

CITY OF DELAFIELD
EROSION CONTROL/STORMWATER MANAGEMENT PROGRAM
FORMS AND PLAN REVIEW PROCEDURES

1. Initial contact. Applicant contacts the City representative (Clerk/Building Inspector, etc.) to express interest in a project, and provides general project data, including:

- a. Type of project, i.e. Commercial, Industrial, Subdivision, 1-2 Family, etc.
- b. Size of area to be disturbed in Acres.
- c. Other, as applicable.

2. City provides forms. City representative consults the flow chart (Form EC1) to determine whether the project will be reviewed for approval of erosion control and stormwater management plans under: Building Permit procedures; Erosion Control Plan Less Than 1 Acre; Erosion Control Plan One Acre or More; or Erosion Control Plan and Stormwater Management Plan. The City representative will forward the applicant:

a. Form EC2, “Application for Erosion Control Permit or Combined Erosion Control/Stormwater Management Permit.” All applicants (other than 1-2 family home projects administered by the Building Inspector) will apply for a permit on the same form.

b. One or more of the following forms, depending on the type of review required. The forms will provide the applicant with a checklist of the erosion control and stormwater management items that must be submitted and reviewed prior to permit approval.

- (1) Building Permit Forms
- (2) Form EC 3, “Erosion Control Review (Less Than One Acre Disturbed)”
- (3) Form EC4, “Erosion Control Review (One Acre or More Disturbed)”
- (4) Form EC5, “Erosion Control and Stormwater Management Review”

c. Form EC6, “Cost Estimate for Letter of Credit,” which will apply to all activities except single and two family residences.

Note: The applicant may also wish to obtain the following references:

(1) A copy of the City “Construction Site Erosion Control and Stormwater Management Regulation” ordinance (Chapter 23) from the City at cost. The applicant may also download the ordinance from the Internet at: <http://www.municode.com> and search the web page for the Wisconsin and Delafield code menus.

(2) A copy of the “Wisconsin Construction Site Best Management Practice (BMP) Handbook,” from Document Sales, P.O. Box 7840, Madison, WI 53707-7840. Phone (608) 266-3358 to determine appropriate charges.

CITY OF DELAFIELD
EROSION CONTROL/STORMWATER MANAGEMENT PROGRAM
FORMS AND PLAN REVIEW PROCEDURES (CONTINUED)

(3) A copy of “The Wisconsin Stormwater Manual, Part One” from the same Document Sales address in paragraph (2) above.

(4) A copy of the “Wisconsin Storm Water Manual: Technical Guidelines for Storm Water Management Practices” from Cooperative Extension Publications, Room 170, 630 West Mifflin St., Madison, WI 53703. Phone (608) 262-3346 to determine appropriate charges.

3. Applicant submission. After review and document preparation, the applicant will submit the following, where applicable, to the City (Clerk or Building Inspector):

- a. Completed Permit Application (Form EC2) with appropriate fee
- b. Erosion Control Plan
- c. Stormwater Management Plan (where applicable)
- d. Supporting documents (narratives, drawings, etc.) for above plan(s)
- e. Completed Cost Estimate (on Form EC6). The City will determine the required level for the Letter of Credit and inform the applicant.

The applicant is NOT required to submit review sheets (Forms EC3 – EC5).

4. Erosion Control/Stormwater Management Plan Review and Approval.

- a. Single family home and duplex project plans will normally be reviewed by the Building Inspector.
- b. Other project plans will normally be reviewed by the City Engineer using appropriate forms (EC3-EC5).
- c. All projects (except single and duplex parcels) are subject to review by the City Public Works Committee and the Plan Commission.
- d. The responsible reviewing official will inform the applicant of the approval status of the appropriate plan. This includes notifying the applicant of requirements for plan revisions or additional information.

5. Review Fees. These are established by City Ordinance.

**CITY OF DELAFIELD
EROSION CONTROL/STORMWATER MANAGEMENT
PERMIT CONDITIONS**

1. General. Erosion control administration for single family and duplex units is performed by Scott Hussinger, City Building Inspector, 262-490-8222. All other erosion control and stormwater management administration is performed by the City Engineer. Contact Yaggy Colby Associates at 262-646-6855.

