

**EROSION CONTROL AND STORMWATER MANAGEMENT
 PERMIT APPLICATION FOR MAJOR LAND-DISTURBING ACTIVITIES
 Chapter 163 of Ordinances - Village of Cottage Grove**

No landowner or land user may commence a land disturbance or land development activity subject to this ordinance without receiving prior approval of an erosion control and stormwater management plan for the site and a permit from the Village Engineer. For major land-disturbing activities, as defined in Section 163.2 V of the Village ordinances, applicants shall submit this application along with a control plan and pay an application fee to the village (for minor land-disturbing activities, applicants must submit a simplified plan checklist). Within 30 days of receipt of the application, control plan statement, and fee, the Village Engineer will review same to determine if all requirements of the ordinance are met.

ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

SECTION I: OWNER/OPERATOR INFORMATION

Name	Contact Person
Mailing Address	Title
City, State, Zip Code	Telephone Number

SECTION II: CONTRACTOR INFORMATION (when known)

Name	Contact Person
Mailing Address	Title
City, State, Zip Code	Telephone Number

SECTION III: CONSTRUCTION SITE INFORMATION

Site Name: _____
 Location Address: _____ Zip Code: _____
 Mailing Address: _____ Zip Code: _____

Project Start Date: _____ Project End Date: _____

If the site is not wholly located within the Village of Cottage Grove or if the site is not located on a Village street, complete the following:

Quarter Quarter _____ Quarter: _____ Section: _____ Township: _____ N Range: _____

Is this site wholly contained on the above quarter section? (Yes or No) _____

*Use more space if needed to describe site location.

Total Area of Construction Site: _____ Acres Total Estimated Disturbed Area: _____ Acres

Site Impervious Area : (including rooftops) Before Construction: _____ %
 After Construction: _____ %

Type of Construction (check all that apply)

_____ Residential _____ Commercial _____ Industrial _____ Reconstruction _____ Demolition
 _____ Utility _____ Transportation (if applicable, list WDOT Project Number _____
 _____ Other (describe) _____

Does your construction site=s stormwater discharge to: (check all that apply)

Storm drain system - infiltrates to groundwater

Storm drain system - discharge to surface water

Directly or indirectly to waters of the state - enter name of stream, river, lake wetland:

Infiltration to groundwater occurs on-site

Has the stormwater discharge leaving the site been sampled and analyzed for pollutants? (Yes or No) _____

SECTION IV: CERTIFICATION

"I certify that this document and attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person, or persons, directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. In addition, I certify that the provisions of the permit, including development and implementation of the Construction Site Erosion Control and Stormwater Management Plan, will be complied with. I acknowledge that I have received a full copy of Chapter 163 of the Village Code of Ordinances. I am aware of the enforcement provisions in Section 163.9, and where notice of noncompliance has been given and is not corrected within the time periods specified in 163-9 H(2)(a) and H(2)(b), I authorize the village to take corrective action, as described in 163.9 H (3), and consent to assessments against my property by the village, if necessary, for the total costs and expenses of this action."

Owner/Operator Printed Name	Title	Telephone Number
Owner/Operator Signature	Date Signed	

Please complete if this permit application was prepared by a consultant or someone other than an employee of the site Owner/Operator.

Preparer Printed Name	Firm
Mailing Address	Title
City, State, Zip Code	Telephone Number
Signature of Preparer	Date Signed

Village of Cottage Grove Erosion Control Application Checklist

Project _____

Permit No. _____

Date _____

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

Plan Requirement	Applicant			Reviewer
	I	NA	Explanation / Location in Plan	
1. Cross sections and profiles of road ditches.				
2. Culvert sizes.				
3. Direction of runoff flow (contours or runoff arrows).				
4. Watershed size for each contributing drainage area.				
5. Design discharge for ditches and structural measures (flow calculations).				
6. Runoff velocities in channels (feet/second, meters/second).				
7. Fertilizer and seeding rates (seed, fertilizer, and mulch).				
8. Time schedule for stabilizing exposed soil.				
9. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion: 7.5 ton/acre/yr. (soil loss calculation).				
10. Description of how the site is to be developed (written description).				
11. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control devices).				
12. Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad).				
13. Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site.				
14. Any proposed changes to the erosion control plan must be submitted and approved.				
Application Requirement	I	NA	Explanation / Location in Plan	I NA
1. Copy of Preliminary Review Letter, if applicable.				
2. Copies of permits or approvals by other agencies.				
3. Proposed schedule for completion and installation of all elements of the erosion control plan.				
4. Estimated cost of completion and installation of all elements of the erosion control plan.				

