

# City of Verona

## Erosion Control & Stormwater Management Permit Application

*For Office Use Only*

Permit Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Latitude/Longitude: \_\_\_\_\_  
Coordinates to 6 decimal digits req'd. (e.g. 43.002512, -89.424248)

Site Address: \_\_\_\_\_ Parcel ID(s): \_\_\_\_\_

Landowner Name, Phone & Email: \_\_\_\_\_

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

Applicant Name, Phone & Email: \_\_\_\_\_

Designer Name, Phone & Email: \_\_\_\_\_

Contractor Name, Phone & Email: \_\_\_\_\_

**Type of Permit:** (check only one)  Erosion Control Only (EC)  Erosion Control & Stormwater Management (ECSWM)

### Disturbance and Impervious Area Summary

Total Disturbed Area (this project): _____ ft <sup>2</sup>	Total Impervious Area added since 8-22-01: _____ ft <sup>2</sup> <small>(includes gravel)</small>
Total New Impervious Area (this project): _____ ft <sup>2</sup> <small>(includes gravel)</small>	Total Impervious Area (after project): _____ ft <sup>2</sup> <small>(includes gravel)</small>
Total Redeveloped Impervious Area (this project): _____ ft <sup>2</sup> <small>(includes gravel)</small>	
<input type="checkbox"/> Minor Land Disturbance (\$25) <small>(&lt; 1/2 acre)</small>	<input type="checkbox"/> Major Land Disturbance (\$50) <small>(= or &gt; 1/2 acre)</small>

### Applicant Acknowledgements / Permit Conditions:

1. Landowner/Applicant agrees to follow all requirements set forth in Section 15, Chapter 2 of the Verona Municipal Code – Construction Site Erosion and Stormwater Runoff Control Ordinance.
2. Landowner/Applicant hereby grant the City of Verona and its designee(s) entrance to project property for inspection and/or curative action (s. 15-2-16).
3. Landowner/Applicant agree to keep a copy of the approved permit(s) and plan(s) available on the site at all times until final completion.
4. WDNR, USACE, CARPC, etc. Permits – Landowner/Applicant is responsible for checking with appropriate agencies for determining applicable permits. Copies of any applicable permits must be provided to the City prior to commencing work.
5. Permittee shall complete weekly construction site erosion control inspections until complete stabilization is met.
6. The site shall be stabilized by the Completion Date listed at the top of this page. If the site cannot be stabilized by that date, written notice shall be given to the City along with a revised stabilization date, revised Soil Loss & Sediment Discharge spreadsheet(s), and request to extend the Completion Date. Within 10 days after reaching complete stabilization, the permittee shall notify the City to arrange a confirmation of project completion and stabilization.

Landowner or Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If applicant is not the landowner, a notarized statement authorizing the applicant to act as the landowner's agent must be attached.*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
title

Conditionally Approved by City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Submit 1 electronic copy of Permit Application, Report, and Plans (11"x 17" max. size) to:  
**AECOM**

Attn: Carla Fischer, [Carla.Fischer@aecom.com](mailto:Carla.Fischer@aecom.com)

# Erosion Control Application Checklist

For Office Use Only

Permit Number: \_\_\_\_\_

Associated Permits: \_\_\_\_\_

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

<b>Erosion Control Plan Requirements</b> (Per Sections 15-2-8 and 15-2-15 of Verona Municipal Code)	X	Location of Information: Page Number or Attachment
1. <b>Existing site map</b> (see next page for requirements*)		
2. <b>Plan of final site conditions (same scale as existing site map at contour interval to not to exceed one (1) foot)</b>		
3. <b>Site construction plan</b> (see next page for requirements*)		
4. <b>Erosion calculations sheets</b> (Use Soil Loss & Sediment Discharge Worksheets from WDNR, document compliance with total off-site permissible annual aggregate soil loss for exposed areas - 5 tons per acre per year)		
5. <b>Provisions of maintenance</b>		
6. <b>Measures to prevent gully and bank erosion</b>		
7. <b>Outlets capable of designed flow</b> (as outlined in 15-2-10(c)(3) of city municipal code)		
8. <b>Plan compliance using NRCS Technical Guide</b>		
9. <b>Construction schedule of sequenced activities to minimize area of bare soil and soil leaving the site</b>		
10. <b>Soil stabilization</b> (in order to remove temporary best management practices)		
11. <b>Tracking minimization</b>		
12. <b>Drain inlet protection, if applicable</b>		
13. <b>Site dewatering</b> (into filter fabric barrier, sediment trap, sediment pond or equivalent best management practice)		
14. <b>Sediment cleanup in event of storm occurs by end of next work day</b>		
15. <b>Proper waste and material management and disposal</b>		
16. <b>Copies of permits or approval from other agencies</b> (WDNR, US Army Corps of Engineers, CARPC, etc.)		
17. <b>Itemized estimated cost of erosion control plan implementation</b> (including installation and labor)		
18. <b>Financial responsibility</b> (financial security instrument required if disturbance exceeds 0.5 acres)		

## Erosion Control Notes

The existing site map (Erosion Control Requirement #1) must include the following (per Section 15-2-15(b)(1) of Verona Municipal Code):

- a. Site boundaries of adjacent lands which accurately identify site location
- b. Lakes, streams, wetlands, channels, ditches and other water courses on and immediately adjacent to the site. (Note: The local unit of government should identify sensitive local waters that may need to be further addressed by the control plan.)
- c. 100-year floodplains, flood fringes and floodways
- d. Vegetative cover
- e. Location and dimensions of stormwater drainage systems and natural drainage patterns on the site and the size, slope and land cover of the upslope drainage areas
- f. Locations and dimensions of utilities, structures, roads, highways, and paving
- g. Site topography at a contour interval not to exceed two (2) feet
- h. The extent and location of all soil types as described in the Dane County Soil Survey and slopes exceeding twelve percent (12%).

