

**GENERAL INFORMATION
STORMWATER MANAGEMENT PERMIT APPLICATION**

Send Application to:

Town of Cedarburg
1293 Washington Ave.
Cedarburg, Wisconsin 53012

Official Use Only

Date Received	_____
Number	_____
Fee Received	_____
Reviewer	_____

Instructions: Please type or print. Read all instructions before completing application.

Name of Project: _____

Applicant/Entity Receiving Permit

Name of Applicant: _____
First Name of Contact: _____ Last
Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: _____
Telephone Number: (____) _____
Fax Number: (____) _____

Property Owner

First Name: _____ Last Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: _____
Telephone Number: (____) _____
Parcel Identification Number(s): _____

Engineer

Name of Firm: _____
First Name of Contact: _____ Last
Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: _____
Telephone Number: (____) _____
Fax Number: (____) _____

Town of Cedarburg Stormwater Management Plan Application Checklist

Project Name: _____

Permit #: _____

Date: _____

Please check the appropriate box: I = Included; NA = Non-Applicable

(If "NA" is checked, an explanation must be entered.)

Plan Requirement	I	NA	Explanation/Location in Plan
A. Submittal Requirements			
1. Permit Application Form			
2. Maintenance Agreement			
3. Financial Guarantee			
4. Certification/Stamp by Wisconsin Prof. Engineer			
B. Predevelopment Site Conditions Mapping			
1. Location Map			
2. Soils Survey Map			
3. Existing Land Use Mapping			
4. Predeveloped Site Conditions			
a. Existing Contours			
b. Property lines			
c. Existing flow paths and direction			
d. Outlet locations			
e. Drainage basin divides and subdivides			
f. Existing drainage structures on and adjacent to the site.			
g. Nearby Watercourses			
h. Lakes, streams, wetlands, channels, ditches, etc.			
i. Limits of the 100-year floodplain;			
j. Wells/Wellhead Protection Areas			
C. postDevelopment Site Conditions Mapping			
1. Pervious Surfaces			
2. Impervious Surfaces			
3. One Foot Topographic Contours			
4. Proposed Drainage System (including applicable off-site)			
5. Proposed Easement Locations			
6. Proposed Flow Paths, Overland Flow Routes			
7. Proposed Outlets/Drainage Divides			
D. Drawings/Details			
1. Practice Location/Layout/Cross Sections			
2. Outlet Structure Details			
3. Ditch/Storm Sewer Plan/Profile			
4. Other			
E. Calculations, including computer modeling input and output files.			
1. Hydrograph Parameter Calculations			
2. Computer Modeling Input/Output (Pre and Postdeveloped)			
3. Detention Pond Routing			
4. Conveyance System Design			
5. Other			

Town of Cedarburg Stormwater Management Plan Application Checklist

Project Name: _____

Permit #: _____

Date: _____

Please check the appropriate box: I = Included; NA = Non-Applicable

(If "NA" is checked, an explanation must be entered.)

Plan Requirement	I	NA	Explanation/Location in Plan
F. Narrative			
1. Methodologies and Assumptions			
2. Results/Conclusions			
a. Pre, and Postdeveloped parameter summary			
b. Pre, and Postdeveloped peak discharge Summary			
3. Provisions to preserve natural topography/cover features			
4. Limitations from wellhead protection plans and ordinances.			
5. Results of investigations of soils and groundwater			
6. Practice Installation Schedule			
7. Maintenance Plan			
8. Cost Estimates			
9. Other Information			

TOWN OF CEDARBURG
STORMWATER MANAGEMENT PERMIT NO. _____

Date of Application _____
Site Address _____
Plat Name _____
Certified Survey Map _____
Lots No. (s) _____

General Conditions:

