 48 hours prior to your regular collection day for an added cost of \$10. Your 65- or 95-gallon recycling cart will be collected every other week on the same day as your garbage pickup. You can request one additional recycling cart at no charge. All additional carts will be charged as follows:

Garbage cart 95-gallon (\$55.00 per cart) or
 65-gallon (\$50.00 per cart)

Recycling cart 95-gallon (\$55.00 per cart) or
 65-gallon (\$50.00 per cart)
Extra cart -

Garbage option can be changed once per year. Notify Public Works at 262-925-6700 by September 15th for billing change effective October 1st.

*Solid waste is defined as waste less than 50 pounds which cannot fit into the collection cart. Items larger than this will require a Bulk Pickup. For more information on special pickups, please call Public Works at 262-925-6700 or visit our website at www.pleasantprairieonline.com.

Note: State law requires that everyone in Wisconsin recycle: newspaper/magazines/cardboard/office paper, glass/plastic/aluminum/steel food and beverage containers, tires*, yard waste*, appliances*, motor oil*, lead acid batteries* and electronics* (*these items require special handling). Please call the Public Works Department at 262-925-6700 or visit our website for details.



PLEASANT
PRAIRIE

VILLAGE OF PLEASANT PRAIRIE APPLICATION FOR CULVERT

(Please Print)

Job Address: _____

Tax Parcel No.: _____

Subdivision, CSM, Lot#: _____

New:

Replacement:

Extension:

Owner's Name: _____

Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

Bill To: Same as "Owner" as listed above
OR

Bill To: Name: _____

Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

CULVERT TO BE STAKED BY THE OWNER/AGENT

Pleasant Prairie will perform all work in the Right-of-Way

Staking Directions: Pickup stakes at Village Office.

1. Call Public Works 694-1403 when center of culvert is staked to schedule installation.
(Stake to be placed no closer than 17 feet from property line.)
2. Culvert will be placed equal distance on each side of the stake.
3. Length of culvert will be twenty-four (24) feet.
4. If culvert is not staked within ten (10) days after receipt of this application, the owner must re-apply and submit a \$25.00 fee.

Right-of-Way Requirements:

1. The ditch line is Village property. The construction access is through culvert area.
2. All vehicle traffic will enter property at culvert site.
3. No filling will be allowed in ditch line.
4. Any damage to culvert during construction is owners responsibility.

NOTICE: ALL damage of Right-of-Way will be responsibility of property owner.

NO WORK IS ALLOWED ON SITE UNTIL CULVERT IS INSTALLED.

It is hereby understood that the labor, culvert, equipment, vehicle and any resulting materials for downstream improvements to drain property, will be billed to the property owner, payable within thirty (30) days of receipt. Failure to pay within the allotted time will result in any and all costs to be charged to the property as a special assessment.

Owner / Agent (Print) _____

Owner / Agent (Sign) _____

Date _____

End Walls: _____	Cost \$ _____
Culvert Size: _____ Length: _____	Cost \$ _____
Stone/Gravel: _____ Tons _____	Cost \$ _____
Labor: _____ Hours _____	Cost \$ _____
Equipment: _____ Hours _____	Cost \$ _____
Vehicle: _____ Hours _____	Cost \$ _____
Total: _____ Hours _____	Cost \$ _____

Office Use Only

Invoice # _____

Work Order #: _____

Group Project #: _____

Date Complete: _____

TOTAL DUE \$ _____



Village of Pleasant Prairie

9915-39th Ave
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:

Official Use Only

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	Submit a plan, drawn by a Wisconsin Registered Land Surveyor or a Wisconsin Professional Engineer, of the existing site conditions at a scale of at least 1" = 30' showing the site and immediate adjacent areas, including but not limited to the following:	Official Use Only			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, 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.

Official Use Only

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:

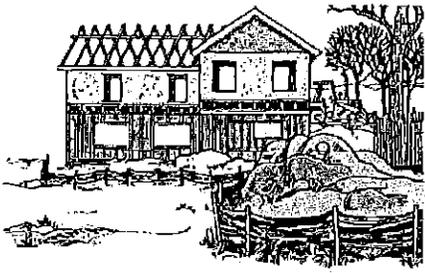
1. All required culverts and all other required drainage structures or appurtenances shall meet Village specifications and approved grading and drainage plans. All such drainage culverts and structures shall be of appropriate size, gauge, cross or length, and such structures are properly installed at 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.