If stormwater management requirements are applicable, the stormwater checklist must be attached.

Village of Cottage Grove Stormwater Management Application Checklist

Project _____

Permit No. _____

Date _____

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

Plan Requirement	Applicant		
	I	NA	Explanation / Location in Plan
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. No increase in peak discharge for 2-, 10- and 100- year 24-hour storm events, including summary table. (runoff rates in cubic feet per second).*			
5. Complete site plan and specifications.*			
6. Engineered designs for all structural management practices.			
7. For new development, trap 5 micron soil particle (80% reduction in TSS) for the 1-year, 24-hour storm event.			
8. For redevelopment, trap 20 micron soil particle (40% reduction in TSS) for the 1-year, 24-hour storm event.			
9. Treat first 0.5 inches of runoff for control of oil and grease from commercial or industrial areas. (see ordinance)			
10. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity.			
11. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.			
12. Maintenance plan and schedule for all permanent stormwater management practices.			
Application Requirement	I	NA	Explanation / Location in Plan
1. Copy of Preliminary Review Letter, if applicable.			
2. Proposed schedule for completion and installation of all elements of the stormwater management plan.			
3. Estimated cost of completion and installation of all elements of the stormwater management plan.			
4. Evidence of financial responsibility to complete work proposed in plan.			
5. Copy of affidavit required by s. 163.9 C (3) for privately owned stormwater practices.			

* See notes on next page.

Village of Cottage Grove Stormwater Management Plan Notes

The summary table in plan requirement 4 must include the following:

- A) pre-existing peak flow rates
- B) post construction peak flow rates with no detention
- C) post construction peak flow rates with detention
- D) assumed runoff curve numbers
- E) time of concentration used in calculations

Complete site plan and specifications in plan requirement 5 must include the following:

- A) property lines and lot dimensions
- B) all buildings and outdoor uses, existing and proposed, including all dimensions and setbacks
- C) all public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material
- D) all natural and artificial water features
- E) depth to bedrock
- F) depth to seasonal high water table
- G) the extent and location of all soil types as described in the Dane County Soil Survey, slopes exceeding 12%, and areas of natural woodland or prairie
- H) existing and proposed elevations
- I) elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project
- J) soil erosion control and overland runoff control measures, including runoff calculations as appropriate
- K) detailed construction schedule
- L) copies of permits or permit applications required by any other governmental entities or agencies
- M) any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features
- N) all existing and proposed drainage features
- O) the location and area of all proposed impervious surfaces
- P) the limits and area of the disturbed area

**VILLAGE OF COTTAGE GROVE
EROSION CONTROL SIMPLIFIED PLAN CHECKLIST (Minor)**

THIS FORM MAY BE USED ONLY FOR LAND DISTURBING ACTIVITIES ADMINISTERED UNDER THE VILLAGE OF COTTAGE GROVE'S EROSION CONTROL AND STORMWATER MANAGEMENT ORDINANCE, WHENEVER ALL THREE OF THE OF THE FOLLOWING CONDITIONS EXIST*.