2. Erosion Control.

- a. Notify the appropriate City authority within 48 hours of commencing land development/land disturbing activity.
- b. Notify the City authority of completion of any Best Management Practice within 3 days of installation.
- c. Obtain permission from the Plan Commission prior to modifying the erosion control plan.
- d. Install all Best Management Practices as identified in the approved erosion control plan.
- e. Maintain all road drainage systems, stormwater drainage systems, Best Management Practices, and other facilities identified in the erosion control plan.
- f. Repair any situation or erosion damage to adjoining surfaces and drainageways resulting from land developing or disturbing activities.
- g. Inspect the construction control measures after each rain of 0.5 inches or more, and at least once each week, and make needed repairs.
- h. Allow the City Engineer, Building Inspector, or Director of Public Works to enter the site for the purpose of inspecting compliance with the erosion control plan or for performing any work necessary to bring the site into compliance with the plan.
- i. Keep a copy of the erosion control plan on the site.

3. Stormwater Management.

- a. Comply with all applicable federal, state, and local laws and regulations.
- b. Design, install, and maintain all structural and non-structural stormwater management measures in accordance with the approved stormwater management plan, maintenance agreement, and the permit.

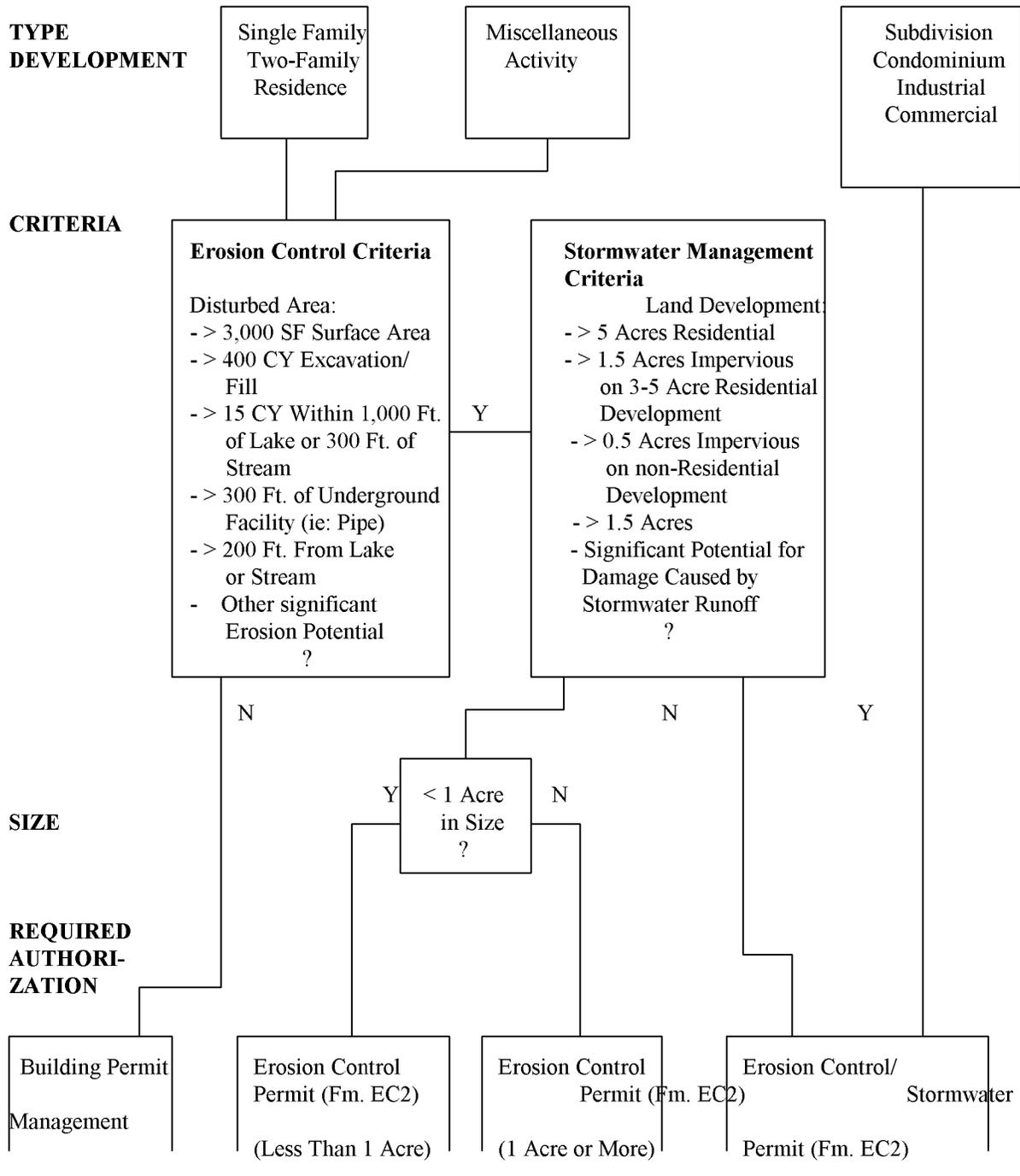
PERMIT CONDITIONS, CONTINUED

- c. Notify the City Engineer within 48 hours of commencing any work in conjunction with the stormwater management plan, and within three working days upon completion of the stormwater management practices. Additionally, comply with any directions from the City, related to special conditions.
- d. Schedule a final inspection of the stormwater management practices with the City Engineer. Provide the City with as-built drawings of said practices, certified by a licensed professional engineer or registered land surveyor.
- e. Notify the City of any intended modifications to the approved stormwater management plan, and receive permission for modifications prior to executing them.
- f. Maintain all stormwater management practices as specified in the approved stormwater management plan, until the practices become the responsibility of the City or a private landowner, as specified in the approved maintenance agreement.