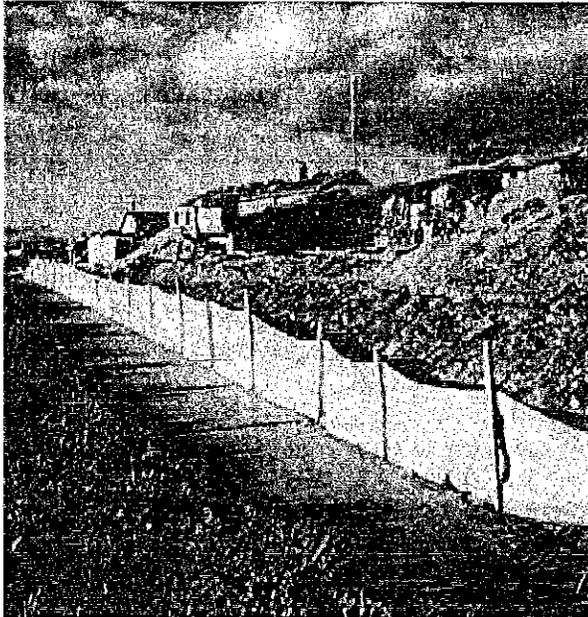
If the requirements are not completed, the Village will notify the owner to complete the required work within a reasonable time period. Upon failure to complete the work, the Village is authorized to complete the work and charge the work against the deposited cash and accrued interest. If the work completed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



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



Taxes

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae

Sediment carries fertilizers that fuel algae and weed growth.

Dredging

The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

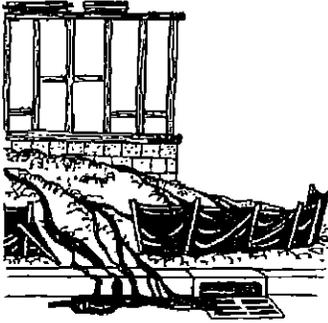
This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

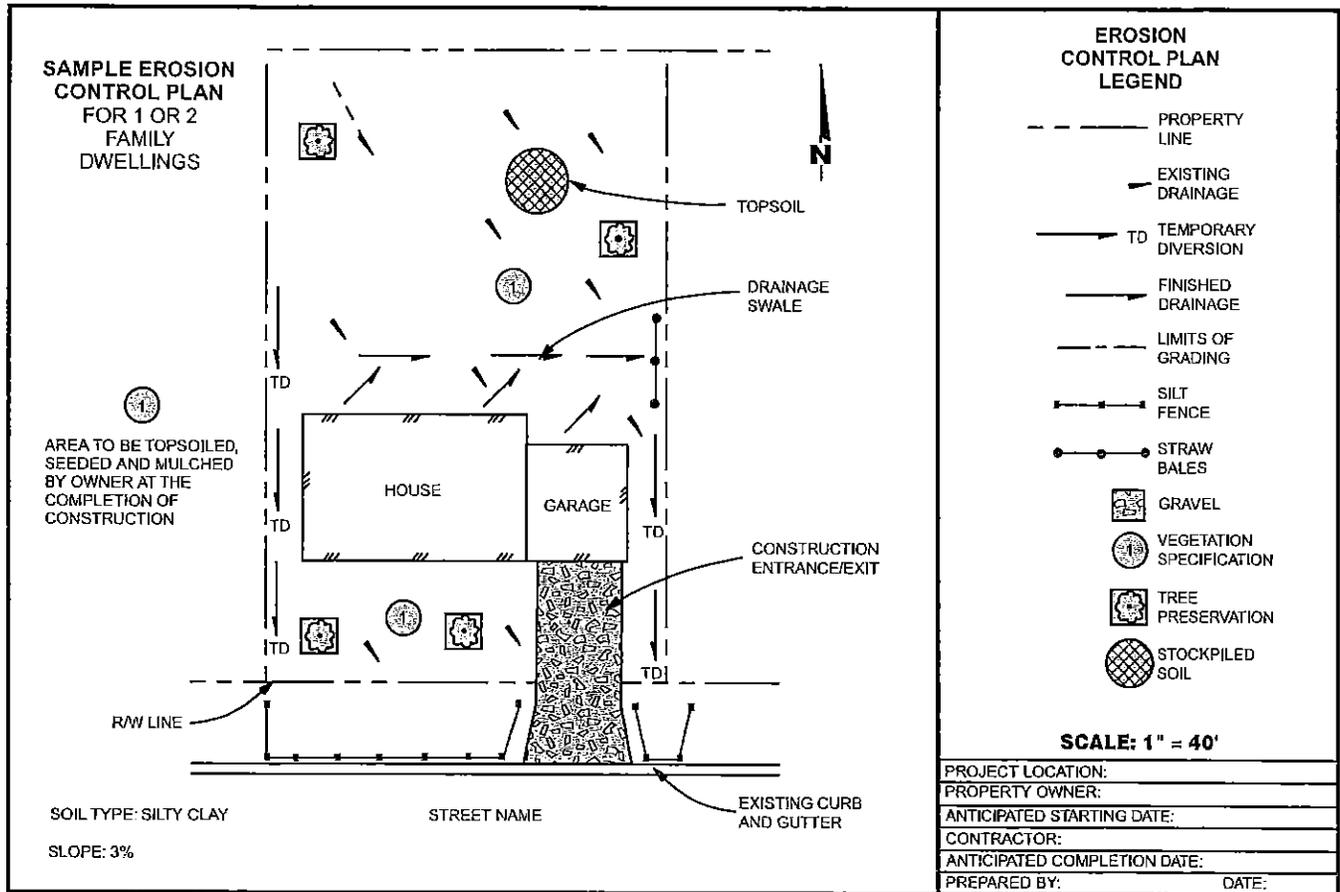
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%

