

**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. Refer to the Fee Schedule adopted by the Town for applicable fees.

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 for Proposed BMPs			
3. Application Fee			
4. Financial Guarantee			
5. 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			
5. Statement of Vertical Datum Used			
C. Post-Development 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 showing meeting of ordinance requirements.			
Peak Discharge Control: hydrologic parameters, computer			
1. modeling, and detention basin routing.			
2. TSS Control: computer modeling input and output			

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
Infiltration: Infiltration Assessment in accordance with WDNR 3. Technical Standard 1002			
Infiltration: If infiltration required, provide geotechnical borings/test pits/reports, design, calculations, and modeling per 4. ordinance infiltration requirements.			
Protective Areas: Provide assessment in accordance with 5. ordinance and meet applicable requirements.			
Fueling and Maintenance Areas: Provide required BMPs, as 6. applicable.			
7. Conveyance System Design calculations including modeling.			
Adequacy of Downstream Stormwater Conveyance System to 8. Pass Proposed Flows			
F. Narrative			
1. Methodologies and Assumptions			
2. Results/Conclusions			
a. Pre-, and Post-developed parameter summary			
b. Pre-, and Post-developed 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			

Applicant Name

Phone

Applicant Signature

Email

TOWN OF CEDARBURG
STORMWATER MANAGEMENT PERMIT NO. _____

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

General Conditions:

- (a) All storm water management measures shall be installed in accordance with the approved storm water management plan and this permit.
- (b) The Director of Public Works shall be notified at least two business days before commencing any work in conjunction with the storm water management plan, and within three business days upon completion of the storm water management practices.
- (c) Practice installations shall be certified "as built" by a licensed professional engineer. Completed storm water 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 storm water management plan and ordinance.
- (d) The Director of Public Works shall be notified of any significant proposed modifications to an approved storm water management plan.
- (e) All storm water management practices shall be maintained in accordance with the storm water 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 Director of Public Works is authorized to perform any work or operations necessary to bring storm water management measures into conformance with the approved storm water 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. 11.
- (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 storm water 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 storm water management plan and this permit.
- (i) Compliance with this permit does not relieve the responsible party of the responsibility to comply with other applicable federal, state, and local laws and regulations.
- (j) Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the Director of Public Works may require the responsible party to make appropriate legal arrangements with affected property owners concerning the prevention of endangerment to property or public safety.
- (k) The responsible party is subject to the enforcement actions and penalties detailed in S. 13, if the responsible party fails to comply with the terms of 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 from the date of issuance through the date the Director of Public Works notifies the responsible party that all storm water management practices have passed the final inspection required.

**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. Refer to the Fee Schedule included in the Erosion Control and Stormwater Management Reference Guide for applicable fees.

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 > 1 Acre)

Permit #: _____

Project Name: _____

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. Application Fee			
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 including 5 tons/acre/year sediment loss requirement			
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 post-developed 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			

Applicant Name

Phone

Applicant Signature

Email

Town of Cedarburg Construction Site Erosion Control Plan Application Checklist

(Sites < 1 Acre)

NOTE: This checklist must be filled out as part of the building permit application and will be enforced as such.

Erosion Control Permit #: See NOTE

Building Permit #: _____

Project Name: _____

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. Application Fee			
B. Predevelopment Site Conditions Mapping			
1. North Arrow			
2. Delineation of Proposed Land Disturbance Area			
3. Existing/Proposed Site Information			
a. Buildings, roads, access drives			
b. Property lines			
c. Drainage ways			
d. Water bodies			
e. Trees			
f. Culverts			
g. Other Structures within 50 feet of proposed disturbance			
h. Direction/grade of slopes before/after disturbance			
C. Narrative			
1. Description of site and nature of construction activity			
2. Construction start and end dates			
3. Description and location of all temporary control practices			

Applicant Name

Phone

Applicant Signature

Email

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 14 days of installation.
- (c) Permittee shall obtain permission in writing from the Director of Public Works prior to any modification pursuant to Section 45-10(c) 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 provide the Director of Public Works with a twenty-four-hour contact name and telephone number.
- (g) 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.
- (h) 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.
- (i) 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 of 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
ENTERED INTO ON THIS ____ DAY OF

_____, _____,
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 Construction Site Erosion Control and Stormwater Management Ordinance.

