**Village of Brooklyn**
**Erosion Control and Stormwater Management**
**Permit Application**
**210 Commercial Street, P.O. Box 189**
**Brooklyn, WI 53521**
**608-455-4201/fax 455-1385**
clerk@brooklynwi.gov & deputyclerk@brooklynwi.gov

No landowner or land user may commence a land disturbance or land development activity subject to this ordinance without receiving prior approval of an erosion control and stormwater management plan for the site and a permit from the Village Engineer. Applicant shall submit this application along with a control plan and pay an application fee to the village. Within 21 days of receipt of the application, control plan statement, and fee the Village Engineer will review to determine if all requirements of the ordinance are met. (Ordinance 107)

ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM (Ordinance 107-36)

| **Owner Information** | |
|---|---|
| Name | Contact Person |
| Work phone | Home or Cell Phone |
| Address | City, State, Zip |
| Email | Fax |
| **Contractor Information** | |
| Name | Contact Person |
| Work phone | Title |
| Address | City, State, Zip |
| Email | Fax |
| **Construction Site Information** | |
| Site Name: | |
| Location Address: | |
| Mailing Address: | |
| Project Start Date: | Project End Date: |

If the site is not wholly located within the Village of Brooklyn or if the site is not located on a Village Street, complete the following:

Quarter Quarter ☐ Quarter ☐ Section ☐ Township ☐ N. Range ☐

Is this site wholly contained on the above quarter section? (Yes or No) _____
*Use more space if needed to describe site location

Total Area of Construction Site: _____Acres Total Estimated Disturbed Area: _____ Acres
Site Impervious Area: (including rooftops) Before Construction: _____%
After Construction: _____%

Type of Construction (check all that apply):
☐ Residential ☐ Commercial ☐ Industrial ☐ Reconstruction ☐ Demolition

☐ Utility ☐ Transportation (if applicable, list WDOT Project Number)

☐ Other (Describe)

☐ Storm drain system – infiltrates to groundwater
☐ Storm drain system – discharge to surface water
☐ Directly or indirectly to waters of the state – enter name of stream, river, lake wetland
☐ Infiltration to groundwater occurs on-site

Has the stormwater discharge leaving the site been sampled and analyzed for pollutants? (Yes or No)

**Certification**

"I certify that this document and attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person, or persons, directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. In addition, I certify that the provisions of the permit, including development and implementation of the Construction Site Erosion Control and Stormwater Management Plan, will be complied with. I am aware of the enforcement provision in Ordinance 107-26 of the village ordinance, and where notice of noncompliance has been given and in not corrected within the time periods specified in Ordinance 107-26. I authorize the village to take corrective action, as described in and consent to assessments by the village against my property for the total costs and expenses of this action."

| Owner Printed Name | Telephone # |
|---|---|
| Owner Signature | Date Signed |

| **Please complete if this permit application was prepared by a consultant or someone other than and employee of the site Owner.** | |
|---|---|
| Prepare Printed Name | Firm |
| Mailing Address | Title |
| City, State, Zip Code | Telephone # |
| Signature of Prepare | Date Signed |

Village of Brooklyn
Erosion Control Application Checklist
Ordinance 107.28

Date: _____

Project _____ Permit # _____

Please check the appropriate box: I = Included; NA = Non-Applicable (if "NA" is checked, and explanation must be entered)

| Applicant | | | | Reviewer | |
|---|---|---|---|---|---|
| Plan Requirement | I | NA | Explanation/Location in Plan | I | NA |
| Cross sections and profiles of road ditches | | | | | |
| Culvert sizes | | | | | |
| Direction of runoff flow (contours or runoff arrows) | | | | | |
| Watershed size for each contributing drainage area | | | | | |
| Design discharge for ditches and structural measures (flow calculations) | | | | | |
| Runoff velocities in channels (feet/second, meters/second) | | | | | |
| Fertilizer and seeding rates (seed, fertilizer, and mulch) | | | | | |
| Time schedule for stabilizing exposed soil | | | | | |
| Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion: 7.5 ton/acre/yr (soil loss calculation) | | | | | |
| Description of how the site is to be developed (written description) | | | | | |
| Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control devices) | | | | | |
| Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad) | | | | | |
| Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Any proposed changes to the erosion control plan must be submitted and approved | | | | | |
| **Application Requirement** | **I** | **NA** | **Explanation/Location in Plan** | **I** | **NA** |
| Copy of Preliminary Review Letter, if applicable | | | | | |
| Copies of permits or approvals by other agencies | | | | | |
| Proposed schedule for completion and installation of all elements of the erosion control plan | | | | | |
| Estimated cost of completion and installation of all elements of the erosion control plan. | | | | | |
| If stormwater management requirements are applicable, the stormwater checklist must be attached. | | | | | |

