

ROCK COUNTY EROSION CONTROL AND STORM WATER MANAGEMENT PERMIT APPLICATION

Permit #: _____

Date: _____

Project Name: _____

Township: _____ Section: _____ ¼ : _____ ¼ : _____ Parcel #: _____

Landowner: _____ Applicant: _____

Landowner Address: _____ Applicant Address: _____

Landowner Phone: _____ Applicant Phone: _____

FAX: _____ FAX: _____

Person and/or Company Responsible for Installation and Maintenance of Erosion Control Best Management Practices

Name: _____ Contact Person: _____ Phone: _____

Person and/or Company Responsible for Design and as-built Certification of Storm Water Best Management Practices

Name: _____ Contact Person: _____ Phone: _____

Type of Permit (**check 1**): Erosion Control and Storm Water Management
 Storm Water Management Only Erosion Control Only

Fee Calculation

Erosion Control - Total Disturbed Area: _____ sq. ft. X \$0.005 (\$ / sq. ft) = \$ _____

Storm Water Management – New Impervious Area: _____ sq. ft. X \$0.005 (\$ / sq. ft) = \$ _____

Storm Water Management – Redeveloped Impervious Area: _____ sq. ft. X \$0.0025 (\$ / sq. ft) = \$ _____

Note: Graveled areas are considered impervious areas for the purpose of this permit

Plus Base Fee:

Erosion Control Only (\$200), Storm Water Management Only (\$200), Combined Erosion Control and Storm Water Management (\$300) = \$ _____

Total Permit Fee (Disturbed area plus base fee. Please make your check payable to Rock County LCD) = \$ _____

As per sections 4.809 and 4.1109 of County Ordinance, all fees shall be doubled if work is started before a permit is issued

- All requirements on this application correspond to the requirements set forth in Erosion Control Ordinance, Section 4.11 of the Rock County Code of Ordinances, and Storm Water Management Ordinance, Section 4.08 of the Rock County Code of Ordinances.
- By submitting this application, the applicant and landowner certify that all land disturbing construction activity shall be conducted in accordance with the provisions of an approved or amended permit.
- Submitting this application authorizes Department Staff to enter the property to obtain information, conduct inspections or make curative action.

Landowner or Applicant Signature: _____ Date: _____

(If applicant is not the landowner, attach a notarized statement authorizing applicant to act as landowner's agent)

Permit Issued by: _____

Date: _____



Filing for a Rock County Erosion Control and/or Storm Water Management Control Permit

What permits are required?

This application packet includes procedures for applying for an **Erosion Control Permit** (regulated under Chapter 4, Part 11 of the Rock County Code of Ordinances) and/or a **Storm Water Management Permit** (regulated under Chapter 4, Part 8 of the Rock County Code of Ordinances). The packet includes an Erosion Control Application Checklist and a Storm Water Management Checklist to guide a developer, builder or landowner through the steps to take to reduce soil erosion on disturbed sites and, in some cases, development plans to permanently manage runoff from the site after construction is complete.

If your project is located within 300 feet of a navigable stream or within 1000 feet of a lake, pond or flowage, it is located within the Shoreland Zoning District. Depending of the scope of the project, a **Shoreland Permit or Shoreland Conditional Use Permit** (regulated under Chapter 4, Part 2 of the Rock County Code of Ordinances) may be required for any earth moving and land disturbance activities in addition to **Erosion Control and/or Storm Water Management Permits**. See below for a further explanation.

Uniform Dwelling Code (UDC) Permit (regulated by the Wisconsin department of Commerce) applies to single-family and two-family residential construction, and administered by the appropriate Town, Cities and Village governments within the county. **You do not need to apply for Rock County Erosion Control Permit for a single-family and two-family residential construction covered under an UDC permit.** However, you may need a County Erosion Control Permit for landscaping, earthmoving prior to foundation excavation, parking, sidewalks and other land disturbances not directly associated with residential building construction, that meets the thresholds below.

When do I need a permit and which application form should I use?