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 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) Include a legal description of the property and map showing location of area served as Attachment C.
- (4) Allow the Town 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.
- (5) Undertake corrective actions required by Town within a reasonable time frame as set by the Town.

- (6) 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 Town, 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 Town 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. If the reimbursement was not made that the costs would be placed on the Owner's tax bill pursuant to Wis. Stats. §66.0627.
- (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.
- (6) Owner shall defend, indemnify and hold harmless the Town, its successors in interest, officers, employees, agents, invitees, and guesses, from and against any and all liability whatsoever, whether joint or several, from any and all claims, actions, demands, causes of action, liabilities and obligations of whatever nature, whether now known or hereafter made known, anticipated or unanticipated, choate or inchoate, whether arising by tort, contract or otherwise, at law or in

equity, losses judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorney's fees, of any kind or any nature whatsoever which may be imposed, incurred, sustained or asserted against the Town, and its successors in interest, officers, employees, agents, invitees, and guests, by reason of any injury or death to any person or loss, damage or destruction of any property or loss of use thereof, or otherwise arising as a result of this Agreement or the Stormwater Systems, successors in interest, officers, employees, agents, invitees, and guests.

- (7) Owner may not transfer, assign, or modify its obligations with respect to this Agreement without the Town's written consent; except that Owner does not need the Town's consent to transfer fee simple title to the Property to a new owner who will assume all of the Owner's obligations under this Agreement.
- (8) If any portion of this Agreement shall be deemed illegal, null or void or against public policy, for any reason, or shall be held to be invalid or unenforceable by any court of competent jurisdiction, the remaining portions of this Agreement shall not be affected thereby and shall remain in full force and effect to the fullest extent permissible by law.
- (9) This Agreement may not be modified or amended except by a written understanding that is then executed by the parties.
- (10) The failure of either party to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provision or of the right of the party thereafter to enforce each and every such provision.

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.

Signature of Owner

Date

STATE OF WISCONSIN COUNTY OF OZAUKEE

On this day and year above personally appeared before me, a Notary Public in and for the State of Wisconsin duly commissioned and sworn, personally appeared _____, to me known to be the _____ of _____ and acknowledge the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that _____ is authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above written.

Notary Public in and for the State of
Wisconsin, residing in _____

My Commission Expires: _____

Dated at Cedarburg, Wisconsin, this _____ day of _____, _____.

TOWN OF CEDARBURG

By: _____
Authorized Agent for the Town of Cedarburg

**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 Cedarburg

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 Section 45-25 of the Town of Cedarburg Code of Ordinances – Post-Construction Stormwater Management Ordinance (herein referred to as the "Ordinance").

Purpose.

The purpose of this Financial Guarantee is to ensure compliance with Ordinance Section 45-25 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, GPS locations, 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 Ordinance Section 45-25.

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 Ordinance Section 45-25.

Town of Cedarburg Application Checklist Summary Tables

Peak Discharge Summary

Outfall No. _____

Storm Frequency	Peak Discharge (cfs)		
	Pre dev.	Post dev.	Post dev. w/Detention
1-Year			
2-Year			
10-Year			
25-Year			
50-Year			
100-Year			

Note: Provide 1 table for each outfall location.

Detention Basin Summary

Detention Basin _____

Storm Frequency	Storage Volume (ac-ft)	Peak Discharge (cfs)		
		Inflow	Discharge	Pond Elevation
1-Year				
2-Year				
10-Year				
25-Year				
50-Year				
100-Year				

Note: Provide 1 table for each detention basin.