

City of Verona

Erosion Control & Stormwater Management Permit and Roadway / Utility Extension Plan Review 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: _____

Erosion Control Inspector Name, Phone & Email: _____

Type of Review/Permit: (check multiple if needed) Erosion Control Permit ¹ (\$90 base fee ²) Stormwater Management Permit ¹ Roadway / Utility Extension Plan Review ¹

¹ For Erosion Control Permit, include Attachment 1. For Stormwater Management Permit, include Attachment 2. For Roadway / Utility Extension Plan Review, include Attachment 3.

² Submit permit fee to: Verona Public Works Department, Attn: Assistant Director of Public Works, 410 Investment Court, Verona, WI 53593. Include the following on check memo line: "Permit Number ####-##, Acct 602-00000-48900". Fee shall be submitted at time of permit issuance.

Disturbance and Impervious Area Summary

Total Disturbed Area (this project): _____ ft ²	Total Impervious Area added since 8-22-01: _____ ft ² <small>(includes gravel)</small>
Total New Impervious Area (this project): _____ ft ² <small>(includes gravel)</small>	Total Impervious Area (after project): _____ ft ² <small>(includes gravel)</small>
Total Redeveloped Impervious Area (this project): _____ ft ²	

Applicant Acknowledgements:

1. Landowner/Applicant have reviewed and agree 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. All fees must be paid to the City prior to starting work.
5. Landowner / Applicant agree to the permit conditions attached to this permit.

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 ; Luke Melotik, Luke.Melotik@aecom.com

Permit Conditions:

- **Pre-application Meeting** - A pre-application meeting shall be scheduled with City Engineer (Carla.Fischer@aecom.com) prior to initial submittal to discuss proposed project and schedule. The meeting may be held virtually.
- **Work in City R/W** - Landowner/Applicant shall coordinate City inspection for any construction work within the City R/W. Provide a minimum of 72 hours' notice to Eric.Schulz@ci.verona.wi.us. Please include location and type of work, as well as schedule. All work outside of Owner's property shall remain in right of way, temporary limited easements, and/or permanent easements. Plat shall be finalized and recorded. Any work completed outside of City right of way due to plat changes in the future are subject to change. Any disturbance of property not owned by Owner requires written approval from that property's owner.
- **Street Access** - Curb ramps are not permitted unless engineering plans specifically identify a curb ramp approved as part of the permit.
- **Dane County, WDNR, Army Corps of Engineers, CARPC, MMSD, etc. Permits and Approvals** - 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 land disturbance.
- **Property Transfer** - If there is a transfer of property ownership prior to completion of the permit requirements, the permittee shall notify the City and coordinate either a new permit application or permit transfer to identify the responsible owner. If this step is not completed, the permit can be revoked by City Engineer.
- **Digger's Hotline** - Permittee shall be responsible for calling in all necessary underground utility locates for the construction work and keeping the locates current/up-to-date. Digger's Hotline for the area is **1-800-242-8511**.
- **Work Restrictions / Trucking Routes** - All traffic control and staging plans shall be submitted to and approved by City Engineer or assigned designee prior to commencing work.
- **Traffic Control** - Any road / lanes closures shall be approved by City of Verona Director of Public Works or assigned designee. No traffic disruptions to Arterial and Collector roads shall occur between the hours of 7:00am and 8:30am and 4:00pm to 6:00pm without prior approval from City of Verona Director of Public Works or assigned designee. No traffic disruptions to adjacent business or residential deliveries shall occur. Traffic control shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and WisDOT standards. See WisDOT manual, <https://wisconsin.gov/Documents/doing-bus/real-estate/permits/wzsb.pdf>.
- **Job Site Safety** - The Permittee and Permittee's Contractor are responsible for all job site safety and shall ensure that they communicate all applicable emergency contact information to the City and County emergency management services (EMS) departments.
- **Erosion Control** - R/W surfaces shall be thoroughly cleaned before the end of each working day. All inlets, culverts, or other storm sewer structures subject to drainage shall be protected with silt screen protection device specifically designed for that structure. Framed inlet protection is required for all curb inlets (see <https://lwr.dane.gov/tools/Framed-Inlet-Protection-Guidance>). Any deposits of dirt, mud, rock, debris, or other material entering the storm sewer system shall be promptly and thoroughly cleaned out. If not clean by the end of the day, the City reserves the right to coordinate the work and charge back all equipment use and labor deemed necessary by the City to the Permittee. All erosion control measures shall be installed in accordance with the City of Verona Standard Specifications, current edition. The City reserves the right to require additional erosion control measures as conditions warrant.
- **Restoration** shall be completed as noted in the construction schedule unless otherwise authorized by the City Engineer. All public improvements (ie: curb and gutter, sidewalks, driveways, topsoil, vegetative cover, terrace trees, underground utilities, storm water conveyance and detention facilities, etc.) shall be installed and/or restored in accordance with the City of Verona Standard Specifications, [current edition](#). Contractor shall restore all disturbed areas to pre-project conditions or better.
- **Pavement Replacement** - Damage to any concrete / asphalt pavement shall be the responsibility of the contractor to repair and replaced to City of Verona Standards at the discretion of the Director of Public Works or designee. Limits of repair must be approved by City construction representative prior to start of work. No asphaltic pavement seams are allowed within two feet of the wheel path. All asphaltic pavement patches within two feet of the curb flange shall extend to the curb flange. All asphaltic pavement thickness shall match existing. All asphaltic pavement shall be hot mix; no cold patch is allowed. All concrete repairs shall follow WisDOT specifications for joint repair, panel replacements, or equivalent.
- **Utilities** - All work shall be directional bored under existing pavement sections to remain in place unless requested by applicant and approved by the City of Verona Director of Public Works or assigned designee. All compaction shall be done with a hydraulic plate compactor attached to an excavator. Hand-operated plate compactors are not allowed. No service disruption shall occur to any City of Verona owned utilities such as traffic signals, water utility, sanitary utility, and stormwater utility unless approved by the City of Verona Director of Public Works or assigned designee. Any disruption and / or damage to City of Verona owned utilities such as traffic signals, water utility, sanitary utility, and