You will need a County Erosion Control Permit and an approved Erosion Control Plan if your project involves any of the following:

- Grading, removal of protective cover, excavation or filling which disturbs 4,000 square feet or more of land;
- Disturbing or grading more than 1,000 square feet of land on a slope of 12 percent or greater;
- Grading, removal of protective ground cover or vegetation, excavation, or land filling exceeding 1,000 square feet or 40 cubic yards of fill near a navigable waterway, wetland or floodplain within the Shoreland Overlay District (as defined in Chapter 4, Part 2 of the Rock County Code of Ordinances).
- Disturbing 100 feet or more of road ditch, grass waterway, or other land area where surface drainage flows in an existing water channel;
- Grading, excavating or filling more than 400 cubic yards of material;
- Constructing new public or private roads, access roads, or driveways exceeding 100 feet in length;
- Laying, repairing, replacing, or enlarging underground pipe, cable or wire for a distance of 300 feet or more;
- Land disturbing construction activities relating to land division (subdivision plat, Certified Survey Map or Condominium Plats) requiring public or semi-public public improvements, or;
- Other activities that are likely to result in undue channel erosion, increased water pollution by scouring or the transportation of particulate matter, or endangerment of property or public safety.

You will need a County Storm Water Management Permit if your project involves:

- Land Disturbance activity of 1 acre (43,560 square feet) or more;
- Other activities that pose a serious risk of flooding or damage due to runoff as determined by the Technical Review Committee.

In addition to the Erosion Control and/or Storm Water Management permit requirements, you will need a Shoreland Conditional Use Permit if your project involves earth moving or land disturbance exceeding of 1,000 square feet or 40 cubic yards of fill near a navigable waterway, wetland or floodplain within the Shoreland Overlay District (as defined in Chapter 4, Part 2 of the Rock County Code of Ordinances). Applications for this permit are available at the Rock County Planning and Development Agency.

Note: Some activities are exempt from Erosion Control and Storm Water Management Permit requirements. Review the appropriate ordinance for a listing of exemptions and exclusions. First-time applicants or first-time developers are

strongly encouraged to consult with the Land Conservation Department in the initial planning stage for assistance in preparing general site plans and other submittals necessary to obtain an erosion control and/or storm water permit.

Which permit application form should I use?

The Land Conservation Department requires use of standard forms for any erosion control and/or storm water management permit.

The permit application entitled “Rock County Erosion Control and Storm Water Management Permit Application” along with the appropriate Erosion Control Application Checklist and/or Storm Water Management Application Checklist must be used when applying for a Erosion Control and/or Storm Water Management Permit.

The permit application entitled “Rock County Erosion Control Plan – Simplified Application” may be used for land disturbing construction activities consisting of less than one acre (43, 560 square feet) of disturbed area with no portion of that disturbed area containing slope of 12% or greater and the project is not located in the Shoreland Zoning District.

What is the review process?

An Erosion Control and/or Storm Water Management permit application with attachments is filed with Rock County Land Conservation Department staff for processing. The Land Conservation Department will inform you of any deficiencies in your application and ask you to make necessary changes within ten days. Complete applications are usually reviewed within fifteen days. Once all plans and other permit requirements are met, the Land Conservation Department will approve your permit. **A SIGNED PERMIT CARD MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK CAN BEGIN. THE LAND CONSERVATION DEPARTMENT MAY ISSUE STOP-WORK ORDERS ON SITES WITHOUT APPROVED PERMITS.**

Information available online:

For further information and copies of permit applications and the applicable ordinances please visit our department’s website at www.co.rock.wi.us/land-conservation-home.

On the website you will also find the **Rock County Universal Soil Loss Equation (USLE) Spreadsheet**. This spreadsheet is used to provide documentation for meeting the soil loss standards of the Erosion Control Ordinance. The spreadsheet is also a valuable scheduling tool to account for soil loss reduction based on limited duration of exposed soil.

The erosion control plan requires a monitoring program that is routinely inspected at least every week, and within 24 hours after a precipitation event of 0.5 inches or greater during a 24 hour period. Written reports of all inspections must be maintained. The reports must contain an assessment of the condition of erosion and sediment controls and a description of any erosion and sediment control and maintenance performed. An example of an approved inspection log is attached. This particular form is not required, but the form used must include the pertinent information.

