

## Submitting Town of Sheboygan Erosion Control and Stormwater Management Permit

REVB 4/2023

### What permits are required?

**Erosion Control & Stormwater Management Permits** (regulated under Chapters 15 & 16 of the Town of Sheboygan Ordinances) include a plan and checklist that describes the steps a developer, contractor, or landowner will take to limit soil erosion on disturbed sites. Some projects will also require plans to permanently manage runoff from the site after construction is complete.

### When do I need a permit and which application form should I use?

You will need to apply for an **Erosion Control Permit** and use the “*Erosion Control Application Checklist*” if your project involves and disturbance of one acre or more, unless exempted by Chapter 15.04 or other activities that pose a high erosion or water pollution risk, to be determined by the Director of Public Works.

**Erosion Control Permit:** Some examples of activities requiring an are landscaping, earthmoving prior to foundation excavation, parking, roadways, driveways, sidewalks, and many other land disturbing activities. A few activities regulated by other authorities are exempt from Town erosion control permit requirements. Check with the Director of Public Works to see if your project qualifies for an exemption.

**Stormwater Management Permit:** Unless exempted by Chapter 16.04, your project will involve land disturbance of one acre or more, you will need to submit a *Stormwater Management Plan* that meets Town performance standards. Use the “*Stormwater Management Application Checklist.*” Stormwater requirements may apply whether or not Erosion Control Permits are required. The Director of Public Works may require a stormwater management plan or requirements of a stormwater management plan be followed if in their opinion the site or proposed development would adversely affect neighboring parcels.

### What is the review process?

Two copies of all materials required for Erosion Control or Stormwater Management permit applications, along with all plans, must be submitted to the Town of Sheboygan, Department of Public Works Office. The application is then reviewed by the Public Works Staff. The Public Works Department will inform you or your engineer of any deficiencies in your application and identify necessary changes. Applications are usually reviewed within 10 working days after receipt of a complete application. Once all plan and other permit requirements are met, the Public Works Department will approve your permit and issue a permit number. You may then pick up the signed permit at the Town of Sheboygan Town Hall, or request that it be mailed to you. Incomplete permits will be returned.

**A SIGNED PERMIT MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK MAY BEGIN.**

**THE TOWN OF SHEBOYGAN WILL ISSUE IMMEDIATE STOP WORK ORDERS AND CITATIONS ON PROJECTS WITHOUT CURRENT, APPROVED PERMITS POSTED ON-SITE.**

**For more information about Erosion Control and Stormwater Management Permits, contact:**

Town of Sheboygan  
Department of Public Works  
4020 Technology Parkway  
Sheboygan, WI 53083  
(920) 451-2320

# Erosion Control (Sites over 1-acre) Application Checklist

Town use only
Permit Number: _____
Date: _____
Fee: \$500.00

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Please check the appropriate box: I=Included; NA=Not Applicable (If 'NA' is checked, an explanation must be provided)

Plan Requirement	Applicant			Town	
	I	NA	Location on Plan - page number	I	NA
1. Detailed written description of how the site will be developed (narrative including scope of land disturbing activities and sequence of construction events)					
2. Plan drawing of site (of known scale and including: property lines, lot dimensions, limits of disturbed area, limits of impervious area, land cover type, natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all proposed erosion control practices)					
3. Direction of runoff flow (elevation contour lines of runoff arrows)					
4. Watershed size for each drainage area (include all site run-on and area within the projected boundaries)					
5. Provision to prevent mud-tracking onto public thoroughfares during construction (i.e. tracking pad or existing gravel drive)					
6. Provisions to prevent the delivery of sediment to stormwater conveyance system (i.e. inlet protection or stone weeper)					
7. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion.					
8. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control practices)					
9. Proposed schedule for installation and completion of all elements of the erosion control plan.					
10. Fertilizer and seeding rates (seed, mulch, polymer, fertilizer, etc.)					
11. Itemized estimated cost of all elements of the erosion control plan.					
12. Design discharge for ditches and structural measures (flow calculations)					
13. Cross sections and profiles of road ditches and channels (existing and proposed)					
14. Runoff velocities in channels (to ensure channel stability)					
15. Culvert sizes (existing and proposed)					
16. Proof of stable outlet, capable of carrying the design flow at a non-erosive velocity (having no ditches, swales, culverts, downspouts, or other features that concentrate runoff present and having all runoff leave the site as sheet flow, may be sufficient to satisfy this requirement)					
17. Copy of Preliminary Review Letter, Permits or approvals by other agencies (i.e. WDNR, Army Corps of Engineers, driveway permit, etc.)					
18. Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features of the site					

\*Any proposed changes to the erosion control plan must be submitted and approved prior to implementation.