- g. Allow site access to the City Engineer, Building Inspector, or Director of Public Works for the purpose of inspection the property for compliance with the approved stormwater management plan and permit.
- h. If directed by the City, repair at the permit holder's expense, all damage to adjoining municipal facilities and public drainageways caused by stormwater runoff from the holder's permit site, where such damage is caused by activities not in compliance with the approved stormwater management plan.
- i. Authorize the City, following written notification, to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consent to placing associated costs upon the tax roll as a special lien against the property or to charging such costs against the financial guarantee posted for the project.
- j. Where a stormwater management plan involves changes in direction, increases in peak rate, and/or total volume of runoff from a site, the City may require the permittee to make appropriate legal arrangements with adjacent property owners concerning prevention of endangerment to downstream property or public safety.

4. Permit Duration. Erosion Control/Stormwater Management permits shall be valid for a period of 180 days or other construction authorizations, whichever is longer, from the date of issuance.

5. Enforcement. Failure to comply with the terms of an erosion control/stormwater management permit may subject the permit holder to enforceable actions specified by City Code.

**CITY OF DELAFIELD
 CRITERIA FOR EROSION CONTROL/STORMWATER
 MANAGEMENT PERMIT (FORM EC2)
 PER SECTION 23, MUNICIPAL CODE**



Pertinent Review Checklist:

Building Permit Forms Form EC3 Form EC4 Form EC5

Applicant will also:

- (1) Complete the Cost Estimate Form (Form EC6) and provide the City with a Letter of Credit.
- (2) Apply for a City Building Permit, as required.

**CITY OF DELAFIELD
500 Genesee Street
Delafield WI 53018**

Date: _____

Permit Number: _____

Tax Key No: _____

**APPLICATION FOR EROSION CONTROL PERMIT OR
COMBINED EROSION CONTROL/STORMWATER MANAGEMENT PERMIT**

Owner _____

Address _____

Phone Number _____ Email address _____

General Contractor _____

Address _____

Phone Number _____ Email address _____

PROJECT LOCATION _____

Building address _____

Zoning District _____

PERMIT REQUESTED FOR:

Erosion Control, less than 1 Acre disturbed Erosion Control and Stormwater
 Erosion control, 1 Acre of more disturbed Management

TYPE OF CONSTRUCTION:

Commercial Property Subdivision Institutional Property
 Condominium Industrial Property Existing Single Family/
 Other _____ Duplex*

*Note: New Single Family/Duplex construction is covered by the State UDC form.

