

Application Packet For Stormwater Management and Erosion Control Permit

Town of Delton, Sauk County, WI

**30 Wisconsin Dells Parkway South, Marshall Memorial Hall
PO Box 148, Lake Delton, WI 53940**

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Town Clerk-Treasurer: Deborah Kowalke
clerk@townofdeltonwi.gov
Phone: (608) 253-4621

The purpose of this document is to provide guidance in applying for and obtaining a Stormwater Management and Erosion Control Permit in the Town of Delton. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Applicability of Ordinance

Do I need a Stormwater and Erosion Control Permit for my Project?

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a permit for Erosion Control as defined in the Town of Delton Erosion Control and Stormwater Runoff Ordinance. Please read and respond to the following questions:

QUESTION:	YES	NO
Does this project disturb more than 5,000 ft ² of existing land cover?		
Will any excavation, fill, or combination thereof exceed 1,000 cubic yards?		
Is this project a new, enlarged, relocated or substantially reconstructed roadway?		
Will any water course be changed or enlarged, or will any material be removed from a lake or stream bed as a part of this project?		
Will there be 300 linear feet or more of trenching or land disturbance due to laying underground conduits, including but not limited to, cables, piping, wiring, waterlines, sanitary sewers, or storm sewers?		
Is this project a subdivision which requires plat approval or any certified survey?		
Will this project take place on any slopes of 12% or greater?		
Does this project site have unstable soils as determined by the Town Engineer? <i>If you are unsure about this determination, please contact the Town Engineer.</i>		
Is this project related in any way to onsite detention or runoff control?		

Did you answer "YES" to **ANY** of the above questions? ☐ YES ☐ NO

If yes, your project is subject to Erosion Control. Please continue with the application.

If no, your project is not subject to Erosion Control. However, as a caution, please read the following taken from the aforementioned ordinance:

"Any landowner, land user, and/or responsible party who permits excessive erosion of his/her land and sedimentation on adjacent land, public streets or bodies of water from land not otherwise subject to this Ordinance shall be deemed in violation of this Ordinance and subject to the penalties provided in Section 1-14. Erosion is excessive if, sedimentation of adjacent land, waterways, lakes and streams occurs or if the public health, safety or general welfare of the citizens of the Town is harmed. This section applies equally to any landowner, land user and/or responsible party who allows erosion of adjacent land due to uncontrolled runoff emanating from his/her land."

If you are still unsure as to whether or not your project is subject to Erosion Control, please contact the Town Engineer for further guidance.

Town Engineer and Zoning

Administrator: Roth Professional Solutions
315 DeWitt Street
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Signature of Person Preparing this Form

Date

Printed Name

Title

Summary of Application Process

1. Contact the Town Clerk, Deborah Kowalke to obtain a Stormwater Management Application Packet (this packet) in electronic form - dkowalke@townofdelton.org
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this point to discuss the scope of your project. Depending on your proposal, the Town Engineer may have valuable guidance that will save you both time and money over the course of the permitting process. Contact information for the Town Engineer is located on the following page.
3. Prepare an erosion control and stormwater management plan including all applicable sections, based on the appropriate checklist found within this packet.
4. Submit the following items, **assembled in packet form**, to the Town Clerk. The mailing address is provided at the top of the page. Forms can also be emailed to the Town Clerk (*the Town Clerk will forward the information on to the proper Town Representatives for review*).

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- ☐ Completed Applicability of Ordinance Form
- ☐ Reimbursable Services Agreement
- ☐ Completed Application for Stormwater and Erosion Control Permit
- ☐ Completed Stormwater Management and Erosion Control Plan Checklist
- ☐ Completed Erosion Control Plan Checklist
- ☐ **OR**
Completed Stormwater Management Plan Checklist
- ☐ Erosion Control Plan and Stormwater Management Plan with all sections as indicated in the appropriate Project Checklist.
- ☐ \$75 Town Administration Fee Payable to "Town of Delton"

If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and the Town Engineer.

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Board members.

7. The Town Clerk will inform you of the date and time of the next feasible Plan Commission meeting at which your project could be discussed. You should plan to attend this meeting.

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

NOTE: Plan Commission action is only necessary when the application for stormwater and erosion control permit is accompanying a zoning matter (such as re-zoning request, variance, conditional use permit, etc.) Otherwise, the project will go through the Town Engineer and Town Board for approval.

8. The Town Engineer will make a recommendation to the Plan Commission to either approve or reject the plan based on the criteria found in the Ordinance.
9. The Plan Commission will then vote to approve the plan or reject it, taking into account the Town Engineers recommendation, but not necessarily abiding by it.
10. If the plan is voted to be approved, it will be presented to the Town Board for final approval and issuance of a permit. The Town Board has the right to overrule the Town Engineer and Plan Commission with their decision.
11. If the plan is rejected, the Applicant will be notified in writing, and may re-submit a new or modified Stormwater Management Plan or appeal the decision pursuant to Section 1-14 of the Ordinance.
12. Once the plan has been approved, the Town will issue a permit letter to the Applicant, and the permit will be valid for a period of 6 months from the date of issuance, unless another specific date is provided by the Town.
13. The applicant must inform the Town Engineer at least two working days in advance of the start of any land disturbing activity.
14. The Town will issue a bill to the Applicant for reimbursement of the engineering and legal fees for the review of the application. See the Associated Fees section of this document for further information.
15. If the project is expected to take longer than the duration of the permit coverage (6 months), the Applicant may apply for a permit renewal.

