



City of Fitchburg

Erosion Control and Stormwater Management

Permit Application

Last Revised 8/30/2019

| |
|------------------------|
| Permit # _____ |
| Start Date: _____ |
| Completion: _____ |
| <i>Office Use Only</i> |

Project Name: _____ Latitude/Longitude: _____
Coordinates to 6 decimal digits req'd (e.g. 43.002512, -89.424248)

Site Address: _____ Parcel ID(s): _____

Landowner Name, Phone & E-mail: _____

Landowner Address: _____

Applicant Name, Phone & E-mail: _____

Designer Name, Phone & E-mail: _____

Contractor Name, Phone & E-mail: _____

Total New Impervious Area added since 8-22-01: _____ s.f.

Total Disturbed Area (this project): _____ s.f. Total New Impervious Area (this project): _____ s.f.

Total Redeveloped Area (this project): _____ s.f. Total Impervious Area (after project): _____ s.f.

Proposed Permit Fee for **Plat Projects***

| | | |
|---|---|--|
| <input type="checkbox"/> Erosion Control Only <small>(check only one)</small> (EC Base Fee = \$200) (EC Amendment Fee = \$100) | <input type="checkbox"/> Erosion Control and Stormwater Management (EC+SWM Base Fee = \$200 + \$400 = \$600) (EC+SWM Amendment Fee = \$300) | <input type="checkbox"/> Stormwater Management Only (SWM Base Fee = \$400) (SWM Amendment Fee = \$200) |
|---|---|--|

Total Disturbed Area (this project): _____ s.f. x \$0.005 / s.f. = \$ _____

Total New Impervious Area (this project): _____ s.f. x \$0.010 / s.f. = \$ _____

Total Redeveloped Impervious Area (this project): _____ s.f. x \$0.005 / s.f. = \$ _____

| | |
|--|--|
| Permit fee of \$ _____ received by _____ on _____ <small style="margin-left: 100px;">name</small> <small style="margin-left: 100px;">date</small> | Base Fee = \$ _____ <small>(see above)</small> Total Permit Fee = \$ _____ |
|--|--|

Make checks payable to "City of Fitchburg." Permit fee must be paid before Dane County review will begin.

Fees DOUBLE if work starts before permit is approved.

Note: Maximum length of permit duration is 3 years from permit start date.

** Plat projects include initial grading and infrastructure construction for plats. Development of individual lots within a plat are not considered "Plat projects" for the purposes of permit fee calculation.*

Proposed Permit Fee for **non-Plat Projects**

| | | |
|---|---|--|
| <input type="checkbox"/> Erosion Control Only <small>(check only one)</small> (EC Base Fee = \$275) (EC Amendment Fee = \$100) Plus actual costs** | <input type="checkbox"/> Erosion Control and Stormwater Management (EC+SWM Base Fee = \$450) (EC+SWM Amendment Fee = \$100) Plus actual costs** | <input type="checkbox"/> Stormwater Management Only (SWM Base Fee = \$375) (SWM Amendment Fee = \$100) Plus actual costs** |
|---|---|--|

***In addition, the applicant shall pay the actual costs incurred by the City from any consultant or agent with whom the City may contract to provide services relating to the administration of this Code. The City shall bill the applicant for such charges, which shall be paid within thirty (30) days. Any unpaid charges shall be assessed to the subject property as a special charge pursuant to Wis. Stats. 66.0627 and placed on the tax roll.*

Make checks payable to "City of Fitchburg." Permit fee must be paid before Dane County review will begin.

Base fee DOUBLES if work starts before permit is approved.

Landowner or Applicant Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Conditionally Approved by City Engineer: _____ Date: _____

Submit 1 electronic copy of Permit Application, Report, and Plans (11"x17" max. size) to: dakota.dorn@fitchburgwi.gov, claudia.guy@fitchburgwi.gov, and Mergen.Elliott@countyofdane.com. Submit permit fee to: Fitchburg Public Works Department, Attn: Environmental Engineer, 5520 Lacy Road, Fitchburg, WI 53711.

The following permit conditions are in addition to Conditions 1-4 listed on Page 1 of this permit.

Landowner / Applicant hereby acknowledged / agrees to the following:

1. Landowner / Applicant have reviewed Chapter 30, Article II of the City of Fitchburg Code of Ordinances and agree to follow all necessary requirements.
2. Landowner / Applicant agree to the permit conditions on the bottom of this permit.
3. Landowner / Applicant hereby grant the City of Fitchburg and its agent's permission to enter the project property for inspection and/or curative action.

Landowner / Applicant agree to keep a copy of the approved permit(s) and plan(s) available on the site at all times until final completion.