Indicates information must be included

# Stormwater Management (Sites over 1-acre) Application Checklist

Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 \_\_\_\_\_

Town use only
Permit Number: _____
Date: _____
Fee: \$500.00

Please check the appropriate box: I=Included; NA=Not Applicable (If 'NA' is checked, an explanation must be provided)

Applicant				Town	
Plan Requirement	I	NA	Location on Plan - page number	I	NA
1. Narrative describing the proposed project (a written summary of the project, as it relates to the implementation of designed practices)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Proposed schedule for completion and installation of all elements of the stormwater management plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. Map of drainage areas for each watershed (showing assumed time of concentration flow path)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain peak discharge rates for the two (2), ten (10) and one hundred (100) year 24-hour storm events. Include a summary table showing the results of the analysis *	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Complete site plan and specifications *	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. Engineered designs for all structural management practices (reference relevant technical standard if appropriate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of stable outlet, capable of carrying the design flow at a non-erosive velocity	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8. For new development, 80% reduction in TSS, for redevelopment, 40% reduction in TSS, for the 1-year 24-hour storm event.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
9. For residential development, infiltrate 90% of the predevelopment infiltration volume and for non-residential development, infiltrate 60% of the predevelopment infiltrate volume	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10. Identification of the entity responsible for long-term maintenance of all stormwater management facilities and practices	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11. Maintenance plan and schedule for all permanent stormwater management practices (Plan must be recorded)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12. Itemized estimated cost of all elements of the stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence of financial responsibility to complete work proposed in plan (a letter of credit [LOC] if required)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
14. Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features of the site	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

\*Any proposed changes to the stormwater management plan must be submitted and approved prior to implementation.

Plans must be sealed by an engineer licensed in the State of Wisconsin.

\* See notes on next page



Indicates information must be included



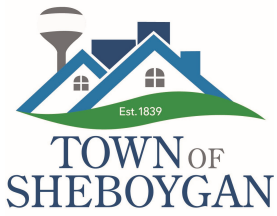
## Stormwater Management Plan Notes

**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 road, driveways and parking lots, showing traffic patterns and type of paving and resurfacing 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 Sheboygan 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 size (ft<sup>2</sup>) and extent (limits) of the disturbed area
- q. For open channel conveyance systems the peak flow from the 25-yr, 24-hr storm shall be completely contained within the channel bottom and banks.
- r. For storm sewer conveyance systems the peak flow from the 10-yr, 24-hr storm shall be completely contained within the pipes with no surcharging.
- s. For storms greater than the 10-yr, 24-hr event, and up to the 100-yr, 24-hr event, ponding shall be within existing or proposed street right-of-way. In no case shall the depth of water exceed 12 inches at the outer edge of pavement or 6 inches at the road crown, which ever is less.
- t. The 100-yr storm runoff flow path outside of the conveyance system must not impact structural improvements on the property.



**Town of Sheboygan**  
**Erosion Control & Stormwater**  
**Management Permit Application**  
*(Incomplete applications will not be accepted)*

Town use only
Permit Number: _____
Date: _____
Fees Collected: _____

Project Name: \_\_\_\_\_ Applicant Information (Individual making in-person application)

Landowner Name(s): \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Landowner Address: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Landowner Phone: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Landowner E-mail: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Name and company or engineer/consultant who prepared the plans: \_\_\_\_\_

Type of Permit: (check only one)

<input type="checkbox"/> Erosion Control Only	<input type="checkbox"/> Erosion Control & Stormwater Management Only
<input type="checkbox"/> Stormwater Management Only	<input type="checkbox"/> Other

- Notes:
1. Be sure to clearly indicate the extent (limits) and size (ft<sup>2</sup>) of all disturbed and impervious areas on your plan.
  2. All requirements included in this application correspond to the requirements set forth in Chapters 15 & 16 of the Town of Sheboygan Ordinances.
  3. By submitting this application, permittee and landowner permit Town of Sheboygan Public Works staff to enter project property for inspection and/or curative action in accordance with Town Ordinances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

This application must be submitted in person M-TH, 7:00 A.M. – 4:00 P.M.,  
with two copies of all permit materials to:  
Town of Sheboygan, Public Works Office  
4020 Technology Parkway  
Sheboygan, WI 53083  
Phone: (920) 451-2320 Fax: (920) 451-2323