

Application Packet For Stormwater Management Permit

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

Included in this Packet:

- Applicability of Ordinance Form
- Summary of Application Process
- Agreement for Reimbursable Services
- Application For Stormwater Management Permit
- Stormwater Management Plan Checklist

The purpose of this document is to provide guidance in applying for and obtaining a Stormwater Management Permit in the Town of Pacific. 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.

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Applicability of Ordinance

Do I need a Stormwater Management 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 Stormwater Management as defined in the Town of Pacific Stormwater Management Ordinance. Please read and respond to the following questions:

QUESTION:	YES	NO
Does this project disturb 43,560 ft ² or more of existing land cover?		
Is this site a multi-family development with more than 4,000 ft ² of planned impervious area?		
Is this site a commercial development with more than 4,000 ft ² of planned impervious area?		
Is this site an industrial development with more than 4,000 ft ² of planned impervious area?		
Is this site a recreational development with more than 4,000 ft ² of planned impervious area?		
Is this site an institutional development with more than 4,000 ft ² of planned impervious area?		
Is this site part of a land division with any of the newly divided lots encompassing less than 20 acres?		
Will any of the post construction topography of the site be different than it's current, undeveloped state?		
Will any water course be changed as a result of this project?		
Will any components be added to the existing stormwater system on site? (e.g. culverts, storm sewer, inlets, swales, ponds, etc.)		

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

If yes, your project is subject to Stormwater Management. Please continue with the application.

If no, your project is not subject to Stormwater Management. 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 Ordinance shall be deemed in violation of this Ordinance and subject to the penalties provided in Section 1-14. 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 Stormwater Management, please contact the Town Engineer for further guidance.

Signature of Person Preparing this Form

Date

Printed Name

Title

TOWN OF PACIFIC – POLICIES & PROCEDURES

Summary of Application Process

1. Contact the Town Clerk to obtain a Stormwater Management Application 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 the permitting process. You may obtain the Town Engineer's contact information on the Town's website at www.tn.pacific.wi.gov or from the Town Clerk.
3. Prepare a stormwater management plan including all applicable sections, based on the checklist found in the packet.
4. Submit to the Town Clerk one comprehensive electronic copy of the full submittal, in PDF format along with four (4) comprehensive copies in printed form, identical in all respects to the electronic copy. *(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 Management Permit Form
- Completed Project Application Checklist
- Stormwater Management Plan with all sections as indicated in the Project Application Checklist.
- Appropriate Fee Payable to "Town of Pacific" (see "Town Fee Schedule")

The Applicant shall submit all documentation a minimum of 21 days prior to the meeting of the Plan Commission at which action is desired. 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.

The Plan Commission meets the 1st Tuesday of the month at 5:30 p.m. and the Town Board meets the 3rd Tuesday of the month at 6:00 p.m. unless special circumstances interfere with these times, then meetings will be rescheduled as necessary.

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, the Town Clerk will distribute that packet to the Town Plan Commission and Town Boards members.

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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.

7. The Town Engineer will make a recommendation to the Plan Commission concerning your application. The Plan Commission will then submit its recommendation to the Town Board and the Town Board will then approve or reject the application.
8. 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 1-15 of the ordinance.
9. Once the plan has been approved, the Town Engineer 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.
10. The applicant must inform the Town Engineer at least two working days in advance of the start of any land disturbing activity.
11. Once the completed Application packet has been submitted to the Town Clerk, the Applicant shall be advised of the amount of the review fees to be paid by the Applicant to the Town, to be placed in an escrow account relating to Applicant's stormwater management project.
12. If the project is expected to take longer than the duration of the permit coverage (six months), the Applicant may apply for a permit renewal.

ASSOCIATED FEES

The application fee, escrow fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while fees, that have been billed, remain unpaid.

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Agreement for Reimbursable Services

In the Review of Stormwater Management Plans
Town of Pacific, Columbia County, WI

In accordance with the Town of Pacific Stormwater Management Ordinance, Section (2-10)(G), the cost of application review for all stormwater management permits shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular stormwater management permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the stormwater management 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 management application. The submittal of a stormwater management 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 management permit.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Pacific 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.

Dated this _____ day of _____, 20 ____.

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

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Application for Stormwater Management 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(s):	Acreage of Parcel(s):	Approximate Acreage of Disturbed Area:
Nearest Receiving Water Body:		Approximate Distance Away:
Mapped Wetlands in Area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wetland Indicator Soils in Area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is Any Part of This Property Located Within a Floodplain?	<input type="checkbox"/> YES	<input type="checkbox"/> 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

Project Application 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:	<input type="checkbox"/>	
A description of the project activity	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
A description of the methods or devices that will be used to address erosion control on site	<input type="checkbox"/>	
Methods to prevent tracking of soil off of the site	<input type="checkbox"/>	
Estimate of all erosion and sediment control and water management structures and facilities	<input type="checkbox"/>	
Provisions for maintenance of all erosion control facilities and devices	<input type="checkbox"/>	
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	<input type="checkbox"/>	
A topographic map of the site location, 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	<input type="checkbox"/>	
A plan of the site at a scale not smaller than 1" = 100' showing:	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Limits of the natural floodplain(s) based on a 100 year flood, if any.	<input type="checkbox"/>	
Location of all erosion control devices and facilities.	<input type="checkbox"/>	
Proposed Topography of the site location with a maximum of two foot contour intervals showing:	<input type="checkbox"/>	
Location of proposed land disturbing activity, proposed disturbance of protective cover, any proposed additional structure(s) on the site, areas to be seeded or mulched, areas to be vegetatively stabilized and areas to be left undisturbed	<input type="checkbox"/>	
Elevations, dimensions, locations of all land disturbing activities including where topsoil will be stockpiled, so as to not contribute to erosion and sedimentation.	<input type="checkbox"/>	
The finished grade, stated in horizontal feet to vertical feet, of all cut and fill slopes	<input type="checkbox"/>	

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ITEM	COMPLETE	PAGE?
Types of utilities and proposed areas of installation	<input type="checkbox"/>	
Proposed paved and covered areas in square feet or to scale on a plan map	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Proposed type of cover on areas not covered by buildings, structures, or pavement. Description shall be in such terms as lawn, turf grass, shrubbery, trees, forest cover, rip rap, mulch, etc.	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Estimated surface runoff of the area based upon 2-100 year frequency, 24-hour storm events. Peak flows shall be based upon synthetic storms calculated using SCS TR 55 or TR 20.	<input type="checkbox"/>	
Estimated rate of discharge in cubic feet per second at the point(s) of discharge from the site based upon 2-100 year, 24-hour pre-development and post-development conditions.	<input type="checkbox"/>	
The discharge rate in cubic feet per second for every location of discharge affected by the proposed site improvements, based upon the 2-100 yr design storms.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Design computations and applicable assumptions for all structural measures in place to meet infiltration standards.	<input type="checkbox"/>	
Document effectiveness of proposed best management practices to limit peak discharges, enhance water quality, and promote infiltration.	<input type="checkbox"/>	
Reduce post-development peak discharges to pre-development levels in 2-100 yr storms, unless waved by the Town Engineer.	<input type="checkbox"/>	
Reduce pollutant runoff by at least 80% for low flow storms up to and including the 2-yr storm, unless waived by the Town Engineer	<input type="checkbox"/>	
Infiltrate sufficient runoff to meet the requirements for your site as outlined in Section 2-9(G) of the Town of Pacific Stormwater Management Ordinance.	<input type="checkbox"/>	

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