stormwater utility shall be the responsibility of the contractor to repair and replace to City of Verona Standards at the discretion of the Director of Public Works or designee.

- **Construction Schedule Notification** - The permittee shall notify the City Engineer after installation of all practices in an approved erosion control plan and prior to commencing construction. No grading or construction work is allowed until the permit is approved and erosion control measures have been installed. The permittee shall notify the City of any changes to the construction schedule as work progresses.
- **Construction Site Erosion Control Inspections** - The permittee shall inspect the site weekly, and prior to every forecasted rain fall of ½ inch or greater. Inspections shall be completed online using the PermiTrack system (<https://www.mypermitrack.com/sehsvc/login>) until Complete Stabilization is met. City Staff will set up the account, project, and provide training as needed to permittee, consultants, and contractors. If the site will be inactive, but stable, for a prolonged period (e.g. winter shutdown, etc.), Contractor may contact the City to request bumping inspection status to "Inactive" so weekly inspections don't need to be done until construction work resumes.
- **Completion Date / Notice of Stabilization** - The site shall be stabilized by the Completion Date listed on Page 1 of this permit. If the site cannot be stabilized by that date, written notice shall be given to the City along with revised stabilization date, revised Soil Loss spreadsheet(s) and request to extend the Completion Date. If appropriate notification is not given prior to the Completion Date, a new permit application and appropriate fees must be submitted for any remaining disturbed areas. The permittee shall notify the City Engineer within 10 days after achievement of soil stabilization on site and removal of temporary control measures to arrange a confirmation of project completion and stabilization.
- **Approved Plan Sheets** (Include dates, sheet numbers, revision, etc.):

- **Special Conditions:**

Attachment 1: Erosion Control Plan Application Checklist

For Office Use Only

Permit Number: _____

Associated Permits: _____

Project Name: _____

Minimum Erosion Control Plan Requirements	X	Location of Information: Page Number or Attachment
1. Stamp and signature of Wisconsin-licensed Professional Engineer		
2. Pre-application meeting (date: _____)		
3. Narrative describing proposed development and how standards are being achieved		
4. Site plan with scale that includes: property lines, limits of disturbance, land cover limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all erosion control practices		
5. Construction details of erosion control practices		
6. Contours (existing and proposed) Note: Grading within 5' of the property line requires City Engineer approval		
7. Site watershed map (including runoff draining to site)		
8. Construction Plans (see Title 15, Chapter 2 of Verona Municipal Code)		
9. Culvert sizes (existing and proposed)		
10. Cross sections and profiles of conveyance features (existing and proposed)		
11. Direction of runoff flow from impervious surfaces		
12. Design calculations of conveyance features (velocity and capacity)		
13. Universal Soil Loss Equation (USLE) Erosion calculations (Use Soil Loss & Sediment Discharge Tool from Dane County Water Resource Engineering Division: https://lwr.dane.gov/tools/usle to document compliance with total off-site permissible annual aggregate soil loss for exposed areas - 5 tons per acre per year. Must correlate to construction schedule.)		
14. Natural Resources Conservation Service (NRCS) Web Soil Survey (WSS) Map of Disturbed Area (include HSGs)		
15. Detailed construction schedule of sequenced activities to minimize area of bare soil and soil leaving the site (note that dates shall be included in narrative and on construction plans and match USLE worksheet(s))		
16. Site stabilization materials and methods		
17. Copies of applications to and permits from other regulatory bodies (WDNR, US Army Corps of Engineers, CARPC, etc.)		