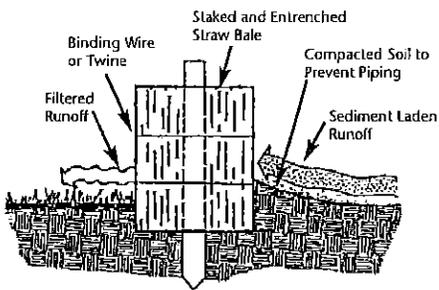
Seeding rate 3-4 4-5 (lb./1000 sq. ft.)

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

COMMONLY USED EROSION CONTROLS

Straw Bale Fences

Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



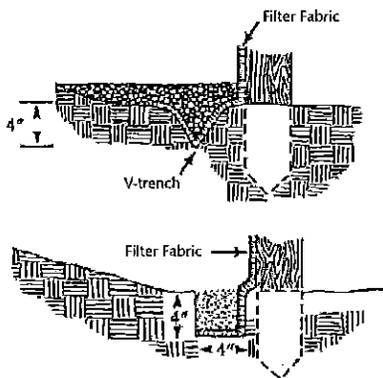
3. Anchor bales using two steel rebar or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

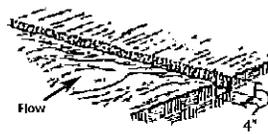
Silt Fences

Cross Sections of Trenches for Silt Fences

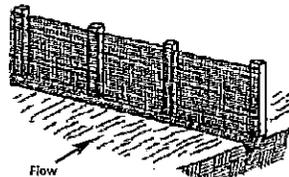


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

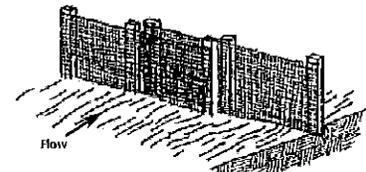
How to Install a Silt Fence



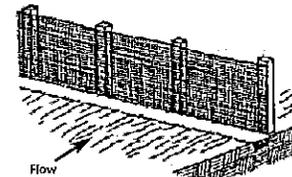
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