Village of Brooklyn
Stormwater Management Application Checklist
Ordinance 107.29, 107.36

Date: _____

Project _____ Permit # _____
Landowner:_____ Applicant:_____
Address:_____ Address:_____
_____ _____
Landowner Phone#:_____ Applicant's Phone#:_____

Fee Calculation:

| | | |
|---|---|---|
| Total New Impervious Area (includes gravel) (square feet) | _____ X _____ | $/sq.ft.- $ |
| Total Redevelopment Impervious Area (includes gravel) (square feet) | _____ X _____ | $/sq.ft.- $ |
| | Base Fee = $_____ | |
| | Total Permit Fee = $_____ | |

Notes:

1. Be sure to indicate the limits of disturbed and impervious area on your plan.
2. All requirements on this checklist correspond to the requirements set forth in chapter 44 of the Village of Brooklyn Ordinance.
3. By submitting this application, permittee and landowner permit the Local Approval Authority to enter the project property for purposes of inspection.

Landowner or Applicant's Signature:_____
Date:_____

(If applicant is not the landowner, attach a notarized statement authorizing applicant to act as landowner's agent.)

Received by: _____ Date:_____

Reviewed by:_____ Date:_____

Permit Issued by:_____ Date:_____

Stormwater Management Application Checklist Continued

Please check the appropriate box: I = Included; NA = Non-Applicable (if "NA" is checked, and explanation must be entered)

| Applicant | | | | Reviewer | |
|---|---|---|---|---|---|
| Plan Requirement | I | NA | Explanation/Location in Plan | I | NA |
| Narrative describing the proposed project, including implementation schedule of designed practices | | | | | |
| Identification of the entity responsible for long-term maintenance of the project | | | | | |
| Map showing drainage areas for each watershed area | | | | | |
| No increase in peak discharge for 2 and 10-year 24-hour storm events and safely pass the 100-year 24-hour storm, including summary table. (runoff rates in cubic feet per second)* | | | | | |
| Complete site plan and specifications * | | | | | |
| Engineered designs for all structural management practices | | | | | |
| For new development, trap 5 micron soil particle 980% reduction in TSS) for the 1-year, 24-hour storm event | | | | | |
| For redevelopment, trap 20 micron soil particle (40% reduction in TSS) for the 1-year, 24-hour storm event | | | | | |
| Treat first 0.5 inches of runoff for control of oil and grease from commercial or industrial areas. (see ordinance 107-29 (b)(2)) | | | | | |
| Proof of stable outlet capable of carrying the design flow at a non-erosive velocity | | | | | |
| All downspouts, driveways, and other impervious areas shall be directed to previous surfaces, where feasible | | | | | |
| Provisions and practices to reduce the temperature of runoff for sites that drain to a cold-water resource as identifies in the ordinance (see ordinance 107-29 (b)(3 & 7)) (see Thermal Locator at | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| www.co.dane.wi.us/landconservation/homebnd.htm) | | | | | |
| Maintenance plan and schedule for all permanent Stormwater management practices | | | | | |
| **Application Requirement** | **I** | **NA** | **Explanation/Location in Plan** | **I** | **NA** |
| Copy of Preliminary Review Letter, if applicable | | | | | |
| Proposed schedule for completion and installation of all elements of the storm water management plan | | | | | |
| Estimated cost of completion and installation of all elements of the stormwater management plan | | | | | |
| Evidence of financial responsibility to complete work proposed in plan | | | | | |
| Copy of affidavit required by s. 14.49(3)(d) for privately owned stormwater practices | | | | | |
| See notes on next page | | | | | |

Village of Brooklyn
Stormwater Management Plan Notes

The summary table in plan requirement 4 must include the following:

- ☐ Pre-existing peak flow rates
- ☐ Post construction peak flow rates with no detention
- ☐ Post construction peak flow rates with detention
- ☐ Assumed runoff curve numbers
- ☐ Time of concentration used in calculations

Complete site plan and specifications in plan requirement 5 must include the following:

- ☐ Property lines and lot dimensions
- ☐ All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks, all public and private roads, interior roads, driveways and parking lots, showing traffic patterns
- ☐ And type of paving and surfacing material
- ☐ All natural and artificial water features
- ☐ Depth to bedrock
- ☐ Depth to seasonal high-water table
- ☐ The extent and location of all soil types as described in the Dane County Soil Survey, slopes exceeding 12%, and areas of natural woodland and prairie
- ☐ Existing and proposed elevations, sections, profiles and details as needed to describe all natural and artificial features of
- ☐ The project soil erosion control and overland runoff control measures, including runoff calculations as appropriate
- ☐ Detailed construction schedule
- ☐ Copies of permits or permit applications required by any other governmental entities or agencies any other information necessary to reasonably determine the location, nature and condition of any
- ☐ Physical or environmental features
- ☐ All existing and proposed drainage features
- ☐ The location and area of all proposed impervious surfaces
- ☐ The limits and area of the disturbed area

Village of Brooklyn
Erosion Control Simplified Plan Checklist

THIS FORM MAY BE USED ONLY FOR LAND DISTURBING ACTIVITIES ADMINISTERED UNDER THE VILLAGE OF BROOKLYN'S EROSION CONTROL AND STORMWATER MANAGEMENT ORDINANCE WHENEVER ALL THREE OF THE FOLLOWING CONDITIONS EXIST* (Ordinance 107 Article II):

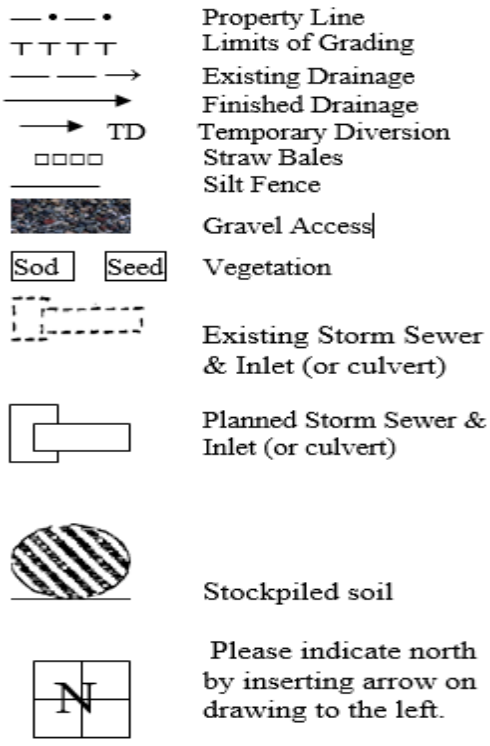
- ☐ The land disturbance is not more than 20,000 square feet in area
- ☐ The land disturbance is not adjacent to and does not drain directly into any sensitive areas nearby, such as streams, lakes or wetlands
- ☐ The slope through the land disturbance is not more than 6% (6 ft vertical to 100 ft horizontal)

(*Note: A specific erosion control plan is required if the above conditions do not exist. Refer to ordinance 107-27 Brooklyn's Erosion Control Ordinance.)

Instructions:

- ☐ Complete this plan by filling in the requested information on the site diagram on the next page
- ☐ Submit this plan at the time of permit application
- ☐ In completing this form, give consideration to minimizing the disturbed area, prompt seeding, and proper planning of water runoff patterns through all stages of development

**EROSION CONTROL PLAN LEGEND**



SITE DIAGRAM
(Use Erosion Control Plan Legend from previous page)

Representative soil type of the disturbed area on the site: _____

Project Location (address, city): _____

Builder: _____ Phone Number: _____

Owner: _____ Phone Number: _____

Worksheet Completed by: _____ Date: _____

## Erosion Control – Simplified Checklist

Complete the site diagram with the following information:

### SITE CHARACTERISTICS

North arrow and site boundary. Indicate and name adjacent streets or roadways.

Location of existing drainage ways within and nearby the site.

Location of existing and planned storm sewer inlets and culverts crossing near site.

Location of existing and proposed buildings and paved areas.

Location and approximate dimension s of the disturbed area on the site.

Approximate gradient and direction of: 1) existing and planned slopes; and 2) existing and planned drainage ways on the site.

Location and approximate watershed areas of overland runoff (sheet flow) and drainageway runoff (concentrated flow) coming onto the site from adjacent areas.

Representative soil type of the disturbed area on the sire (i.e. sandy, loam, silt loam, clay)

## Erosion Control Practices

Location of temporary soil storage piles.

- ☐ Soil storage piles will be contained by a down slope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any down slope road or drainage way.
- ☐ It is recommended that they be temporary seeded and mulched.

Location of temporary gravel access drive(s).