- (a) All stormwater management measures shall be installed in accordance with the approved stormwater management plan and this permit.
- (b) The Director of Public Works shall be notified at least 3 business days before commencing any work in conjunction with the stormwater management plan, and within 3 business days upon completion of the stormwater management practices.
- (c) Practice installations shall be certified "as built" by a licensed professional engineer. Completed stormwater management practices must pass a final inspection by the Director of Public Works or its designee to determine if they are in accordance with the approved stormwater management plan and ordinance.
- (d) The Director of Public Works shall be notified of any significant proposed modifications to an approved stormwater management plan.
- (e) All stormwater management practices shall be maintained in accordance with the stormwater management plan until the practices either become the responsibility of the Town of Cedarburg, or are transferred to subsequent private owners as specified in the approved maintenance agreement.
- (f) The Town of Cedarburg is authorized to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consent to a special assessment or charge against the property as authorized under subch. VII of ch. 66, Wis. Stats., or to charging such costs against the financial guarantee posted under S.10.
- (g) If so directed by the Director of Public Works, all damage to adjoining facilities and drainage ways caused by runoff, where such damage is caused by activities that are not in compliance with the approved stormwater management plan shall be repaired at the permittee's expense.
- (h) Access is permitted to the Director of Public Works or its designee for the purpose of inspecting the property for compliance with the approved stormwater management plan and this permit.

**APPLICANT
MUST FILL
IN BOXED
AREA**

Owner _____
(please print or type full name)

Address _____

Signature or Owner or Authorized Representative

Gross Aggregate Area (Square Feet) _____

SPECIAL CONDITIONS: _____

CONDITIONAL APPROVAL: _____
Administrative Authority Title Date

Permit VALID for a period of twelve (12) months from date of issuance by Director of Public Works and all work must be completed prior to the expiration unless authorized in writing from the Director of Public Works.

**GENERAL INFORMATION
CONSTRUCTION SITE EROSION CONTROL PERMIT APPLICATION**

Send Application to:

Town of Cedarburg
1293 Washington Ave.
Cedarburg, Wisconsin 53012

Official Use Only

Date Received	_____
Number	_____
Fee Received	_____
Reviewer	_____

Instructions: Please type or print. Read all instructions before completing application.

Name of Project: _____

Applicant/Entity Receiving Permit

Name of Applicant: _____
First Name of Contact: _____ Last
Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: ____
Telephone Number: (____) _____
Fax Number: (____) _____

Property Owner

First Name: _____ Last Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: ____
Telephone Number: (____) _____
Parcel Identification Number(s): _____

Engineer (Where Applicable)

Name of Firm: _____
First Name of Contact: _____ Last
Name: _____
Street (1): _____
Street (2): _____
City: _____ State: _____ Zip Code: ____
Telephone Number: (____) _____
Fax Number: (____) _____

Town of Cedarburg Construction Site Erosion Control Plan Application Checklist (Sites > One Acre)

Project Name: _____

Permit #: _____

Date: _____

Please check the appropriate box: I = Included; NA = Non-Applicable

(If "NA" is checked, an explanation must be entered.)

Plan Requirement	I	NA	Explanation/Location in Plan
A. Submittal Requirements			
1. Permit Application Form			
B. Predevelopment Site Conditions Mapping			
1. Location Map			
2. Soils Survey Map			
3. Existing Land Use Mapping			
4. Predeveloped Site Conditions			
a. Existing Contours			
b. Property lines			
c. Existing flow paths and direction			
d. Outlet locations			
e. Drainage basin divides and subdivides			
f. Existing drainage structures on and adjacent to the site			
g. Nearby Watercourses			
h. Lakes, streams, wetlands, channels, ditches, etc.			
i. Limits of the 100-year floodplain			
C. Proposed Site Grading and Erosion Control Plan			
1. Boundaries of the construction site.			
2. Drainage Patterns/slopes after grading activities			
3. Areas of land disturbance			
4. Locations of structural and nonstructural controls			
5. Drainage basin delineations and outfall locations			
D. Drawings/Details			
1. Practice Location/Layout/Cross Sections			
2. Construction Details			
E. Calculations, as required to demonstrate ordinance compliance			
F. Narrative			
1. Name of receiving waters			
2. Site Description/Nature of construction activity			
3. Sequence of Construction			
4. Estimate of site area and disturbance area			
5. Pre- and postdeveloped runoff coefficients			
6. Description of proposed controls, including			
a. Interim and permanent stabilization practices			
b. Practices to divert flow from exposed soils			
c. Practices to store flows or trap sediment			
d. Any other practices proposed to meet ordinance			

