

Application Packet For Stormwater Management and Erosion Control Permit

Town of Arlington, Columbia County, WI

200 Commercial St
Arlington, WI 53911

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Phone: (608) 575-5884

The purpose of this document is to provide guidance in applying for and obtaining a Stormwater Management and Erosion Control Permit in the Town of Arlington. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Applicability of Ordinance

Do I need a Stormwater and Erosion Control Permit for my Project?

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a permit for Erosion Control as defined in the Town of Arlington Erosion Control and Stormwater Runoff Ordinance. Please read and respond to the following questions:

QUESTION:	YES	NO
Does this project disturb more than 5,000 ft ² of existing land cover?		
Will any excavation, fill, or combination thereof exceed 1,000 cubic yards?		
Is this project a new, enlarged, relocated or substantially reconstructed roadway?		
Will any water course be changed or enlarged, or will any material be removed from a lake or stream bed as a part of this project?		
Will there be 300 linear feet or more of trenching or land disturbance due to laying underground conduits, including but not limited to, cables, piping, wiring, waterlines, sanitary sewers, or storm sewers?		
Is this project a subdivision which requires plat approval or any certified survey?		
Will this project take place on any slopes of 15% or greater?		

Did you answer "YES" to **ANY** of the above questions? ☐ YES ☐ NO

If yes, your project is subject to Erosion Control. Please continue with the application.

If no, your project is not subject to Erosion Control. However, as a caution, please read the following taken from the aforementioned ordinance:

"Any landowner, land user, and/or responsible party who permits excessive erosion of his/her land and sedimentation on adjacent land, public streets or bodies of water from land not otherwise subject to this Chapter shall be deemed in violation of this Chapter and subject to the penalties provided in Section 11-1-12. Erosion is excessive if, sedimentation of adjacent land, waterways, lakes and streams occurs or if the public health, safety or general welfare of the citizens of the Town is harmed. This section applies equally to any landowner, land user and/or responsible party who allows erosion of adjacent land due to uncontrolled runoff emanating from his/her land."

If you are still unsure as to whether or not your project is subject to Erosion Control, please contact the Town Engineer for further guidance.

Town Engineer:

Roth Professional Solutions
315 DeWitt St
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Signature of Person Preparing this Form

Date

Printed Name

Title

Summary of Application Process

1. Contact the Town Clerk to obtain a Stormwater Management Application Packet (this packet) in electronic form.
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this point to discuss the scope of your project. Depending on your proposal, the Town Engineer may have valuable guidance that will save you both time and money over the course of the permitting process. Contact information for the Town Engineer is located on the following page.
3. Prepare an erosion control and stormwater management plan including all applicable sections, based on the appropriate checklist found within this packet.
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- ☐ Completed Applicability of Ordinance Form
- ☐ Reimbursable Services Agreement
- ☐ Completed Application for Stormwater and Erosion Control Permit
- ☐ Completed Stormwater Management and Erosion Control Plan Checklist
- ☐ Completed Erosion Control Plan Checklist
- ☐ **OR**
Completed Stormwater Management Plan Checklist
- ☐ Erosion Control Plan and Stormwater Management Plan with all sections as indicated in the appropriate Project Checklist.
- ☐ \$75 Town Administration Fee Payable to "Town of Delton"

If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and the Town Engineer.

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Board members.

7. The Town Clerk will inform you of the date and time of the next feasible Plan Commission meeting at which your project could be discussed. You should plan to attend this meeting.
If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.
NOTE: Plan Commission action is only necessary when the application for stormwater and erosion control permit is accompanying a zoning matter (such as re-zoning request, variance, conditional use permit, etc.) Otherwise, the project will go through the Town Engineer and Town Board for approval.
8. The Town Engineer will make a recommendation to the Plan Commission to either approve or reject the plan based on the criteria found in the Ordinance.
9. The Plan Commission will then vote to approve the plan or reject it, taking into account the Town Engineers recommendation, but not necessarily abiding by it.
10. If the plan is voted to be approved, it will be presented to the Town Board for final approval and issuance of a permit. The Town Board has the right to overrule the Town Engineer and Plan Commission with their decision.
11. If the plan is rejected, the Applicant will be notified in writing, and may re-submit a new or modified Stormwater Management Plan or appeal the decision pursuant to Section 11-1-13 of the Ordinance.
12. Once the plan has been approved, the Town will issue a permit letter to the Applicant, and the permit will be valid for a period of 6 months from the date of issuance, unless another specific date is provided by the Town.
13. The applicant must inform the Town Engineer at least two working days in advance of the start of any land disturbing activity.
14. The Town will issue a bill to the Applicant for reimbursement of the engineering and legal fees for the review of the application. See the Associated Fees section of this document for further information.
15. If the project is expected to take longer than the duration of the permit coverage (6 months), the Applicant may apply for a permit renewal.