The site construction plan (Erosion Control Requirement #3) must include the following (from Section 15-2-15(b)(3) of Verona Municipal Code):

- a. Property lines, lot dimensions, and limits of disturbed area
- b. Locations and dimensions of all temporary soil and dirt stockpiles
- c. Locations and dimensions of all construction management control measures
- d. Limits of impervious area
- e. All natural and artificial water features (including wetlands); and areas of natural woodland or prairie.
- f. Cross sections of profiles of channels, swales, and road ditches
- g. Storm sewer and culvert sizes
- h. Direction of flow and runoff
- i. Watershed size for each drainage area
- j. Design discharge for drainage ways, drainage swales, and structural measures
- k. Runoff velocities
- l. Fertilizer and seeding rates and recommendations
- m. Schedule of anticipated starting and completions date of each land distributing/developing activity; runoff calculations as appropriate
- n. The schedules of stabilization of drainage ways, drainage swales and disturbed areas
- o. Provisions to ensure no increase in surface water drainage from sites during/after construction
- p. Provisions to disconnect impervious surfaces where feasible
- q. Provisions to prevent sediment delivery in stormwater conveyance systems
- r. Copies of permits or permit applications required by any other unit of government or agency
- s. Existing and proposed elevations (by including contours)
- t. Special provisions for erosion control practices and maintenance on sites with disturbed slopes greater than 10%
- u. Any proposed modifications to approved plans or alterations to accepted land disturbing will need to be approved by City Engineer prior to changes are made
- v. Staging Plan
- w. Description of methods to develop and disturb site
- x. Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental feature

# Stormwater Management Application Checklist

For Office Use Only

Permit Number: \_\_\_\_\_

Associated Permits: \_\_\_\_\_

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

<b>Stormwater Plan Requirements</b> (Per Section 15-2-10 and 15-2-15 of Verona Municipal Code)	X	Location of Information: Page Number or Attachment
1. <b>Narrative describing the proposed project</b>		
2. <b>Identification of the entity responsible for long-term maintenance of all stormwater management facilities and practices and Draft Maintenance Agreement.</b>		
3. <b>Map of drainage areas for each watershed</b> (showing assumed time of concentration flow path)		
4. <b>Summary of runoff peak flow rates</b> (see next page for requirements*)		
5. <b>Complete site plan and specifications</b> (see next page for requirements*)		
6. <b>Engineered designs for all structural management practices</b> (reference relevant technical standard if appropriate)		
7. <b>Description of methods to control oil and grease from first ½ inch of runoff or written justification for not providing such</b>		
8. <b>Provisions and practices to reduce the temperature of runoff</b> (per DNR requirements required for sites that drain to a cold water community, as identified in the ordinance)		
9. <b>Maintenance plan and schedule for all permanent stormwater management practices</b>		
10. <b>Summary of infiltration calculations to meet infiltration performance standards</b> (per Section 15-2-10 (f)) Including pre development infiltration volume, calculated infiltration volume goal and achieved post development infiltration volume)		
11. <b>For new development, trap 5-micron soil particle (80% reduction in TSS), for redevelopment maintain existing treatment if greater than 40% reduction in TSS, or trap 20-micron particle (40% reduction in TSS), for the 1-year 24-hour storm event</b>		
12. <b>Runoff calculations</b> (see USDA-NRCS technical release 55)		
13. <b>Maintain predevelopment peak discharge rates for the 1, 2, 10 and 100-year 24-hour storm events</b> (NOAA Atlas 14 rainfall depths and MSE4 storm distribution)		
14. <b>Detention pond design standards if applicable</b> (per Section 15-2-10 (d))		
15. <b>Proof of stable outlet capable of carrying site runoff at a non-erosive velocity</b> (outlet design must account for flow capacity and duration)		
16. <b>Regulations regarding protective areas are followed</b> (per Section 15-2-10 (h))		
17. <b>Copies of permits or approval from other agencies</b> (WDNR, US Army Corps of Engineers, CARPC, etc.)		
18. <b>Timetable and construction schedule</b>		
19. <b>Financial responsibility</b> (financial security instrument required if disturbance exceeds 0.5 acres)		

## Stormwater Management Plan Notes

The summary table for runoff peak flow rates (Stormwater Plan Requirement #4) must include the following (per Section 15-2-15(d)(4) of Verona Municipal Code):

- 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 (Stormwater Plan Requirement #5) must include the following (per Section 15-2-15(d)(5) of Verona Municipal Code):

- 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 (including wetlands)
- e. depth to bedrock
- f. depth to seasonal high water table
- g. the extent and location of all soil types as described in the Dane 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. copies of permits or permit applications required by any other governmental entities or agencies
- k. location of all stormwater management practices
- l. all existing and proposed drainage features
- m. the location and area of all proposed impervious surfaces
- n. the size (ft<sup>2</sup>) and extent (limits) of the disturbed area
- o. Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental feature.

**As-built certification, prepared by a professional engineer must be submitted upon completion of all permitted activity.**