4. **City R/W Permit** - Landowner/Applicant shall check on whether a Right-of-Way (R/W) permit application is required for construction work within the City R/W. No land disturbance within the R/W is allowed unless a R/W Permit is approved.
5. **Street Access** - Per Fitchburg Chapter 70, Article V s. 70-145 vehicles over 10,000 lbs. gross weight shall use wood curb blocking when mounting or crossing curb & gutter, unless specifically permitted in writing by the City. Gravel & soil curb ramping is expressly prohibited.
6. **WDNR, Army Corps of Engineers, CARPC, etc. Permits** - Landowner/Applicant is responsible for checking with appropriate agencies for determining applicable permits. Copies of any applicable permits must be provided to the City prior to commencing land disturbance.
7. **Property Transfer** - If there is a transfer of property ownership prior to completion of the permit requirements, the permittee must notify the City and coordinate either a new permit application or permit transfer per Fitchburg Chapter 30 Article II 30-26 (f).
8. **Digger's Hotline** - Permittee shall be responsible for calling in all necessary underground utility locates for the construction work, and keeping the locates current/up-to-date. **Digger's Hotline for the area is 1-800-242-8511.**
9. **Traffic Control / Job Site Safety** - Traffic control shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). The Permittee and Permittee's Contractor are responsible for all job site safety and shall ensure that they communicate all applicable emergency contact information to the City and County emergency management services (EMS) departments.
10. **Erosion Control** - R/W surfaces shall be thoroughly cleaned before the end of each working day. All inlets, culverts, or other storm sewer structures subject to drainage shall be protected with silt screen protection device specifically designed for that structure. Any deposits of dirt, mud, rock, debris, or other material entering the storm sewer system shall be promptly and thoroughly cleaned out. If not clean by the end of the day, the City reserves the right to coordinate the work and charge back all equipment use and labor deemed necessary by the City to the Permittee. All erosion control measures shall be installed in accordance with the City of Fitchburg Standard Specifications, current edition. The City reserves the right to require additional erosion control measures as conditions warrant.
11. **Restoration** shall be completed as noted in the construction schedule unless otherwise authorized by the City. All public improvements (ie: curb and gutter, sidewalks, driveways, topsoil, vegetative cover, terrace trees, underground utilities, storm water conveyance and detention facilities, etc.) shall be installed and/or restored in accordance with the City of Fitchburg Standard Specifications, current edition.
12. **Construction Schedule Notification** - Permittee shall notify the City within 10 days of initial installation of all erosion control measures to arrange an inspection. No grading or construction work is allowed until the permit is approved and erosion control measures have been put in place and approved by the City. Permittee shall again contact the City a minimum of 2 working days prior to commencing any grading or construction work. Landowner/Applicant shall notify the City of any changes to the construction schedule as work progresses.
13. **Construction Site Erosion Control Inspections** - Contractor shall complete and upload weekly construction site erosion control inspections online using the PermiTrack system (<https://www.mypermitrack.com/sehsvc/login>) until Complete Stabilization is met. City Staff will set up the accounts, project, and provide training as needed to permittee, consultants, and contractors. If the site will be inactive, but stable, for a prolonged period (e.g. winter shutdown, etc.), Contractor may contact the City to request bumping inspection status to "Inactive" so weekly inspections don't need to be done until construction work resumes.
14. **Completion Date / Notice of Stabilization** - The site shall be stabilized by the Completion Date listed on Page 1 of this permit. If the site cannot be stabilized by that date, written notice shall be given to the City along with revised stabilization date, revised Soil Loss spreadsheet(s) and request to extend the Completion Date. If appropriate notification is not given prior to the Completion Date, a new permit application and appropriate fees

must be submitted for any remaining disturbed areas. Within ten days after installation of all practices in the approved erosion control plan and achievement of soil stabilization, the permittee shall notify the City to arrange a confirmation of project completion and stabilization.

15. **Approved Plan Sheets** (Include dates, sheet numbers, revision, etc.):

16. **Special Conditions:**

City of Fitchburg – Erosion Control Application Checklist

Project Name / Location: _____ **Permit #:** _____

Please check the appropriate box: I = Included; N/A = Not Applicable (If "N/A" is checked, an explanation must be entered.)