TOWN OF CEDARBURG
CONSTRUCTION SITE EROSION CONTROL PERMIT NO. _____

Date of Application _____
 Site Address _____
 Plat Name _____
 Certified Survey Map _____
 Lots No. (s) _____

Permit Conditions:

- (a) Permittee shall notify the Director of Public Works 48 hours prior to commencing any land disturbing construction activity.
- (b) Permittee shall notify the Director of Public Works of practice installation within 5 days of installation.
- (c) Permittee shall obtain permission in writing from the Director of Public Works prior to any modification pursuant to S.08(2) of the erosion and sediment control ordinance.
- (d) Permittee shall install all practices as identified in the approved erosion and sediment control plan.
- (e) Permittee shall maintain all road drainage systems, stormwater drainage systems, BMPs and other facilities identified in the erosion and sediment control plan.
- (f) Permittee shall repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site erosion control log. Remove accumulated sediment from downstream culverts, storm sewers, and other drainage facilities.
- (g) Permittee shall inspect the practices within 24 hours after each rain of 0.5 inches or more which results in runoff during active construction periods, and at least once each week, make needed repairs and document the findings of the inspections in a site erosion control log with the date of inspection, the name of the person conducting the inspection, and a description of the present phase of the construction at the site.
- (h) Permittee shall allow the Director of Public Works to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the control plan. Permittee shall keep a copy of the erosion and sediment control plan at the construction site.

**APPLICANT
 MUST FILL
 IN BOXED
 AREA**

Owner _____
 (please print or type full name)
 Address _____

 Signature or Owner or Authorized Representative

Area of Land Disturbance (Square Feet) _____

SPECIAL CONDITIONS: _____

CONDITIONAL APPROVAL: _____
Administrative Authority Title Date

Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Director of Public Works may extend the period one or more times for up to an additional 180 days. The Director of Public Works may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this ordinance.

AGREEMENT TO MAINTAIN
STORMWATER FACILITIES
BY AND BETWEEN
THE TOWN OF CEDARBURG AND
_____, AND
ITS HEIRS, SUCCESSORS, OR ASSIGNS

The upkeep and maintenance of stormwater facilities and the implementation of pollution source control best management practices (BMPs) is essential to the protection of water resources in the Town of Cedarburg. All property owners are expected to conduct business in a manner that minimizes impacts of stormwater runoff. This Agreement contains specific provisions with respect to maintenance of stormwater facilities. The authority to require maintenance and pollution source control is provided in the Town of Cedarburg Post-Construction Stormwater Management Ordinance.

FACILITY LOCATION AND AREA SERVED (Attach Map if Necessary):

Whereas, Owner has constructed improvements, including but not limited to, buildings, pavement, and stormwater facilities on the property described above. In order to further the goals of the stormwater management goals of the Town of Cedarburg, the Town of Cedarburg and Owner hereby enter into this Agreement. The responsibilities of each party to this Agreement are identified below.

OWNER SHALL:

- (1) Implement the stormwater facility maintenance plan included herein as Attachment A.
- (2) Implement the stormwater management plan included herein as Attachment B.
- (3) Allow the Director of Public Works or designee to access the property to conduct inspections of storm water management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement.
- (4) Undertake corrective actions required by the Town within a reasonable time frame as set by the Director of Public Works or designee.
- (5) Maintain a record of steps taken to implement the programs referenced in (1) and (2) above. Record shall be available for inspection by Town staff at Owners business during normal business hours. The record shall catalog the action taken, who took it, when it was done, how it was done, and any problems encountered or follow-on actions recommended.