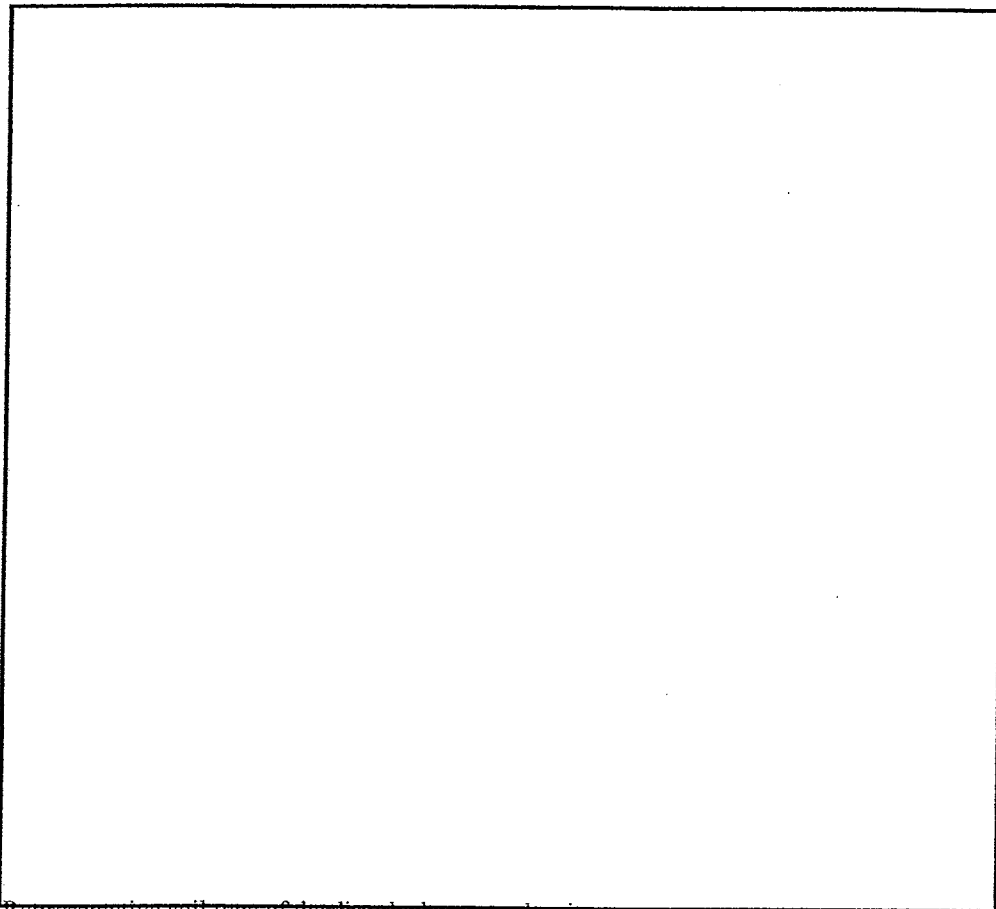
- (A) The land-disturbance is not more than 20,000 square feet in area.
- (B) The land disturbance is not adjacent to and does not drain directly into any sensitive areas nearby, such as streams, lakes, or wetlands.
- (C) The slope through the land disturbance is not more than 6% (6 ft. vertical to 100 ft. horizontal)

(*NOTE: A specific erosion control plan is required if the above conditions do not exist. Refer to section § 163-10 of Cottage Grove's Erosion Control Ordinance)

Instructions:

1. Complete this plan by filling in the requested information on the inside of this form and the site diagram on this page.
2. Submit this plan at the time of permit application.
3. In completing this form, give consideration to minimizing the disturbed area, prompt seeding, and proper planning of water runoff patterns through all stages of development.

SITE DIAGRAM



EROSION CONTROL

PLAN LEGEND

- · — · — · Property Line
- ⊥ ⊥ ⊥ ⊥ Limits of Grading
- - - - -> Existing Drainage
- > Finished Drainage
- > TD Temporary Diversion
- □ □ □ Straw Bales
- Silt Fence
- ▒ ▒ ▒ ▒ Gravel Access
- | | |
|-----|------|
| sod | seed |
|-----|------|

 Vegetation
- - - - - Existing Storm Sewer & Inlet (or Culvert)
- Planned Storm Sewer & Inlet (or Culvert)
- Stockpiled Soil
- | |
|---|
| N |
|---|

 Please indicate north by inserting arrow on drawing to left.

Representative soil type of the disturbed area on the site: _____
(i.e. sandy, silt loam, clay, etc.)

PROJECT _____
LOCATION (Address) _____ (City) _____ (Twp.) _____ (section)

BUILDER _____ (Name) _____ (Phone No.)

OWNER _____ (Name) _____ (Phone No.)