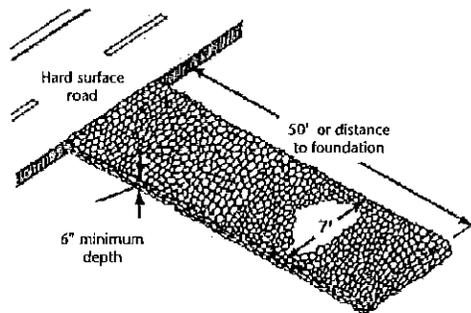
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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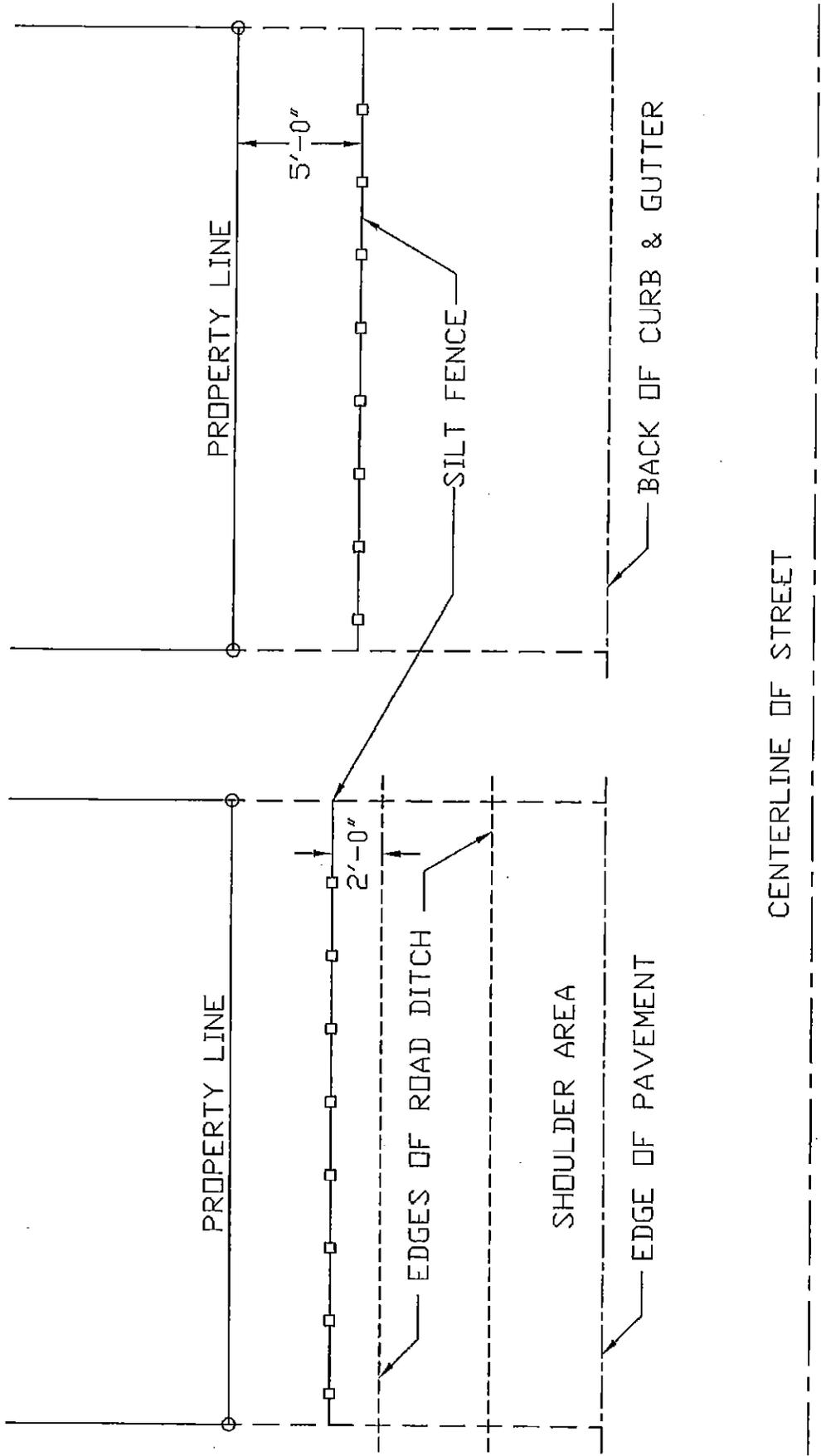


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GWQ001 Erosion Control for Home Builders

DNR WT-457-96

R-1-00-10M-25-S



A RURAL PROFILE STREET

B URBAN PROFILE STREET

VILLAGE OF PLEASANT PRAIRIE
STREETYARD SILT FENCING ILLUSTRATION

DATE: 2/17/05
 REVISED:

DRAWN BY: KEN ROBERS

SCALE: NTS

VPP-BI-0014-I



Plat of Survey Requirements Information Sheet

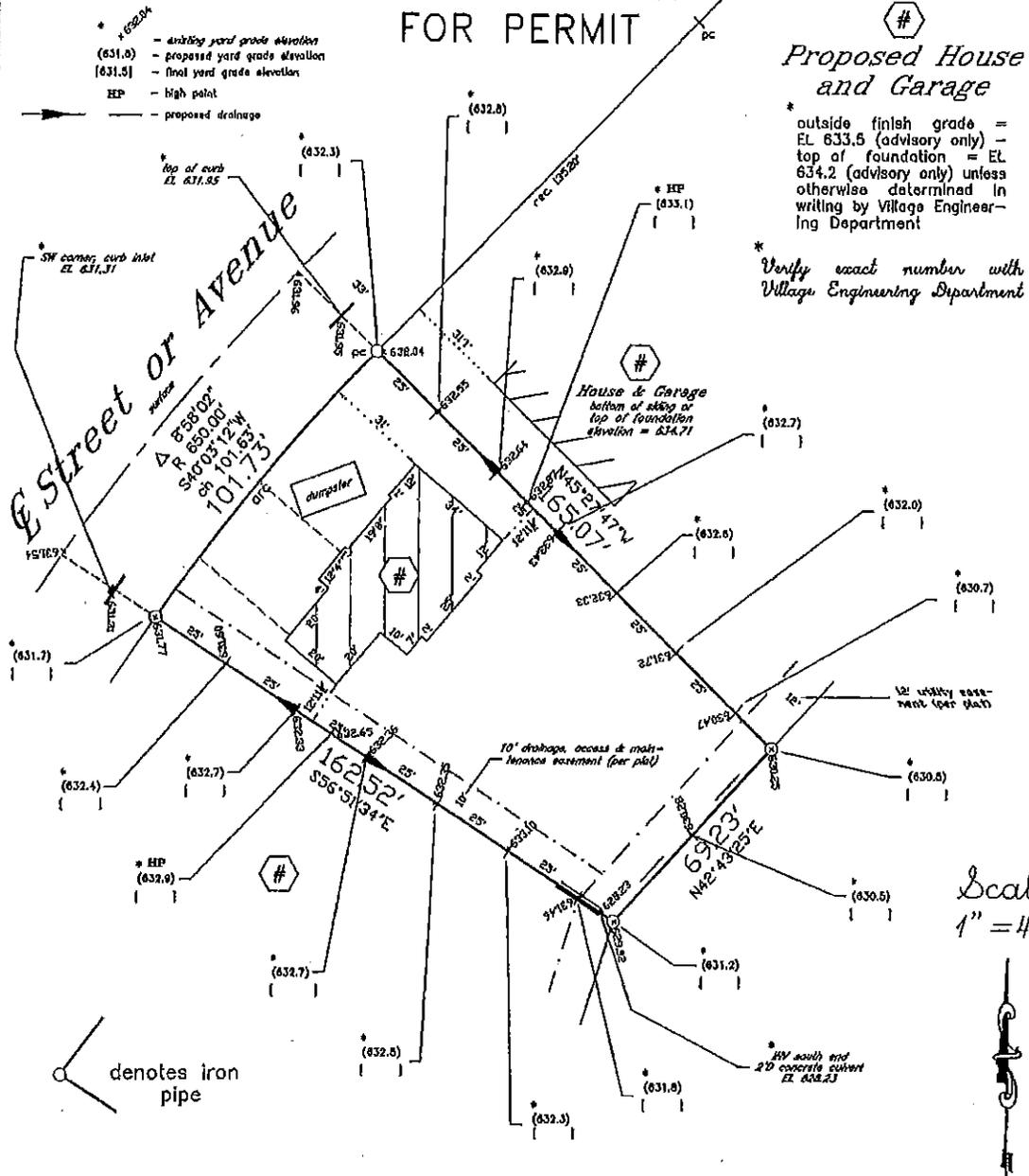
The Plat of Survey must be prepared by a Wisconsin Registered Land Surveyor and shall comply with the requirements of Section 236.34 of the Wisconsin Statutes, as amended from time to time and all the requirements of the Village Ordinances.

A Plat of Survey shall include the following:

1. Property site boundaries and adjacent lands that accurately identify the site location including a graphic scale and north arrow. Names and addresses of the applicant, owner of the site, and Wisconsin Registered Land Surveyor.
2. Existing and proposed road right-of-way lines and road names on site and adjacent to the site. Location of Lakes, streams, wetlands, shore lands, channels, ditches and other water courses and/or the 100-year floodplain on and immediately adjacent to the site, where applicable.
3. Location and dimensions of storm water drainage systems and/or direction of natural drainage patterns on and immediately adjacent to the site, including utility easements and the location of any wells, septic fields or holding tanks and their distances from lot lines and structures.
4. Existing and proposed elevations at the property corners and at all corners of the proposed structure(s), and benchmark elevation.
5. All existing and proposed street, side, rear, shore yard and wetland setbacks from all existing or proposed structures to the lot lines or ordinary high water mark. All street yard setbacks of structures on adjacent lots shall be shown to determine building site lines.
6. The location of the permanent residential driveway with setbacks to the side property lines. The driveway shall be a minimum of 5 feet from the property line and shall not be placed over sanitary sewer and water lines that may be brought to the house.
7. Location of construction entrances (graveled driveway) including the location of on-site parking area for construction vehicles (graveled and paved parking area) if different from the residential driveway.
8. The location of all existing and proposed structures with grades as required by following Village of Pleasant Prairie Municipal Code.
 - a. Existing grade levels at property lines will not be altered or changed to an appreciable extent in relation to grade levels of adjoining property. Grade is defined as the highest elevation taken at top of foundation wall. Finish grade assumed to be .66 feet below top of wall elevation.
 - b. Plat of Survey for new residential dwellings will reference the following elevation points: 1) Crown of road at center line of lot; 2) Existing elevations at new dwelling corners; 3) Highest point of proposed foundation; and 4) Finish grade at foundation of abutting residential structures (finished first floor elevations are also acceptable).
 - c. Top of Foundation elevations will conform to the following: 1) Foundation elevation shall be one to two feet above centerline of roads; 2) Foundation may be set higher where existing lot grade is more than two feet above road grade by the Village Building Inspector; and 3) Where abutting dwellings are above and below proposed elevations, and average of two existing grades will be used to set new structure grade.

EXAMPLE: Existing Dwelling #1 = 650'
Existing Dwelling #2 = 656'
Grade for new Dwelling = 653'
 - d. Elevation may be set by the Village Building Inspector, with the approval of the Community Development Director, in certain cases.
9. Any additional information that may be required by the Village Board, Plan Commission, Building Inspection or Community Development Departments.

SAMPLE SURVEY FOR PERMIT



Proposed House and Garage

* outside finish grade = EL 633.5 (advisory only) - top of foundation = EL 634.2 (advisory only) unless otherwise determined in writing by Village Engineering Department

* Verify exact number with Village Engineering Department

Scale
1" = 40'

Proposed building field staked true size. Contractor to verify all dimensions, elevations and benchmarks before building by same and adhere to drainage plan in effect for this subdivision. Refer to a current title report for a complete legal description and for any easements or restrictions which may affect this site; specifically those not shown on the recorded subdivision plat.

COMPANY NAME
ADDRESS CITY STATE ZIP CODE
AREA CODE PHONE AREA CODE FAX

Plat of Survey of
PROPERTY DESCRIPTION
In 1/4 Section-Town-Range
VILLAGE OF PLEASANT PRAIRIE
KENOSHA COUNTY, WIS.