SIZE OF DISTURBED AREA (ACRES): _____

DOCUMENTATION SUBMITTED:

_____	_____
_____	_____
_____	_____
(Item)	(Date of Revision)

PERMIT FEES:

Single Family/Duplex; Less than 1 Acre disturbed: (50.00 minimum) _____

Other: (\$50.00 per disturbed Acre) _____ Acres X \$50.00 = _____

TOTAL FEES _____

Double Fees will be charged if work is started before permit is issued.

The applicant agrees to comply with Chapter 23 of the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, expressed or implied, on the Municipality; consents to periodic on-site inspection by Municipal personnel or agents and to payment of costs for review of documents submitted with this permit and for inspection for compliance with the conditions of this permit; and certifies that all the above information is accurate.

APPLICANT SIGNATURE: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

**CITY OF DELAFIELD
EROSION CONTROL REVIEW
(LESS THAN ONE ACRE DISTURBED)
PLAN SUBMITTAL REQUIREMENTS**

PROJECT NAME: _____

SUBMITTED BY: _____

DATE: _____

ITEM:	DESCRIPTION	SUBMITTED		
		YES	NO	N/A
1	Points of Contact, Name, address, phone number.			
A	Landowner _____			
B	Developer _____			
C	Project Engineer _____			
D	Construction Contractor _____			
E	Maintenance Contractor _____			
2	Narrative that Briefly Describes:			
A	The Site _____			
B	Description of Best Management Practices Intended for Use _____			
C	Construction Plan that Shows the Sequence of Construction, Site Stabilization Plan, and Time Schedule _____			
3	Simple Site Map, Including:			
A	Site Location and Boundaries _____			
B	Locations of Existing/Planned Structures/Roads _____			
C	Direction of Slopes Before and After the Land Development or Land Disturbing Activity _____			
D	Wetlands, Lakes, Streams, Channels, Ditches, on/Adjacent to Site _____			
E	Other Information Required by the City _____			
4	Computations (None Required if Less Than 1 Acre Disturbed)			
5	Plan Meets the Minimum Submittal Requirements of the City's Erosion Control/Stormwater Management Ordinance _____			

COMMENTS: _____

REVIEWED BY: _____

DATE: _____

**CITY OF DELAFIELD
EROSION CONTROL REVIEW
(ONE ACRE OR MORE DISTURBED)
PLAN SUBMITTAL REQUIREMENTS**

PROJECT NAME: _____

SUBMITTED BY: _____

DATE: _____

ITEM:	DESCRIPTION:	SUBMITTED		
		YES	NO	N/A
1	Points of Contact, Name, address, phone number.			
A	Landowner _____			
B	Developer _____			
C	Project Engineer _____			
D	Construction Contractor _____			
E	Maintenance Contractor _____			
2	Site Map of <u>Existing Conditions</u> , Including:			
A	Site Location and Boundaries _____			
B	Legal Property Description _____			
C	Predominant Soil Type(s) and Locations _____			
D	Vegetative Cover, Type(s) and Locations _____			
E	Locations and Dimensions of Utilities, Structures, Roads, Highways, and Paving _____			
F	Topographic Countours not to Exceed 2 feet _____			
G	Topography and Drainage Network, Including Off-Site Drainage _____			
H	Locations and Dimensions of all Stormwater Drainage Systems and Natural Drainage patterns on/Sdjacent to the Site _____			
I	Wetlands, Lakes, Streams, Channels, Ditches, on/Adjacent to the Site _____			
J	100 Year Floodplain Limits, if Applicable _____			
K	Other Information Required by the City _____			
3	Computations			
A	Peak Flow Discharge Rates and Volumes at Each Discharge Point _____			
4	Site Plan and Narrative of Development/Final Conditions _____			
A	Locations and Dimensions of All Land Development/Disturbing Activities _____			
B	Locations and Dimensions of All Temporary Soil Stockpiles _____			
C	Locations and Dimensions of All Best Management Practices (BMPs) _____			
D	Sequence and Schedule for Construction of BMPs _____			
E	Schedule of Land Development/Disturbing Activities _____			
F	Provisions for maintenance of Best Management Practices during Construction _____			
G	A Site Development Plan, Including a Map, Containing:			
	1 Revised Topographic Site Contours, Not to Exceed 2 Feet _____			
	2 Revised Drainage Newwork, Into, Through, and Off the Site _____			
H	Other Information Required by the City _____			

