



**Department of Public Works**  
100 N. Wall St.  
Denmark, WI 54208  
Ph. 920-362-7982  
erika@vi.denmark.wi.gov

## APPLICATION for FILL & GRADING PERMIT

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This Application **must be completed in full**. The Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.

Please review Chapter 145: Fill & Grading Ordinance prior to submitting this Application.

### Contact Information:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant / Agent (if different from Property Owner): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / General Contractor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Description:

Property Address: \_\_\_\_\_

A. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

B. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: \_\_\_\_\_ Undeveloped: \_\_\_\_\_

Current Use of Property (provide detailed description):

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**Existing / Proposed Structures:**

Physical Dimensions: Structures shall be labeled on site plan as 'A', 'B', 'C', etc. Existing structures shall be listed before proposed structures.

Structure A:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure B:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure C:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Additional Structures. For additional structures, please attach as separate sheet.

**Fences, Walls, Hedges, and Berms:**

Show location of all existing fences, walls, hedges, and berms on site plan. If fences, walls, hedges, or berms are proposed, an Application for Fence Permit is required.

**Filling and Grading at Property Line:**

In order to protect adjacent property owners from possible damage due to changes in existing grades, there shall be a grassy buffer no less than five feet in width surrounding the fill area including the front, rear, and side yards. No change in the existing topography within 25 feet of the property line shall result in the slope to a ratio greater than five horizontal to one (5:1) vertical. In no case shall any slope exceed the normal angle of slippage of the soil involved and no fill shall be placed in the grassy buffer area. The total elevation change shall not exceed the total elevation of the maximum slope ratio. The exception to this shall be where retaining walls are built with the written consent of the abutting property owner and with the approval of the Zoning Administrator.

I have read and understand the above:            Initials: \_\_\_\_\_

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Fill & Grading Ordinance.

One paper copy and one digital copy (PDF or similar format) of the application packet is required.

Please complete the Fill & Grading Application Checklist in full by entering a **✓**, **○**, **-**, or **?** as applicable, into each box in the Code column in the table below.

- ✓ Shown on Grading & Fill Plan            ○ Included with Application Packet
- Appears Inapplicable                      ? Cannot Determine if Required

Code	Fill & Grading Application Submittal Requirements
	Location of filling operation. Applicant shall provide tax parcel number and property address.
	Proposed routes for hauling fill.
	Number, type, and size of trucks to be used.

	Proposed trucking schedule, number of days, times of day, etc.
	Other equipment involved in fill operation.
	Descriptions and source of fill material.
	Description of area where operation is to take place.
	Intent and purpose of the plan.
	Estimated length of time to finish plan.
	Engineering studies if available or if requested by the Village.
	Plan for plantings and/or soil stabilization.
	Plan for grading.
	Location of wetlands (delineation may be required).
	Grade of the terrain surrounding the area proposed to be filled.
	Cross-section drawings showing the topography of the land before commencing the filling operation and upon completion of the filling operation.
	Plan showing the number, type (genus and species), and size of all trees over six inches in diameter at breast height (DBH) that are to be removed and all trees three inches or larger DBH that will remain within the areas reasonably affected by the fill operation.
	Plan for maintenance and appearance during time of inactivity.
	Plan for shore and stream protection.

Additional plans and data may be required when determined by the Department of Public Works Director to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Department of Public Works Director to be superfluous.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Fill & Grading Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Site Plan Permit is \$100.00. The Application shall not be accepted until the Application Fee has been paid.

**Consultant Fees:**

In addition to the Application Fee, the Village may retain the services of professional consultants (including engineers, environmental specialists, and other experts) to assist in the review of the fill and grading plan. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal.

**Cash Deposit:**

The filling permit shall not be effective until the posting of a cash deposit of \$500 with the Village. Said cash deposit shall be held by the Village to ensure adequate clean up of streets and surrounding areas from spillage, debris, dust, all other material from the trucks carrying the fill, and inspection of filling operations by Village personnel.

**Bond:**

The filling permit shall not be effective until the posting of a surety bond executed by a surety company licensed to do business in Wisconsin in the sum of not less than \$5,000 or in such higher amount as is necessary in the opinion of the Director of Public Works for the purpose of securing the Village against any and all damages to Village property and/ or unreimbursed expenses the Village may incur from such filling operations.