For more information, please contact:

Rock County Land Conservation Department
440 N. U.S. Hwy 14
Janesville, WI 53546

Phone (608) 754-6617
Fax: (608) 752-1247

Website: www.co.rock.wi.us

Erosion Control Application Permit Checklist (Class One Land Disturbing Activities)

This checklist must be submitted with the complete application

Project Name: _____

Date: _____

Permit#: _____

Please check the appropriate box: I=Included; NA=Non-Applicable (If "NA" is check, an explanation must be entered)

Erosion Control Application Requirements	Applicant			LCD	
	I	NA	Explanation/Location in Plan	I	NA
1. Erosion Control Application Checklist					
2. Attachment #1 - Erosion and Sediment Control Plans - (see Sec 4.1108(4) for plan requirements)					
3. Attachment #2 - Proposed schedule for completion and installation of all elements of the erosion control plan.					
4. Attachment #3 – Financial assurance based on an estimated cost of installation and maintenance of all elements of the erosion control plan. (Sec 4.1108(10))					
5. Attachment #4 - Waiver Application (if requested)					
6. Attachment #5 - Copy of Preliminary Review Letter (if applicable)					
7. Attachment #6 - Copy of Permits or approval by other agencies (if applicable)					
8. Attachment #7 - Copy of the Rock County Chapter 4, Part 2 Shoreland Conditional Use Permit (if the disturbed area is within the Shoreland Overlay District)					
Erosion and Sediment Control General Plan Requirements (refer to Sec 4.1108(4) for a complete list)	I	NA	Explanation/Location in Plan	I	NA
1. Description of how the site is to be developed (written description) and any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site					
2. Existing soils information					
3. Watershed size for each contributing drainage area					
4. Direction of runoff flow (contours or runoff arrows.)					
5. Cross sections and profiles of road ditches and culvert sizes					
6. Location of soil stockpiles					
7. Design discharge for ditches and structural measures (flow calculations)					
8. Runoff velocities in channels (feet/second, meters/second).					
9. Fertilizer and seeding rates (seed, fertilizer, and mulch).					
10. Time schedule for stabilizing exposed soil.					
11. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion using USLE (Sec.4.1107)					
12. Boundaries of land disturbing activity					
13. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control devices).					
14. Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad)					

See *Erosion and Sediment Control Plan Notes* on next page.

If a Storm Water Management Permit is being applied for, the storm water checklist must be also attached.



Indicates requirement must always be included

Erosion and Sediment Control Plan Notes

Reference: Section 4.1108(4)

The plan shall include, at minimum, the following items:

- The name(s) and address(s) of the owner or developer of the site, and the principal contact person of any consulting firm retained by the applicant.
- The start and end dates of land disturbing activities at the site.
- The intended sequence of major land disturbing activities at the site, including stripping, rough grading, construction of utilities, infrastructure, and buildings. Sequencing shall identify the expected date on which clearing will begin, areas of clearing, the estimated duration of exposure or cleared areas, installation of temporary erosion and sediment control and establishment of permanent vegetation.
- Estimates of the total area of the site and the total area of the site that is expected to be disturbed by construction activities.
- Calculations showing compliance with the soil loss performance standards (section 4.1107 (1) (B)).
- Existing data describing the surface soils and subsoils.
- Depth to groundwater, as indicated by NRCS soil information, where available.
- Name of the immediate receiving point of discharge on a United States Geological Survey topographical map.
- A materials list for the proposed BMPs that will meet the minimum requirements.

The plan shall include a site map the following items at an appropriate scale:

- Existing topography vegetative cover, natural and engineering drainage system, and roads.
- All surface waters, including lakes, rivers, streams, wetlands, channels, ditches, and other watercourses on, or immediately adjacent to, the site.
- Floodways and 100-year floodplains.
- Boundaries of the construction site.
- Drainage patterns and approximate slopes anticipated after major grading activities.
- Areas of soil disturbance.
- Location of all structural and non-structural BMPs identified in the plan.
- Location of all areas that will be vegetated following construction.
- Areal extent of wetland acreage on the site and locations where storm water is discharged to a surface water or wetland.
- Locations of all surface waters and wetlands within one mile of the construction site, on an insert map of a convenient scale.