**CITY OF DELAFIELD
 EROSION CONTROL REVIEW
 (ONE ACRE OR MORE DISTURBED)
 PLAN SUBMITTAL REQUIREMENTS**

ITEM: DESCRIPTION:

- 5 Plan Meets the Minimum Submittal Requirements of the City's
Erosion Control/Stormwater Management Ordinance _____
- 6 Owner/Developer has submitted Bond/Letter of Credit to City _____
- 7 Owner/Developer has submitted Notice of Intent to WI DNR _____

SUBMITTED		
YES	NO	N/A

COMMENTS: _____

REVIEWED BY: _____

DATE: _____

**CITY OF DELAFIELD
EROSION CONTROL AND
STORMWATER MANAGEMENT REVIEW
PLAN SUBMITTAL REQUIREMENTS**

PROJECT NAME: _____

SUBMITTED BY: _____

DATE: _____

ITEM:	DESCRIPTION:	SUBMITTED		
		YES	NO	N/A
1	Points of Contact, Name, address, phone number.			
A	Landowner _____			
B	Developer _____			
C	Project Engineer _____			
D	Construction Contractor _____			
E	Maintenance Contractor _____			
2	Site Map of <u>Existing Conditions</u> , Including:			
A	Site Location and Boundaries _____			
B	Legal Property Description _____			
C	Predominant Soil Type(s) and Locations _____			
D	Hydrologic Soil Type(s) and Locations _____			
E	Vegetative Cover, Type(s) and Locations _____			
F	Locations and Dimensions of Utilities, Structures, Roads, Highways, and Paving _____			
G	Topographic Contours not to Exceed 2 feet _____			
H	Topography and Drainage Network, Including Off-Site Drainage _____			
I	Watercourses that May be Affected _____			
J	Locations and Dimensions of all Stormwater Drainage Systems and Natural Drainage Patterns on/Adjacent to Site _____			
K	Flow Path and Direction for Each Stormwater Conveyance Section _____			
L	Watershed Boundaries, if Applicable _____			
M	Wetlands, Lakes, Streams, Channels, Ditches, on/Adjacent to Site _____			
N	100 Year Floodplain Limits, if Applicable _____			
O	Detention, Retention, and Infiltration Basins are at least 100 feet from private wells and at least 1000 feet from municipal wells _____			
P	Delineated Wellhead Protection Areas, if Applicable _____			
Q	Locations and Capacities of Stormwater Management Systems Receiving Flow from the Site _____			
R	Other Information Required by the City. _____			
3	<u>Computations</u>			
A	Peak Flow Discharge Rates and Volumes at Each Discharge Point _____			
B	Time of Concentration and Time of Travel for Each Stormwater Conveyance Section _____			
C	Pre-Development 2, 10, and 100 Year Storm Flows _____			
D	Design of Stormwater Detention/Retention Facilities			
	1 Assumptions _____			
	2 Required Slopes _____			
	3 Reduction of 10 Year to 2 Year Flows; and 100 Year to 10 Year Flows _____			

Note: Entries in Bold Type Refer to Stormwater Management Requirements Form EC5, March 1, 2000