ASSOCIATED FEES

Town Administration Fee: \$75, submitted at the time of application.

Engineering Review Fees: The applicant shall pay a fee equal to the Town's actual cost incurred as a result of the review by the Town Engineer. The fee shall be paid within 30 days of the bill being issued by the Town, or the permit may be revoked.

Town Engineer and Zoning Administrator:

Roth Professional Solutions
315 DeWitt St
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Agreement for Reimbursable Services

In the Review of Stormwater and Erosion Control Plans
Town of Arlington, Columbia County, WI

In accordance with the Town of Arlington Erosion Control and Stormwater Runoff Ordinance, Section 11 -1-9 (G), the cost of application review for all stormwater and erosion control permits shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Arlington incurred expenses relating to a particular stormwater and erosion control permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the stormwater and erosion control permit request. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the stormwater and erosion control application. The submittal of a stormwater and erosion control application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town, may be assigned by the Town as a special assessment to the subject property, or result in the revocation of the stormwater and erosion control permit.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Arlington for
(Project Name)
all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the stormwater management permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Signature of Applicant

Date

Printed Name

Signature of Property Owner (If Different from Applicant)

Date

Printed Name

Application for Stormwater and Erosion Control Permit

APPLICANT INFORMATION			
Applicant(s):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	
Property Owner(s) - (If Different than Applicant):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	
Primary Contact Person - (If Different than Applicant):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	

DESCRIPTION OF PROPERTY		
Address or Location of Subject Property:		
Tax Parcel Number:	Acreage of Parcel(s):	Approximate Acreage of Disturbed Area:
Nearest Receiving Water Body:		Approximate Distance Away:
Mapped Wetlands in Area?	☐ YES	☐ NO
Wetland Indicator Soils in Area?	☐ YES	☐ NO
Is Any Part of This Property Located Within a Floodplain?	☐ YES	☐ NO
Primary Soils on Site:		
Provide a Brief Description of the Project and Associated Land Disturbing Activities:		

Signature of Person Preparing This Form

Printed Name

Date

Signature of Owner (If Different)

Printed Name

Date

Stormwater Management And Erosion Control Plan Checklist

The Town of Arlington stormwater and Erosion Control Ordinance is broad and comprehensive so that it may cover a large amount of projects. However, every project is different, and parts of the Ordinance may not apply to your project. Please use the following guide to help you determine what will be necessary for a proper submittal for your project.

QUESTIONS	YES	NO
Will any resulting water course be changed from its original route as a result of this project? (1) The site is a post-development residential site that had 1 or more acres of land disturbing activity. (2) The site is a post-development residential site that had less than 1 acre of land disturbing activity and has 30 percent or more of the area as impervious surfaces. (3) All industrial developments with gross aggregate area of 0.2 acres or more; or (4) All commercial developments with gross aggregate area of 1.0 acres or more; or (5) In the opinion of the Town Engineer, the runoff from the land disturbing activity will create a hazard by exceeding the safe capacity of the receiving water body in the area; or will cause undue channel erosion or an undue increase in water pollution by increased scour and transport of particles; or will otherwise endanger the downstream property owners or their property. Safe capacity is defined as the rate of flow that can be handled without flooding.		
Will any components be added to the existing stormwater system on site? (e.g. culverts, storm sewer, inlets, swales, ponds, etc.)		
Will total land disturbance of the project be greater than one acre?		

Did you answer "YES" to **ANY** of the above questions? ☐ **YES** ☐ **NO**

If "**NO**", your project is only subject to construction site erosion control, and the "Erosion Control Plan Checklist" should be followed to ensure a complete and proper submittal of information.

If "**YES**", your project is subject to both construction site erosion control and to onsite detention and runoff control. You should proceed using the "Stormwater Management Plan Checklist" beginning on page 9 of this document to ensure a complete and proper submittal of information.

If you are still unsure as to whether or not your project is subject to erosion control and/or onsite detention and runoff control, please contact the Town Engineer for further guidance.