The plan shall include the specifications for the proper installation of the BMPs based on DNR Technical Standards.

Velocity dissipation devices (such as Rock Riprap) shall be placed at discharged locations within the site to provide erosion control protection at downstream sides of discharges structures of culverts, dam outlets, or drainage swales.

Storm Water Management Permit Application Checklist

This checklist must be submitted with the complete application if applying for a Storm Water Management Permit

Project Name: _____

Date: _____

Permit#: _____

Please check the appropriate box: I=Included; NA=Non-Applicable (If "NA" is check, an explanation must be entered)

Plan Requirements - Ordinance reference in parenthesis	Applicant			LCD	
	I	NA	Explanation/Location in Plan	I	NA
1. Narrative describing the proposed project, including implementation schedule of designed practices.					
2. Identification of the entity responsible for long-term maintenance of the project.					
3. Map showing drainage areas for each watershed area.					
4. Complete site plan and specifications.*					
5. Engineering assumptions/design for all structural management practices. Practices shall be designed for volume according to 4.807 (2)(D)					
6. Map showing location and size of proposed drainage easements.					
7. Address quantitative infiltration standards (4.807(4))					
8. No increase in peak discharge for 1,2, 10 and 100-year 24-hour storm events. Include summary table for each discharge location. (4.807 (2)) (Runoff rates in cubic feet per second.)					
9. Address total suspended solid reduction standards (4.807 (3))					
10. Design practices considering Protective Areas (4.807 (5))					
11. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity at all discharge locations.					
12. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.					
13. Detailed maintenance plan and schedule for all permanent stormwater management practices.					
Application Requirement	I	NA	Explanation/Location in Plan	I	NA
1. Proposed schedule for completion and installation of all elements of the stormwater management plan.					
2. Estimated cost of completion and installation of all elements of the stormwater management plan.					
3. Financial guarantee to complete work based on cost estimates in proposed plan. (4.808 (11))					
4. Copy of maintenance agreement to be recorded for long-term Storm water management practices. (4.808 (5))					
5. For residential development, include culvert sizes for all proposed driveways based on the Stormwater Management Plan.					

* See notes on next page.



Indicates requirement must always be included

NOTE: This checklist is not an all inclusive list of the requirements found in the Ordinance. Refer to the Ordinance for complete set of standards and other regulatory provisions.



Storm Water Management Plan Notes

Reference Section 4.808 (4) (A)

The summary section in the Storm Water Management Plan should include the following:

- Table of the Watershed subarea characteristics (on-site, off-sites and downstream hydraulic characteristics) for both pre-existing and post-construction conditions.
- Pre-existing peak flow rates at selected locations within the watershed
- Post construction peak flow rates at the above selected locations with no storm water management plan.
- Post construction peak flow rates at the above selected locations with the recommended storm water management plan.
- Pertinent information concerning the recommended storm water management plan, including accounting for any runoff from offsite that is routed through onsite BMPs.
- All assumptions used in calculations.

Complete site plan and specifications for the project should include the following:

- List of Points-of-contacts (name, address and telephone numbers)
 - Agent, Project Manager, or Supervisor who will oversee the construction activities.
 - Person and/or company responsible for the BMP design.
 - Person(s) responsible for installation of the BMP measures.
 - Person(s) responsible for maintenance of the BMPs during construction activities.
- A proper legal description of the property of the property and property lines and lot dimensions
- All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks
- All public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material
- all natural and artificial water features
- depth to bedrock
- depth to seasonal high water table
- the extent and location of all soil types as described in the Rock County Soil Survey, slopes exceeding 12%, and areas of natural woodland or prairie
- existing and proposed elevations
- elevation, sections, profiles, and details as needed to describe all natural and artificial features of the project
- soil erosion control and overland runoff control measures, including runoff calculations as appropriate
- detailed construction schedule
- copies of permits or permit applications required by any other governmental entities or agencies
- any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features
- all existing and proposed drainage features
- the location and area of all proposed impervious surfaces
- the limits and area of the disturbed area