THE TOWN OF CEDARBURG SHALL:

- (1) Provide technical assistance to Owner in support of its operation and maintenance activities conducted pursuant to its maintenance and source control programs. Said assistance shall be

provided upon request, and as Town time and resources permit.

- (2) Maintain public records of the results of the site inspections, inform the party responsible for maintenance of the inspection results, and specifically indicate any corrective actions required to bring the storm water management practice into proper working condition.
- (3) Notify the Owner of maintenance problems that require correction.

REMEDIES:

- (1) If corrective actions required by the town are not completed within the time set by the Director of Public Works, written notice will be sent to the persons who were given notice stating the Town intention to perform such maintenance and bill the owner for all incurred expenses.
- (2) If at any time the Town determines that the existing system creates any imminent threat to public health or welfare, the Director of Public Works may take immediate measures to remedy said threat. No notice to the persons listed in (1), above, shall be required under such circumstances.
- (3) The owner grants unrestricted authority to the Town for access to any and all stormwater system features for the purpose of performing maintenance or repair as may become necessary under Remedies (1) and/or (2).
- (4) The persons listed in (1), above, shall assume all responsibility for the cost of any maintenance and for repairs to the stormwater facility. Such responsibility shall include reimbursement to the Town within 30 days of the receipt of the invoice for any such work performed. Overdue payments will require payment of interest at the current legal rate for liquidated judgments. If legal action ensues, any costs or fees incurred by the Town will be borne by the parties responsible for said reimbursements.
- (5) The owner hereby grants to the Town a lien against the above-described property in an amount equal to the cost incurred by the Town to perform the maintenance or repair work described herein.

This Agreement is intended to protect the value and desirability of the real property described above and to benefit all the citizens of the Town. It shall run with the land and be binding on all parties having or acquiring from Owner or their successors any right, title, or interest in the property or any part thereof, as well as their title, or interest in the property or any part thereof, as well as their heirs, successors, and assigns. They shall inure to the benefit of each present or future successor in interest of said property or any part thereof, or interest therein, and to the benefit of all citizens of the Town.

STATE OF WISCONSIN)

**Town of Cedarburg
Stormwater Management Plan**

Financial Guarantee

To: [permit holders name]
Date:
Subject: **Financial Guarantee** in the Amount of \$ _____
Check # _____ Received by (staff initials): _____

Project Name: _____

Location: Section [no.], Town of [public land survey township name]

This memo shall serve as a receipt for the above noted Financial Guarantee and as an agreement of the purpose and conditions for release by the Town of Cedarburg (herein referred to as the "Town").

Authority.

The authority of the Town to collect and hold this Financial Guarantee is stated in Chapter ____, Section ____ of the Town of Cedarburg Code of Ordinances – Stormwater Management Zoning Ordinance (herein referred to as the "Ordinance").

Purpose.

The purpose of this Financial Guarantee is to ensure compliance with the Ordinance and the terms and conditions of a Stormwater Management Permit issued for the above noted project and location.

Conditions For Release.

Terms for release of the Financial Guarantee shall include all of the following:

1. Construction Certification. A professional engineer licensed in Wisconsin shall certify that construction of all stormwater management practices comply with the approved plans and the technical standards of the Town. "As-built" plans shall be submitted for stormwater management practices showing actual location, elevations, materials, construction methods and other items as deemed necessary by the Town to determine compliance.
2. Maintenance Agreement. A copy of an approved maintenance agreement for all stormwater management practices associated with this project must be provided to the Town. The agreement shall be stamped by the Register of Deeds, showing that it has been recorded for all applicable properties.
3. Final Inspection. The Town shall complete a final inspection of the property and certify compliance with the permit and the Ordinance.

If the Town should use any portion of the Financial Guarantee to complete permit activities, due to default or improper action by the permit holder, the Town shall withhold any amounts owed for this work, in accordance with the Ordinance.