Erosion Control Plan Notes

Erosion control performance standards

Proposed design and implementation of erosion control measures shall:

1. Prevent gully and bank erosion.
2. Limit off-site soil loss to an annual cumulative rate of 5.0 tons sediment yield per acre. This standard does not apply to erosion that occurs within the site.
3. Provide stable outlet capable of carrying discharge flow at a non-erosive velocity. Outlet design must consider flow capacity and flow duration. This requirement applies to both the site outlet and the ultimate outlet to stormwater conveyance or waterbody.

Erosion control practices

Erosion control practices shall be used to prevent or reduce all of the following:

1. The deposition of soil from being tracked onto streets by vehicles.
2. The discharge of sediment from disturbed areas into storm sewer system.
3. The discharge of sediment from disturbed areas into adjacent waterways.
4. The discharge of sediment from drainage ways that flow off the site.
5. The discharge of sediment by dewatering activities.
6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
7. The transport by runoff of chemicals, cement and other building compounds and materials on the construction site during the construction period.

Implementation

Erosion control practices shall be implemented as shown on the Erosion Control Notes and Details in the current version of the [Verona Standard Detail Drawings](#) or as modified as conditions within this permit.

Attachment 2: Stormwater Management Plan Application Checklist

Project Name: _____

<i>For Office Use Only</i>
Permit Number: _____
Associated Permits: _____

Minimum Stormwater Management Plan Requirements	X	Location of Information: Page Number or Attachment
1. Stamp and signature of Wisconsin-licensed Professional Engineer		
2. Pre-application meeting (date: _____)		
3. Narrative describing proposed development and how standards are being achieved (redevelopment must meet green infrastructure requirements of Title 15, Chapter 2 of Verona Municipal Code)		
4. Summary table of existing and proposed land cover types with respective areas		
5. Summary tables of peak rate, infiltration and sediment control modeling (see table requirements on next page)		
6. Description of methods to control oil and grease from first ½ inch of runoff or written justification for not providing such		
7. Provisions and practices to reduce the temperature of runoff (the entire City of Verona is a cold water community, as identified in the ordinance)		
8. Detailed model inputs and results (submit electronic copies of all models)		
9. Existing and proposed site watershed maps with Tc flow paths (including runoff draining to site. Proposed design flow rates shall match at all points leaving site in existing condition.)		
10. Site plan (see detailed requirements on next page)		
11. Engineered designs of management practices (reference relevant WDNR technical standards where appropriate)		
12. Soils Information (see detailed requirements on next page)		
13. Detailed construction schedule		
14. Draft maintenance agreement (Use Maintenance Agreement Template: https://www.ci.verona.wi.us/675/Forms-Permits and include plan sheets showing stormwater components and treatment facilities)		
16. Copies of applications or permits from other regulatory bodies (WDNR, US Army Corps of Engineers, CARPC, etc.)		

Stormwater Management Plan Notes

Peak rate summary table (checklist item #5) must include the following:

- Pre-settlement peak flow rates (for New Development, for Redevelopment use existing peak flow rates)
- Post construction peak flow rates with no detention
- Post construction peak flow rates with detention
- Assumed runoff curve numbers (note that maximum pre-settlement curve numbers for New Development are prescribed in Verona Ordinance Sec. 15-2-10(c), for Redevelopment use existing curve numbers)
- Time of concentration used in calculations
- Drawdown time for 1-year design storm

Infiltration summary table (checklist item #5) must include the following:

- Pre-development infiltration volume
- Calculated infiltration volume goal
- Designed post-construction infiltration volume
- Surface drawdown time and total device drawdown time for all storms and average annual rainfall, if applicable.