ASSOCIATED FEES

Town Administration Fee: \$75, submitted at the time of application.

Engineering Review Fees: The applicant shall pay a fee equal to the Town's actual cost incurred as a result of the review by the Town Engineer. The fee shall be paid within 30 days of the bill being issued by the Town, or the permit may be revoked.

Town Engineer and Zoning Administrator:

Roth Professional Solutions
315 DeWitt St.
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Agreement for Reimbursable Services

In the Review of Stormwater and Erosion Control Plans
Town of Delton, Sauk County, WI

In accordance with the Town of Delton Erosion Control and Stormwater Runoff Ordinance, Section 1-10 (G), the cost of application review for all stormwater and erosion control permits shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Delton incurred expenses relating to a particular stormwater and erosion control permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the stormwater and erosion control permit request. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the stormwater and erosion control application. The submittal of a stormwater and erosion control application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town, may be assigned by the Town as a special assessment to the subject property, or result in the revocation of the stormwater and erosion control permit.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Delton for
(Project Name)
all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the stormwater management permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Signature of Applicant

Date

Printed Name

Signature of Property Owner (If Different from Applicant)

Date

Printed Name

Application for Stormwater and Erosion Control Permit

APPLICANT INFORMATION			
Applicant(s):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	
Property Owner(s) - (If Different than Applicant):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	
Primary Contact Person - (If Different than Applicant):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	

DESCRIPTION OF PROPERTY		
Address or Location of Subject Property:		
Tax Parcel Number:	Acreage of Parcel(s):	Approximate Acreage of Disturbed Area:
Nearest Receiving Water Body:		Approximate Distance Away:
Mapped Wetlands in Area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wetland Indicator Soils in Area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is Any Part of This Property Located Within a Floodplain?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Primary Soils on Site:		
Provide a Brief Description of the Project and Associated Land Disturbing Activities:		

Signature of Person Preparing This Form

Printed Name

Date

Signature of Owner (If Different)

Printed Name

Date

Stormwater Management And Erosion Control Plan Checklist

The Town of Delton Stormwater and Erosion Control Ordinance is broad and comprehensive so that it may cover a large amount of projects. However, every project is different, and parts of the Ordinance may not apply to your project. Please use the following guide to help you determine what will be necessary for a proper submittal for your project.

QUESTIONS	YES	NO
Is this project a multi-family, mixed use, commercial, industrial, recreational, or institutional development that will disturb 8,000 square feet or more?		
Will any resulting water course be changed from its original route as a result of this project?		
Will any components be added to the existing stormwater system on site? (e.g. culverts, storm sewer, inlets, swales, ponds, etc.)		
Will total land disturbance of the project be greater than one acre?		

Did you answer "YES" to **ANY** of the above questions? ☐ YES ☐ NO

If "**NO**", your project is only subject to construction site erosion control, and the "Erosion Control Plan Checklist" should be followed to ensure a complete and proper submittal of information.

If "**YES**", your project is subject to both construction site erosion control and to onsite detention and runoff control. You should proceed using the "Stormwater Management Plan Checklist" beginning on page 9 of this document to ensure a complete and proper submittal of information.

If you are still unsure as to whether or not your project is subject to erosion control and/or onsite detention and runoff control, please contact the Town Engineer for further guidance.

Town Engineer and Zoning Administrator:

Roth Professional Solutions
315 DeWitt Street
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Erosion Control Plan Checklist

A Framework for Erosion Control Plans

ITEM		COMPLETE	PAGE?
A map of the project site at a useable scale of not less than 1" = 100' showing:		<input type="checkbox"/>	
	Name, address, and telephone number of the land occupier, as well as the name and phone number of the party responsible for maintaining erosion control structures.	<input type="checkbox"/>	
	Existing Topography of the site with a maximum of 5' contour intervals	<input type="checkbox"/>	
	Limits of the natural floodplain(s) based on a 100 year flood, if any.	<input type="checkbox"/>	
	Location of all erosion control devices and facilities.	<input type="checkbox"/>	
	Mapped wetlands, or wetland indicator soils.	<input type="checkbox"/>	
	Location of areas of utility installation	<input type="checkbox"/>	
	Existing land cover, vegetative or otherwise.	<input type="checkbox"/>	
	Location of all existing stormwater system devices and facilities (e.g. culverts, inlets, storm sewers, swales, ponds, etc.).	<input type="checkbox"/>	
A written report including the following sections:		<input type="checkbox"/>	
	A description of the project activity.	<input type="checkbox"/>	
	A schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area of land disturbing activity.	<input type="checkbox"/>	
	A description of the methods or devices that will be used to address erosion control on site.	<input type="checkbox"/>	
	Methods to prevent tracking of soil off of the site.	<input type="checkbox"/>	
	Cost estimate of all erosion and sediment control, and water management structures and facilities.	<input type="checkbox"/>	
	Provisions for maintenance of all erosion control facilities and devices.	<input type="checkbox"/>	

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.