**CITY OF DELAFIELD
EROSION CONTROL AND
STORMWATER MANAGEMENT REVIEW
PLAN SUBMITTAL REQUIREMENTS**

ITEM:	DESCRIPTION:	SUBMITTED		
		YES	NO	N/A
4	Site Plan and Narrative of Development/Final Conditions			
A	Locations and Dimensions of All Land Development/Disturbing Activities			
B	Locations and Dimensions of All Temporary Soil Stockpiles			
C	Locations and Dimensions of All Best Management Practices (BMPs); Sequence and Schedule for Construction of BMPs			
D	Schedule of Land Development/Disturbing Activities			
E	Provisions for Maintenance of Best Management Practices During Construction			
F	Narrative of features to Minimize Peak Flow Rates (Preserve Natural Topography & Land Cover Features)			
G	Narrative of any Restrictions Imposed by Wellhead Protection Plans and Ordinances			
H	A Site Development Plan, Including a Map, Containing:			
	1 Revised Topographic Site Contours, Not to Exceed 2 feet.			
	2 Revised Pervious Land Use, Including Vegetative Cover Type and Condition			
	3 Impervious Land Use (Buildings, Structures, Pavement, etc.)			
	4 Revised Drainage Network, Into, Through, and Off the site			
	5 Drainage Easement Location(s) and Dimensions			
	6 Maintenance Easement Location(s)			
	7 Locations and Types of all Stormwater Conveyance and Treatment Practices			
	8 Flow Path and Direction for Each Stormwater Conveyance Section			
	9 Watershed Boundaries, if Applicable			
10	Changes to Lakes, Streams, Wetlands, Channels, and Ditches			
I	Detailed Soil and Groundwater Investigations Required for Placement of Stormwater Conveyance/Treatment Practices			
J	Detailed Drawings (Including Cross Sections and Profiles) of all Permanent Stormwater Conveyance/Treatment Practices			
K	Stormwater Practice Installation Schedule			
L	Maintenance Plan for Each Stormwater Management Practice			
M	Locations and Capacities of Stormwater Management System Practices Receiving Flow From the Site			
N	Other Information Required by the City.			
5	Plan Meets the Minimum Submittal Requirements of the City's Erosion Control/Stormwater Management Ordinance			
6	Owner/Developer has submitted Site Bond (Including portions for Erosion Control/Stormwater Management)			
7	Owner/Developer has submitted Notice of Intent to WI DNR, if appropriate			

Note: Entries in Bold Type Refer to Stormwater Management Requirements

COMMENTS: _____

REVIEWED BY: _____
Form EC5, March 1, 2000

DATE: _____
Page 2 of 2 Pages

**COST ESTIMATE
FOR LETTER OF CREDIT**

Date _____

Project Name _____

Project No. _____

Project Location/Address _____

ITEM

NO. FEATURE OF WORK

**REQUIRED IN
LETTER OF CREDIT**

1. DEMOLITION _____

2. CLEARING & GRUBBING _____

3. GRADING _____

4. SANITARY SEWER _____

5. WATER MAIN _____

6. STORM SEWER _____

7. ROAD CONSTRUCTION _____

8. SIDEWALKS/PAVING _____

9. LIGHTING _____

10. EROSION CONTROL _____

11. STORMWATER MANAGEMENT _____

12. LANDSCAPING _____

13. RESTORATION OF DISTURBED AREAS _____

14. REMOVAL OF SILT FENCING, ETC. _____

15. _____

16. _____

SUBTOTAL: _____

CONTINGENCY 10% PER SEC. 17.32(H): _____

TOTAL: _____

LETTER OF CREDIT

IRREVOCABLE STANDBY LETTER OF CREDIT

Reference: 17.32(h) Municipal Code

Beneficiary: City of Delafield

Applicant: Developer

Credit No. Number assigned by Financial Institution

Project Description: Subdivision Name
Project Name/Address
Account Name

Amount: Developers guarantee that all demolition, clearing & grubbing, grading, sanitary sewer, water main, storm sewer, road construction, sidewalks/paving, lighting, erosion control, stormwater facilities, landscaping, restoration of disturbed areas, and removal of silt fencing.
Plus 10% Contingency
Amount to be review and approved by the City Engineer.
Form EC6

Conditions: Automatically renewed without amendment on each anniversary date

Unless at least sixty (60) days, prior to such date, you notify the City, in writing, by certified mail or courier that you elect not to renew the letter of credit.

Termination: Letter of release signed by the City Administrator or City Clerk/Treasurer