WORKSHEET COMPLETED BY: _____ DATE _____

EROSION CONTROL – SIMPLIFIED CHECKLIST

Complete the site diagram with the following information:

SITE CHARACTERISTICS

- North arrow and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainage ways within and nearby the site.
- Location of existing and planned storm sewer inlets and culvert crossings near site.
- Location of existing and proposed buildings and paved areas.
- Location and approximate dimensions of the disturbed area on the site.
- Approximate gradient and direction of: 1) existing and planned slopes; and 2) existing and planned drainage ways on the site.
- Location and approximate watershed areas of overland runoff (sheet flow) and drainageway runoff (concentrated flow) coming onto the site from adjacent areas.
- Representative soil type of the disturbed area on the site. (i.e. sandy, loam, silt loam, clay)

EROSION CONTROL PRACTICES

- **Location of temporary soil storage piles.**
 - 1) Soil storage piles will be contained by a down slope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any down slope road or drainage way.
 - 2) It is recommended that they be temporarily seeded and mulched.
- **Location of temporary gravel access drive(s).**
 - 1) Gravel drive will have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick.
 - 2) Drives will extend from the roadway 50 feet or to the building (whichever is less).
- **Location of sediment controls (filter fabric fence, straw bale fence, rock sediment trap, or other planned practices) that minimize the amount of eroded soil leaving the site.**
 - 1) Sediment controls will be installed along the downslope sides of the disturbed areas unless it is planned that permanent seeding and mulching will be completed within 30 days of the start of grading.
 - 2) Sediment Controls will be installed around soil storage piles, around inlets, at outlets of drainageways, and along adjacent drainageways which receive runoff from the site.
- **Location of sediment barriers around storm sewer inlets.**
- **Location of diversions.**
 - 1) It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. is also recommended to be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.
 - 2) Diversions will be stabilized with seeding and mulching *within 24 hours* of diversion completion.
- **Location of practices that will control erosion in areas of concentrated flow.**
 - 1) Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of drainageway completion.
 - 2) Sediment controls will be installed at the outlet ends of drainageways.

MANAGEMENT OF EROSION CONTROL

- **Temporary stabilization of disturbed areas.**

- 1) It is recommended that rough graded disturbed areas (planned to be left inactive for more than 30 days) and temporary soil stock piles (planned to be left inactive for more than 7 days) be stabilized by temporary seeding (between April 1st and October 15th) or by other cover, such as covering with a tarp or mulching.
- 2) Temporary seeding of oats or sudan grass are normally sown between May 15th and July 15th. Rye grass or winter wheat are normally sown between July 15th and September 15th.

- **Permanent stabilization of site by re-vegetation or other means.**

- 1) Permanent seeding will be completed by September 15th or sodding placed by November 15th.
- 2) Straw or grassy hay mulching is recommended on all disturbed areas that are planned to be seeded.

PERMANENT SEEDING TYPE	RATE OF APPLICATION

- **Use of downspout and/or sump pump outlet extensions to stabilized areas.**

- **Trapping sediment during site dewatering operations.**

- 1) Sediment laden discharge should be temporarily ponded behind a sediment barrier until most of the sediment settles out.

- **Proper disposal of building material waste so that pollutants and debris do not are not carried off-site by wind or water.**

- **Maintenance of erosion control practices.**

- 1) All erosion control practices will be inspected daily and maintained in working condition.
- 2) Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
- 3) All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
- 4) All sediment that moves off-site due to storm events will be cleaned up as soon as possible, but at least by the end of the next day.
- 5) Temporary gravel access drives will be maintained throughout construction in working condition.
- 6) All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

- **Schedule of erosion control practice installation and site grading**

- 1) Necessary erosion control practices will be installed prior to the beginning of grading.

ACTIVITY	DATE
Install Erosion Control Practices	
Start Grading	
Apply Temporary Stabilization	
Apply Permanent Stabilization	

Permanent seeding responsibility of:

Name: _____

Ph. No. _____

Installation and maintenance of erosion control practices responsibility of:

Name: _____

Ph. No. _____

FOR ADDITIONAL ASSISTANCE WITH PLAN PREPARATION, refer to the Village's Erosion Control and Stormwater Management Ordinance, WDNR Wisconsin Construction Site Best Management Handbook, the Dane County Erosion Control and Stormwater Management Manual, and the UW-Extension publication, *Erosion Control For Home Builders*.

- The Wisconsin Construction Site Best Management Handbook is available through State of Wisconsin Document Sales at (608) 266-3558.
- The Dane County Erosion Control and Stormwater management Manual is available through the Dane County Land Conservation Department at (608) 224-3730.
- Erosion Control For Home Builders (GWQ001) can be ordered through Cooperative Extension Publications, (608) 262-3346
- Contact Dane County Planning and Development – Zoning Division at (608) 266-4266 or the Dane County Land Conservation Department at (608) 224-3730 for further assistance.