| Plan Requirements (refer to Chapter 30, Article II s. 30-27 (a)) | | Applicant | | | Public Works | |
|---|--|-----------|-----|--|--------------|-----|
| | | I | N/A | Explanation / Location of Information (Page Number of Attachment) | I | N/A |
| (1) | Property lines, lot dimensions, and limits of disturbed area. | | | | | |
| (2) | Limits of impervious area, including buildings and paved areas | | | | | |
| (3) | All natural and artificial water features | | | | | |
| (4) | All erosion control measures to be installed | | | | | |
| (5) | Cross sections and profiles of road ditches and channels (existing and proposed). | | | | | |
| (6) | Storm sewer pipes and/or culvert sizes (existing and proposed). | | | | | |
| (7) | Direction of runoff flow (contours or runoff arrows). | | | | | |
| (8) | Watershed size for each contributing drainage area. | | | | | |
| (9) | Design discharge for ditches and structural measures (flow calculations). | | | | | |
| (10) | Runoff velocities in channels (ft/s). | | | | | |
| (11) | Fertilizer and seeding rates (seed, fertilizer, polymer, mulch, etc.). | | | | | |
| (12) | Detailed description and proposed completion schedule of each element of the erosion control plan, including stabilization of ditches and slopes. | | | | | |
| (13) | Show steps and calculations demonstrating the erosion control performance standards under Chapter 30, Article II s. 30-27(c) will be met. Include Soil Loss spreadsheet. | | | | | |
| (14) | Provisions to prevent mud-tracking off-site onto public thoroughfares during the construction period. | | | | | |
| (15) | Provisions to disconnect impervious surfaces, where feasible. | | | | | |
| (16) | Provisions to prevent sediment delivery to, and accumulation in, any proposed or existing stormwater conveyance systems. | | | | | |
| (17) | Copy of permits or approvals by other agencies (e.g. WDNR, Army Corps of Engineers, etc.). | | | | | |
| (18) | Existing and proposed elevations and contours (NAVD 88) | | | | | |
| (19) | Itemized estimated cost (including labor) for installation of all elements of the erosion control plan. | | | | | |
| (20) | Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site. | | | | | |
| (21) | Plan Commission Approval (if parcel is 5 acres or more); See Chapter 30, Article II s. 30-32 for details. | | | | | |

Indicates plan requirement must always be included

City of Fitchburg – Stormwater Management Application Checklist

Project Name / Location: _____ Permit #: _____

Please check the appropriate box: I = Included; N/A = Not Applicable (If "N/A" is checked, an explanation must be entered.)

| *SWM Plan/Report must have P.E. Stamp on Cover Page | | Applicant | | | Public Works | |
|---|---|-----------|-----|--|--------------|-----|
| Plan Requirements (refer to Chapter 30, Article II s. 30-27 (a)) | | I | N/A | Explanation / Location of Information (Page Number of Attachment) | I | N/A |
| (1) | Narrative describing the proposed project, including implementation schedule of designed practices. | | | | | |
| (2) | Identification of the entity responsible for long-term maintenance of the project. | | | | | |
| (3) | Map showing drainage areas for each watershed area. | | | | | |
| (4) | A topographic map of the site location, including the contiguous properties, existing drainage patterns and watercourses affected by the proposed development of the site and the existing vegetative cover | | | | | |
| (5) | Design practices to maintain peak discharge rates for the 1, 2, 10, and 100-year 24-hour storm events. Include a summary table showing the results of the analysis. | | | | | |
| | a. Pre-development peak flow rates | | | | | |
| | b. Post development peak flow rates with no detention | | | | | |
| | c. Post development peak flow rates with detention | | | | | |
| | d. Assumed runoff curve numbers | | | | | |
| | e. Time of concentration used in calculations | | | | | |
| (6) | Complete site plan and specifications. | | | | | |
| | a. Property lines and lot dimensions | | | | | |
| | b. All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks | | | | | |
| | c. All public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material | | | | | |
| | d. All natural and artificial water features | | | | | |
| | e. Depth to bedrock | | | | | |
| | f. Depth to seasonal high water table | | | | | |
| | g. The extent and location of all soil types as described in the Dane County Soil Survey, slopes exceeding 12%, and areas of natural woodland or prairie | | | | | |
| | h. Existing and proposed elevations (NAVD 88) | | | | | |
| | i. Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project | | | | | |
| | j. Soil erosion control and overland runoff control measures, including runoff calculations as appropriate | | | | | |
| | k. Detailed construction schedule | | | | | |
| | l. Copies of permits or permit applications required by any other governmental entities or agencies | | | | | |
| | m. Location of all stormwater management practices | | | | | |
| | n. All existing and proposed drainage features | | | | | |
| | o. The location and area of all proposed impervious surfaces | | | | | |
| | p. The size (ft ²) and limits of the disturbed area | | | | | |
| q. | Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features | | | | | |


Indicates plan requirement must always be included

City of Fitchburg – Stormwater Management Application Checklist

Project Name / Location: _____ Permit #: _____

Please check the appropriate box: I = Included; N/A = Not Applicable (If "N/A" is checked, an explanation must be entered.)

| | | | | | | | |
|------|--|--|--|--|--|--|--|
| (7) | Calculations demonstrating the stormwater management performance standards under Chapter 30, Article II s. 30-28 (b) will be met. | | | | | | |
| (8) | Engineered designs for all structural management practices. | | | | | | |
| (9) | Description of methods to control oil and grease or written justification for not providing such control. | | | | | | |
| (10) | Description and plans to control temperature of runoff. | | | | | | |
| (11) | Maintenance plan and schedule for all permanent stormwater management practices. | | | | | | |
| (12) | "A summary of infiltration calculations including: predevelopment infiltration volume, calculated infiltration volume goal, achieved post-development infiltration volume. | | | | | | |

 Indicates plan requirement must always be included