

# Application Packet For Erosion Control Permit

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*Town of Pacific, Columbia County, WI*

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

## **Included in this Packet:**

- Applicability of Ordinance Form
- Summary of Application Process
- Agreement for Reimbursable Services  
(for major project Pre-Development Agreement may be required)
- Application For Erosion Control Permit
- Erosion Control Plan Checklist
  - Minor Project Application Checklist
  - Major Project Application Checklist

The purpose of this document is to provide guidance to an Applicant who is applying for an Erosion Control Permit in the Town of Pacific.

# Town of Pacific

Columbia County, WI

## Applicability of Ordinance

*Do I need an 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 Pacific Erosion Control Ordinance. Please read and respond to the following questions:

QUESTION:	YES	NO
Does this project disturb more than 4,000 ft <sup>2</sup> 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 slopes of 15% or greater?		
Is this project located within a Town road right-of-way?		
Does this project site have unstable soils as determined by the Town Engineer? <i>If you are unsure about this determination, please contact the Town Engineer.</i>		
Is this project related in any way to onsite detention or runoff control?		

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 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 Erosion Control, please contact the Town Engineer for further guidance. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.

\_\_\_\_\_  
Signature of Person preparing this form

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Summary of Application Process

1. Contact the Town Clerk to obtain an Erosion Control Application Packet in electronic form.
2. Fill out all forms in the packet completely.
3. Prepare an erosion control 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):*

<b>EACH PACKET SHALL CONTAIN THE FOLLOWING:</b>	
<input type="checkbox"/>	Completed Applicability of Ordinance Form
<input type="checkbox"/>	Reimbursable Services Agreement
<input type="checkbox"/>	Completed Application For Erosion Control Permit Form
<input type="checkbox"/>	Completed Erosion Control Plan Checklist
<input type="checkbox"/>	Completed Minor Project Application Checklist <u>or</u> Major Project Application Checklist
<input type="checkbox"/>	Erosion Control Plan with all sections as indicated in the appropriate Project Application Checklist.
<input type="checkbox"/>	Application Fee Payable to "Town of Pacific" (Applicant shall also be required to fund an escrow account to cover review fees and expenses).

The Applicant shall submit all documentation a minimum of fourteen (14) 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 1<sup>st</sup> Tuesday of the month at 5:30 p.m. and the Town Board meets the 3<sup>rd</sup> 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 Board members.
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 Erosion Control Plan or appeal the decision pursuant to Section 1-15 of the Ordinance.
9. 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.
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 Applicant to the Town, to be placed in an escrow account relating to Applicant's erosion control 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.

## Agreement for Reimbursable Services

In the Review of Erosion Control Plans  
Town of Pacific, Columbia County, WI

In accordance with the Town of Pacific Erosion Control Ordinance, Section (1-10)(G), the cost of application review for all erosion control permits shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular erosion control permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the 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 erosion control application. The submittal of an 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 erosion control permit.

\_\_\_\_\_ for  
*Applicant/Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Pacific for  
*(Project Name)*  
all costs for review by the Town Engineer in connection with the Erosion Control 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

## Application for 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):	
Contractor in charge of installation:			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	

DESCRIPTION OF PROPERTY		
Address or Location of Subject Property:		
Tax Parcel Number:	Acreage:	Approximate Acreage of Disturbed Area:
Nearest 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

## Erosion Control Plan Checklist

The Town of Pacific 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 of the post construction topography of the site be different than its current, undeveloped state?		
Will any water course be altered or enlarged as a result of this project?		
Will post-project land cover be different in any area as compared to pre-project cover?		
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 be greater than 1/2 acre?		

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

If "**NO**", your project is classified as a minor project and you should proceed using the "Minor Project Application Checklist" as the framework for your Erosion Control Plan.

If "**YES**", your project is classified as a major project and you should proceed using the "Major Project Application Checklist" as the framework for your Erosion Control Plan.

If you are still unsure as to whether or not your project is a major or minor project, please contact the Town Engineer for further guidance. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.

## Minor Project Application Checklist

A Framework for Erosion Control Plans

ITEM	COMPLETE	PAGE?
<b>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</b>	<input type="checkbox"/>	
<b>A map of the project site at a useable scale of not less than 1" = 100' showing:</b>	<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"/>	
Mapped wetlands, or wetland indicator soils.	<input type="checkbox"/>	
Location of all erosion control devices and facilities.	<input type="checkbox"/>	
Kinds of utilities and proposed areas of installation.	<input type="checkbox"/>	
Location of all existing stormwater system devices and facilities (e.g. culverts, inlets, storm sewers, swales, ponds, etc.).	<input type="checkbox"/>	
Location of proposed land disturbing activity, disturbance of protective cover, and areas to be left undisturbed.	<input type="checkbox"/>	
<b>A written report including the following sections:</b>	<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"/>	
Cost 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"/>	
Seeding mixtures and rates, lime and fertilizer application rates, and kind and quantity of mulching.	<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.**

## Major Project Application Checklist

A Framework for Erosion Control Plans

ITEM	COMPLETE	PAGE?
<b>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</b>	<input type="checkbox"/>	
<b>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</b>	<input type="checkbox"/>	
<b>A map of the project site at a useable scale of not less than 1" = 100' showing (more than one map may be necessary to display all of the required information):</b>	<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"/>	
Mapped wetlands, or wetland indicator soils.	<input type="checkbox"/>	
Proposed Topography of the site location with a maximum 2 foot contour intervals showing:	<input type="checkbox"/>	
Location of proposed land disturbing activity, disturbance of protective cover, any proposed additional structure(s) on site, areas to be seeded and mulched, areas to be vegetatively stabilized, and areas to be left undisturbed.	<input type="checkbox"/>	
Elevations, dimensions, locations of all proposed land disturbing activities including where topsoil will be stockpiled, so that topsoil will not contribute to erosion and sedimentation.	<input type="checkbox"/>	
The finished grade, stated in feet horizontal to feet vertical, of cut and fill slopes.	<input type="checkbox"/>	
Location of all erosion control devices and facilities.	<input type="checkbox"/>	
Kinds 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 such terms as: original surface soil, subsoil, sandy, heavy clay or stony.	<input type="checkbox"/>	
Proposed kind of cover on areas not covered by buildings, structures or pavement. Description shall be in such terms as: lawn, turfgrass, shrubbery, trees, forest cover, riprap or mulch.	<input type="checkbox"/>	
Location of all existing stormwater system devices and facilities (e.g. culverts, inlets, storm sewers, swales, ponds, etc.).	<input type="checkbox"/>	

# Town of Pacific

Columbia County, WI

**Mailing Address:**  
 W7530 Hwy 16  
 Pardeeville, WI 53954  
[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

ITEM	COMPLETE	PAGE?
<b>A written report including the following sections:</b>	<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"/>	
Cost 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"/>	
Seeding mixtures and rates, lime and fertilizer application rates, and kind and quantity of mulching.	<input type="checkbox"/>	
Design computations and applicable assumptions for all structural measures for erosion control.	<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.**