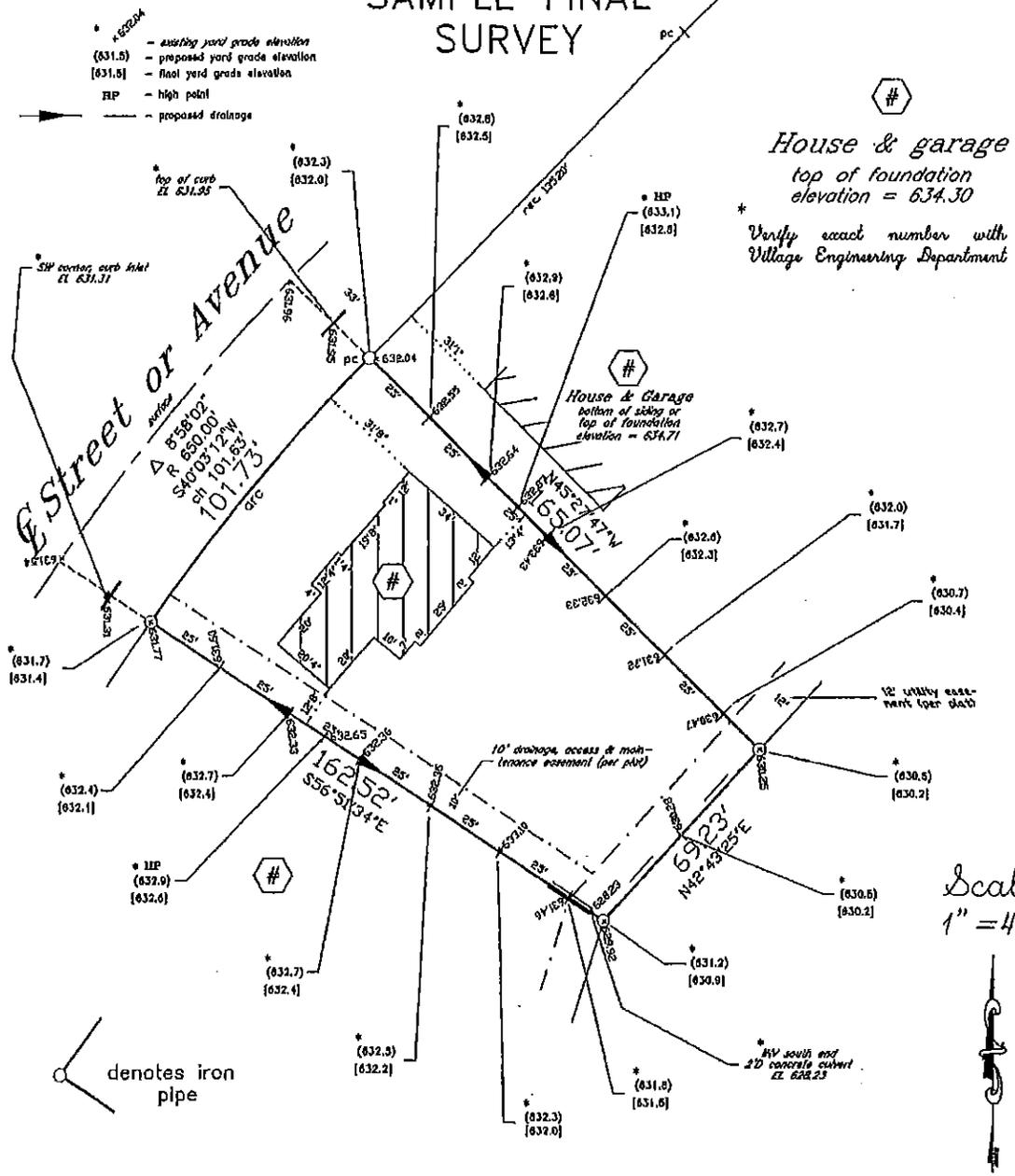


surveyor's
certificate

Registered Land Surveyor
date of house stake-out

-for-
builder / owner

SAMPLE FINAL SURVEY



Proposed building field staked true size. Contractor to verify all dimensions, elevations and benchmarks before building by same and adhere to drainage plan in effect for this subdivision. Refer to a current title report for a complete legal description and for any easements or restrictions which may affect this site, specifically those not shown on the recorded subdivision plat.

COMPANY NAME
 ADDRESS CITY STATE ZIP CODE
 AREA CODE PHONE AREA CODE FAX



surveyor's certificate

Registered Land Surveyor
 date of hours stake-out

*Revised 4/27/04 to show foundation only & elevation of top of foundation
 Revised 9/09/04 final grades*

Plat of Survey of
 PROPERTY DESCRIPTION
 in SE1/4 Section 30-1-23
 VILLAGE OF PLEASANT PRAIRIE
 KENOSHA COUNTY, WIS.

-for-
 builder / owner



Contact Information

Village of Pleasant Prairie

Village Hall

9915 39th Ave

Pleasant Prairie, WI 53158

(262) 694-1400

www.pleasantprairieonline.com

Community Development Department

Planning and Zoning

(262) 925-6717

Inspection Department

(262) 694-9304

Assessors Office

(262) 925-6707

Tax Information

(262) 925-6725

Special Assessment Payments

(262) 925-6703

Utility Billing

(262) 925-6705

Village Administrator's Office

(262) 925-6721

Village of Pleasant Prairie

Roger Prange Center

8600 Green Bay Rd

Pleasant Prairie, WI 53158

(262) 694-1403

Public Works Department

(Streets, Engineering)

(262) 925-6765

Utilities, Clean Water

(262) 925-6777

Garbage & Recycling

(262) 925-6700

Kenosha County Center

Office of Planning & Development

19600 75th St

Bristol, WI 53104

(262) 857-1895

Sanitarian's Office

(262) 857-1895

Wisconsin Department of Commerce

Safety & Buildings Division

PO Box 7082

Madison, WI 53707-7082

S & B Credentialing Unit

(608) 261-8500

www.commerce.wi.gov