Stormwater Management Plan Checklist

A Framework for Stormwater Management Plans

ITEM		COMPLETE	PAGE?
A written report, stamped by a Professional Engineer licensed in the State of Wisconsin, with the following sections:		<input type="checkbox"/>	
	A description of the project activity.	<input type="checkbox"/>	
	A schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area of land disturbing activity.	<input type="checkbox"/>	
	A description of the methods or devices that will be used to address erosion control on site.	<input type="checkbox"/>	
	Methods to prevent tracking of soil off of the site.	<input type="checkbox"/>	
	Cost estimate of all erosion and sediment control and water management structures and facilities.	<input type="checkbox"/>	
	Provisions for maintenance of all erosion control facilities and devices.	<input type="checkbox"/>	
	Seeding mixtures and rates, lime and fertilizer application rates, and kind and quantity of mulching for both temporary and permanent vegetative control measures.	<input type="checkbox"/>	
A map of the site location at a scale not smaller than 1" = 100' showing the location of predominant soil types and the existing vegetative cover.		<input type="checkbox"/>	
A topographic map of the site location (maximum of two foot contour intervals), including enough of the contiguous properties to show existing drainage patterns and watercourses that may affect or be affected by the proposed development. Also, show site boundaries.		<input type="checkbox"/>	
A plan of the site at a scale not smaller than 1" = 100' showing:		<input type="checkbox"/>	
	Name, address, and telephone number of the land occupier, as well as the name and phone number of the party responsible for maintaining erosion control structures.	<input type="checkbox"/>	
	Limits of the natural floodplain(s) based on a 100-year flood, if any.	<input type="checkbox"/>	
	Location of all erosion control devices and facilities.	<input type="checkbox"/>	
	Proposed Topography of the site location with a maximum of two (2) foot contour intervals showing:	<input type="checkbox"/>	
	Location of proposed land disturbing activity, proposed disturbance of protective cover, any proposed additional structure on the site, areas to be seeded or mulched, areas to be vegetatively stabilized and areas to be left undisturbed.	<input type="checkbox"/>	
	Elevations, dimensions, locations of all land disturbing activities including where topsoil will be stockpiled so as to not contribute to erosion and sedimentation.	<input type="checkbox"/>	

Town of Delton

Sauk County, WI

Mailing Address:
 PO Box 148
 Lake Delton, WI 53940

ITEM		COMPLETE	PAGE?
	Finished grade, stated in horizontal feet to vertical feet, of all cut and fill slopes.	<input type="checkbox"/>	
	Types of utilities and proposed areas of installation.	<input type="checkbox"/>	
	Proposed paved and covered areas.	<input type="checkbox"/>	
	Makeup of proposed surface soil (upper six inches) on areas not covered by buildings, structures, or pavement. Description shall be in terms such as: original surface soil, subsoil, sandy, heavy clay, stony, etc.	<input type="checkbox"/>	
	Proposed kind of cover on areas not cover by buildings, structures, or pavement. Description shall be in such terms as lawn, turf grass, shrubbery, trees, forest cover, rip rap, mulch, etc.	<input type="checkbox"/>	
Plans and hydraulic computations of all temporary or permanent structural and non-structural measures or other protective devices to be constructed in connection with this project, conducted by a Professional Engineer licensed in the State of Wisconsin		<input type="checkbox"/>	
	Estimated Surface runoff of the area based upon the 2, 10, 25, & 100-year frequency storm events. Peak flows shall be based upon synthetic storms calculated using SCS TR 55.	<input type="checkbox"/>	
	Estimated rate of discharge in cubic feet per second at the point(s) of discharge from the site based upon the 2, 10, 25, & 100 year pre-development and post-development conditions.	<input type="checkbox"/>	
	The storm event frequency or recurrence interval and discharge rate in cubic feet per second on which the design of plans is based.	<input type="checkbox"/>	
	Proposed provisions to carry runoff to the nearest adequate outlet, such as curbed street, storm drain, or natural drainage way.	<input type="checkbox"/>	
	Design computations and applicable assumptions for all structural measures for erosion and sediment pollution control and water management. Volume and velocity of flow shall be given for all surface water conveyance measures and pipe outfalls.	<input type="checkbox"/>	
Document effectiveness of proposed best management practices to limit peak discharges and enhance water quality.		<input type="checkbox"/>	
	Limit peak discharges to pre-development levels in 2, 10, 25, & 100 year storms, unless waved by the Town Engineer.	<input type="checkbox"/>	
	Reduce total suspended solids load by at least 80% based on annual average rainfall, unless waived by the Town Engineer.	<input type="checkbox"/>	
	Infiltrate sufficient runoff to meet the requirements for your site as outlined Section 1-9 (F) of the Town of Delton Erosion Control & Stormwater Runoff Ordinance.	<input type="checkbox"/>	

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.