

**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.