

Application Packet For Utility Company Blanket Erosion Control Permit

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

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***PLEASE NOTE:**

Projects covered under this permit must meet the following criteria:

- 1. The project involves less than 300' of utility installation in a Town Right-of-Way.**
- 2. The project is primarily for the use of a residential customer**
- 3. The project will follow all of the conditions as approved in this application regarding restoration, culvert protection, and general erosion control installation**

The purpose of this document is to provide guidance in applying for a blanket erosion control 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.

Summary of Application Process

1. Contact the Town Clerk to obtain an Application Packet for Work in Town Right-of Way Permit in electronic form.
2. Fill out all forms in the Packet completely
3. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:	
<input type="checkbox"/>	Reimbursable Services Agreement
<input type="checkbox"/>	Completed Application For Blanket Erosion Control Permit Form
<input type="checkbox"/>	Completed Application Submittal Checklist
<input type="checkbox"/>	All items outlined in the Application Submittal Checklist
<input type="checkbox"/>	\$250 Application Fee Payable to "Town of Pacific"

4. 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.
5. The Town Engineer or Town Building Inspector shall give their recommendation about each completed application to the Plan Commission to either approve or reject.
6. The Plan Commission will give recommendation to the Town Board to either approve or reject the application.
7. Upon Town Board approval, a permit may be granted.
8. Pay all the necessary fees to the Town Clerk.
9. As projects arise over the course of the year, file an "Application for Utility Work Covered Under a Blanket Permit". This form is easy to complete and does not require an application fee to be filed with the Town, nor does it require any Town meetings for approval.

Please direct any further questions to the Town Engineer. 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.

Agreement for Reimbursable Services

In the Review of Blanket Erosion Control Permit Requests
Town of Pacific, Columbia County, WI

The cost of application review for all Blanket Erosion Control permit requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Blanket Erosion Control permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Blanket Erosion Control permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage 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 Blanket Erosion Control permit request application. The submittal of Blanket Erosion Control permit request 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 will accrue interest at a rate of 1.5% per month until the fee is paid in full.

In addition, the Applicant agrees to pay all Town incurred costs resulting from investigations into complaints filed about work completed by the applicant under this Blanket Erosion Control permit.

Applicant/Utility Company

agrees to reimburse the Town of Pacific for all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Blanket 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 Authorized Representative

Printed Name

Town of Pacific

Columbia County, WI

Mailing Address:
W7530 Hwy 16
Pardeeville, WI 53954
www.tn.pacific.wi.gov

Application for Blanket Erosion Control Permit

GENERAL INFORMATION		
Applicant/Utility Company:		Primary Contact:
Mailing Address:	City:	State: Zip Code:
Phone Number (Days):	Phone Number (Cell):	Email Address:
Please provide a brief description of your company and services provided to residents of the Town of Pacific:		
Please provide a list of general activities that you would like included under this permit:		
*NOTE: Permit coverage will be valid for one calendar year beginning on January 1st, and ending on December 31st of each year. Renewals will be necessary at the beginning of each calendar year regardless of the date permit coverage for the previous year was obtained.		

By signing below you agree to the following:

1. To abide by the conditions set forth by the Town of Pacific regarding this Blanket Permit for work in the Town of Pacific.
2. To follow the practices and standards as submitted in this application to the maximum extent practicable.
3. To report each project that arises covered by this Blanket Erosion Control Permit using the form "Application for Utility Work Covered Under a Blanket Permit".
4. You acknowledge that on large projects, separate permitting and fees will be required.
5. If complaints are received, and deemed justified by the Town Engineer, you will take measures to mitigate damages to affected properties in the Town, both public and private.
6. To conduct installations in an efficient and ethical way to ensure the health, safety, and general welfare of the residents of the Town of Pacific.

Signature of Applicant

Printed Name

Date

Signature of Contractor

Printed Name

Date

Application Submittal Checklist

- Written explanation of work to be performed under this permit (generally speaking)
- Standard Erosion Control Measures
 - Materials Specifications
 - Installation Details
 - Written description of methods or devices that will be used in each situation (e.g. trenching operations, boring operations, etc.)
- Standard provisions for maintenance and inspection of erosion control facilities
- Restoration/Re-vegetation Plan
 - Seeding mixtures
 - Lime and Fertilizer Application Rates
 - Type of Mulching

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