

Erosion Control Application Checklist

Permit #: _____

Project Name: _____

Date: _____

Please check the appropriate box: **I = Included; NA = Non-Applicable** (If "NA" is checked, an explanation must be entered.)

Plan Requirement	Applicant			Zoning		LCD	
	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Cross sections and profiles of road ditches.							
2. Culvert sizes.							
3. Direction of runoff flow (contours or runoff arrows).							
4. Watershed size for each contributing drainage area.							
5. Design discharge for ditches and structural measures (flow calculations).							
6. Runoff velocities in channels (feet/second, meters/second).							
7. Fertilizer and seeding rates (seed, fertilizer, and mulch).							
8. Time schedule for stabilizing exposed soil.							
9. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion.							
10. Description of how the site is to be developed (written description).							
11. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control devices).							
12. Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad).							
13. Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site.							
14. Any proposed changes to the erosion control plan must be submitted and approved.							

Application Requirement	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Copies of permits or approvals by other agencies.							
3. Proposed schedule for completion and installation of all elements of the erosion control plan.							
4. Estimated cost of completion and installation of all elements of the erosion control plan.							

If stormwater management requirements are applicable, the stormwater checklist must be attached.

Indicates requirement must always be included

Stormwater Management Application Checklist

Permit #: _____

Project Name: _____

Date: _____

Please check the appropriate box: **I = Included; NA = Non-Applicable** (If "NA" is checked, an explanation must be entered.)

Plan Requirement	Applicant			Zoning		LCD	
	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Narrative describing the proposed project, including implementation schedule of designed practices.							
2. Identification of the entity responsible for long-term maintenance of the project.							
3. Map showing drainage areas for each watershed area.							
4. No increase in peak discharge for 2 and 10-year 24-hour storm events and safely pass the 100-year 24-hour storm, including summary table. (runoff rates in cubic feet per second).*							
5. Complete site plan and specifications.*							
6. Engineered designs for all structural management practices.							
7. For new development, trap 5 micron soil particle (80% reduction in TSS).							
8. For redevelopment, trap 20 micron soil particle (40% reduction in TSS).							
9. Treat runoff for control of oil and grease from commercial or industrial areas. (see ordinance)							
10. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity.							
11. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.							
12. Provisions and practices to reduce the temperature of runoff for sites that drain to a cold water resource.							
13. Maintenance plan and schedule for all permanent stormwater management practices.							

Application Requirement	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Proposed schedule for completion and installation of all elements of the stormwater management plan.							
3. Estimated cost of completion and installation of all elements of the stormwater management plan.							
4. Evidence of financial responsibility to complete work proposed in plan.							
5. Copy of affidavit required to be recorded by s. _____ for privately owned stormwater practices. (Notice)							

* See notes on next page.

Indicates requirement must always 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 roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing 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 Outagamie 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 limits and area of the disturbed area