Town Engineer:
Roth Professional Solutions
315 DeWitt
Portage, WI 53901

Robert J. Roth, P.E.
Phone: (608) 571-3205
Email: robert@rothprofessionalsolutions.com

Erosion Control Plan Checklist

A Framework for Erosion Control Plans

ITEM		COMPLETE	PAGE?
A map of the project site at a useable scale of not less than 1" = 100' showing:		☐	
	Name, address, and telephone number of the land occupier, as well as the name and phone number of the party responsible for maintaining erosion control structures.	☐	
	Existing Topography of the site with a maximum of 5' contour intervals	☐	
	Limits of the natural floodplain(s) based on a 100 year flood, if any.	☐	
	Location of all erosion control devices and facilities.	☐	
	Mapped wetlands, or wetland indicator soils.	☐	
	Location of areas of utility installation	☐	
	Existing land cover, vegetative or otherwise.	☐	
	Location of all existing stormwater system devices and facilities (e.g. culverts, inlets, storm sewers, swales, ponds, etc.).	☐	
A written report including the following sections:		☐	
	A description of the project activity.	☐	
	A schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area of land disturbing activity.	☐	
	A description of the methods or devices that will be used to address erosion control on site.	☐	
	Methods to prevent tracking of soil off of the site.	☐	
	Cost estimate of all erosion and sediment control, and water management structures and facilities.	☐	
	Provisions for maintenance of all erosion control facilities and devices.	☐	

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.

Stormwater Management Plan Checklist

A Framework for Stormwater Management Plans

ITEM		COMPLETE	PAGE?
A written report, stamped by a Professional Engineer licensed in the State of Wisconsin, with the following sections:		☐	
	A description of the project activity.	☐	
	A schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area of land disturbing activity.	☐	
	A description of the methods or devices that will be used to address erosion control on site.	☐	
	Methods to prevent tracking of soil off of the site.	☐	
	Cost estimate of all erosion and sediment control and water management structures and facilities.	☐	
	Provisions for maintenance of all erosion control facilities and devices.	☐	
	Seeding mixtures and rates, lime and fertilizer application rates, and kind and quantity of mulching for both temporary and permanent vegetative control measures.	☐	
A map of the site location at a scale not smaller than 1" = 100' showing the location of predominant soil types and the existing vegetative cover.		☐	
A topographic map of the site location (maximum of two foot contour intervals), including enough of the contiguous properties to show existing drainage patterns and watercourses that may affect or be affected by the proposed development. Also, show site boundaries.		☐	
A plan of the site at a scale not smaller than 1" = 100' showing:		☐	
	Name, address, and telephone number of the land occupier, as well as the name and phone number of the party responsible for maintaining erosion control structures.	☐	
	Limits of the natural floodplain(s) based on a 100-year flood, if any.	☐	
	Location of all erosion control devices and facilities.	☐	
	Proposed Topography of the site location with a maximum of two (2) foot contour intervals showing:	☐	
	Location of proposed land disturbing activity, proposed disturbance of protective cover, any proposed additional structure on the site, areas to be seeded or mulched, areas to be vegetatively stabilized and areas to be left undisturbed.	☐	
	Elevations, dimensions, locations of all land disturbing activities including where topsoil will be stockpiled so as to not contribute to erosion and sedimentation.	☐	

ITEM		COMPLETE	PAGE?
	Finished grade, stated in horizontal feet to vertical feet, of all cut and fill slopes.	☐	
	Types of utilities and proposed areas of installation.	☐	
	Proposed paved and covered areas.	☐	
	Makeup of proposed surface soil (upper six inches) on areas not covered by buildings, structures, or pavement. Description shall be in terms such as: original surface soil, subsoil, sandy, heavy clay, stony, etc.	☐	
	Proposed kind of cover on areas not cover by buildings, structures, or pavement. Description shall be in such terms as lawn, turf grass, shrubbery, trees, forest cover, rip rap, mulch, etc.	☐	
Plans and hydraulic computations of all temporary or permanent structural and non-structural measures or other protective devices to be constructed in connection with this project, conducted by a Professional Engineer licensed in the State of Wisconsin		☐	
	Estimated Surface runoff of the area based upon the 2, 10, 25, & 100-year frequency storm events. Peak flows shall be based upon synthetic storms calculated using SCS TR 55.	☐	
	Estimated rate of discharge in cubic feet per second at the point(s) of discharge from the site based upon the 2, 10, 25, & 100 year pre-development and post-development conditions.	☐	
	The storm event frequency or recurrence interval and discharge rate in cubic feet per second on which the design of plans is based.	☐	
	Proposed provisions to carry runoff to the nearest adequate outlet, such as curbed street, storm drain, or natural drainage way.	☐	
	Design computations and applicable assumptions for all structural measures for erosion and sediment pollution control and water management. Volume and velocity of flow shall be given for all surface water conveyance measures and pipe outfalls.	☐	
Document effectiveness of proposed best management practices to limit peak discharges and enhance water quality.		☐	
	Limit peak discharges to pre-development levels in 2, 10, 25, & 100 year storms, unless waved by the Town Engineer.	☐	
	Reduce total suspended solids load by at least 80% based on annual average rainfall, unless waived by the Town Engineer.	☐	
	Infiltrate sufficient runoff to meet the requirements for your site as outlined Section 11-1-8 (F) of the Town of Arlington Erosion Control & Stormwater Runoff Ordinance.	☐	

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.