Sediment control summary table (checklist item #5) must include the following:

- Post construction sediment load generated, with no treatment
- Calculated sediment reduction goal
- Designed post construction sediment load, with treatment

Site plan (checklist item #10) must include and clearly identify the following:

- Scale and north arrow (up and to right only on plan sheets)
- Property lines and lot dimensions
- Extent, area and type of all existing and proposed impervious surface
- Building dimensions and setbacks
- Existing and proposed contours (1-foot interval and labels)
- Existing and proposed drainage features
- Limits of disturbance
- Detailed construction schedule
- Locations and details of natural and artificial water features
- Extent of natural woodland or prairie
- Slopes exceeding 12%
- Flood elevation for the 200-yr design storm and proposed minimum opening elevation (at least 2 feet above)
- Kettles (if present)
- Delineated wetland boundaries (if present)

Soils Information (checklist #12) must include the following:

- Depth to bedrock
- Depth to seasonal high water table
- Extent of all soil types, as described in the Dane County Soil Survey
- Site Evaluation for Stormwater Infiltration (Wisconsin DNR Technical Standard 1002), if applicable

As-built certification of all stormwater management facilities and underground utilities (including but not limited to water, sanitary, storm sewer, electrical, and communications), prepared by a professional engineer must be submitted upon completion of all permitted activity.

Attachment 3: Roadway / Utility Plan Review Application Checklist

Project Name: _____

Submittal:

- Preliminary (30%)
 60%
 Pre-Final (90%)

<i>For Office Use Only</i>
Permit Number: _____
Associated Permits: _____

Minimum Civil Plans, Specifications, and Estimate (PSE) Requirements	Preliminary (30%)		60%		Pre-Final (90%) ^b		For office use only
	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	X
1. Cover Sheet / Location Map / Sheet Index	X		X		X		
2. General Notes (with all project contacts and plan callout abbreviations)	X		X		X		
3. Existing Conditions Map	X		X		X		
4. Removals plan^a			X ^a		X ^a		
5. Erosion control sheets			X		X		
6. Master grading plan (at 60% and 90% submittals, include supplemental grading plan sheets including lot corner and lowest opening elevation sheet)	X		X		X		
7. Intersection spot grade detail sheets			X		X		
8. Curb Ramp Detail Sheets (Show quadrant details that show spot grades and % slopes)			X		X		
9. Plan and Profile sheets (all utilities shown) (Profiles shall be 1" = 40' maximum scale on 11"x17", north to up and left only. Alignment shall increase from left to right on the sheet. To obtain owner approval letters, provide minimum 30% level plans including profiles meeting regulatory standards with notes to verify grades, crossings, conflicts. Detailed design profiles will be required for full plan approval.)	X		X		X		
10. Typical Roadway sections	X		X		X		
11. Traffic Control plan			X		X		
12. Detour plan^a (Max scale of 1"=200'. All road labels, locations, and signage shall be visible)			X ^a		X ^a		
13. Traffic signals^a			X ^a		X ^a		
14. Lighting plan^a					X ^a		
15. Signage plan (can be combined with pavement markings plan)					X		
16. Pavement marking plan					X		
17. Structures plan^a			X ^a		X ^a		

Minimum Civil Plans, Specifications, and Estimate (PSE) Requirements	Preliminary (30%)		60%		Pre-Final (90%) ^b		For office use only
	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	X
18. Construction Details (site specific, City of Verona, and / or WisDOT) (For City of Verona and WisDOT use exact sheets and insert into plan set, no snapshots or clipping)			X		X		
19. Cross sections (Scale 1" = 4'V, 1" = 10'H (11"x17"))			X		X		
20. Construction Quantities and Estimate					X		
21. Construction Specifications (City of Verona Standard Specifications shall be used. If additional specifications are required, they shall be submitted to the City Engineer for review and approval.)			X		X		

Notes

^a if applicable

^b plans must be stamped and signed by a professional engineer registered in the State of Wisconsin prior to final plan approval

General Requirements

1. Applicant engineer shall review plans prior to submittal to City.
2. Incomplete submittal will be return back to applicant for completeness.
3. All sheets shall be 11"x17".
4. No sheet shall have a scale greater than 1" = 40', unless noted in checklist.
5. Sheet listing above is the minimum requirements for a plan submittal.
6. If sufficient design information is submitted with 30% submittal to determine that utilities meet code, Owner Approval Letter can be issued after review comments are addressed. Plans shall be stamped and signed by a professional engineer registered in the State of Wisconsin.
7. No sheet shall have a scale of 1" = 30' or 1" = 60'.