- ☐ Gravel drive will have two to three-inch aggregate stone laid at least seven feet wide and six inches thick.
- ☐ Drives will extend from the roadway 50 feet or to the building (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence, rock sediment trap, or other planned practices) that minimize the amount of eroded soil leaving the site.

- ☐ Sediment controls will be installed along the downslope sides of the disturbed areas unless it is planned that permanent seeding and mulching will be completed within 30 days of the start of grading.
- ☐ Sediment controls will be installed around soil storage piles, inlets, at outlets of drainage ways, and along adjacent ways which receive runoff from the site.

Location of sediment barriers around storm sewer inlets.

Location of diversions.

- ☐ It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.
- ☐ Diversions will be stabilized with seeding and mulching within 24 hours of diversion completion.

Location of practices that will control erosion in areas of concentrated flow.

- ☐ Drainage ways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of drainageways completion.
- ☐ Sediment controls will be installed at the outlet ends of drainageways.

## Management of Erosion Control

Temporary stabilization of disturbed areas.

- ☐ It is recommended that rough graded disturbed areas (planned to be left inactive for more than 30 days) and temporary soil stock piles (planned to be left inactive for more than seven days) be stabilized by temporary seeding (between April 1 and October 15) or by other cover, such as covering with a tarp or mulching.
- ☐ Temporary seeding of oats or sudan grass are normally sown between May 15 and July 15. Rye grass or winter wheat are normally sown between July 15 and September 15.

Permanent stabilization of site by re-vegetation or other means.

- ☐ Permanent seeding will be completed by September 15 or sodding placed by November 15
- ☐ Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

| PERMANENT SEEDING TYPE | | | RATE OF APPLICATION | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

- Use of downspout and/or sump pump outlet extension to stabilized areas.
- Trapping sediment during site dewatering operations.
  - Sediment laden discharge should be temporarily ponded behind a sediment barrier until most of the sediment settles out
- Proper disposal of building material waste so that pollutants and debris are not carried off site by wind or water.
- Maintenance of erosion control practices.
  - All erosion control practices will be inspected daily and maintained in working condition.
  - Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier heights.
  - All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
  - All sediment that moves off-site due to storm events will be cleaned up as soon as possible, but at least by the end of the next day.
  - Temporary gravel across drives will be maintained throughout construction in working condition.
  - All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established, the temporary control practices will be removed.

- Schedule of erosion control practices installation and site grading
  - Necessary erosion control practices will be installed prior to the beginning of grading.

| ACTIVITY | DATE |
|---|---|
| Install Erosion Control Practices | |
| Start Grading | |
| Apply Temporary Stabilization | |
| Apply Permanent Stavilization | |

Permanent seeding responsibility of:
Name _____
Phone #: _____

Installation and maintenance of erosion control practices responsibility of:
Name _____
Phone #: _____

FOR ADDITIONAL ASSISTANCE WITH PLAN PREPARTION, refer to the Village's Erosion Control and Stormwater Management Ordinance 107, WDNR Wisconsin Construction Site Best Management Handbook, the Dane County Erosion Control and Stormwater Management Manual, and the UW-Extension publication, *Erosion Control for Home Builders*.

The Wisconsin Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3558.

The Dane County Erosion Control and Stormwater Management Manual is available through the Dane County Land Conservation Department at (608) 224-3730

Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications, (608) 262-3346

Contact Dane County Planning and Development – Zoning Division at (608) 266-4266 or the Dane County Land Conservation Department at (608) 224-3730 for further assistance.

Village of Brooklyn Ordinance 107-36

| OFFICE USE ONLY | |
|---|---|
| **Date Received:** **By:** | **Parcel #:** |
| **Referred To:** | **Fee: $** **Check#** ☐ **Paid** |

| OFFICE USE ONLY – MATERIALS SENT TO: | | |
|---|---|---|
| | **Date Sent:** | **Return By:** |
| **Response:** | | |
| **Zoning Administrator** | | |
| **Building Inspector** | | |
| **Public Works** | | |
| **Police Department** | | |
| **Fire Inspector** | | |
| **EMS** | | |
| **Village Engineer** | | |
| **Village Attorney (as needed)** | | |

## APPROVALS

**Plan Commission Meeting Date:**

**Your Request has been:**

☐ **Approved** ☐ **Not Approved** ☐ **Approved with conditions**

**Village Board Meeting Date:**

**Your Request has been:**

☐ **Approved** ☐ **Not Approved** ☐ **Approved with conditions**