City of Stevens Point
Erosion Control Permit and Simplified Checklist Application

(Incomplete applications will not be accepted)

City office use only

Permit Number: _____

Date: _____

This form may only be used for the following projects*:

1. Land disturbing activities administered under the City of Stevens Point erosion control ordinance whenever ***all three*** of the following conditions exist:
    a. The land disturbance is not more than one acre in area; AND
    b. The land disturbance is not adjacent to and does not ultimately drain into any sensitive areas nearby, some examples being streams, lakes, or wetlands; AND
    c. The slope throughout the land disturbance is not more than 6% (6 ft. vertical rise to 100 ft. horizontal run)

**NOTE: A Regular Checklist Erosion Control plan is required if the above conditions are not met.*

Project Name: _____

Landowner Name(s): _____

Landowner Address: _____

_____

Landowner Phone: _____

Landowner E-mail: _____

Applicant Information (Individual making in-person application)

Applicant Name: _____

Applicant Address: _____

_____

Applicant Phone: _____

Applicant E-mail: _____

Type of Permit:
(check only one)

☐ Erosion Control Only (EC)

☐ Storm Water Control (SW)
(When required by the Director of Public Utilities)

Notes:

1. Be sure to clearly indicate the extent (limits) and size (ft^2) of all disturbed and impervious areas on your plan.
2. All requirements included in this application correspond to the requirements set forth in chapter 31 of the City of Stevens Point Code of Ordinance.
3. By submitting this application, permittee and landowner permit City of Stevens Point Public Utilities staff to enter project property for inspection and/or curative action (s. 14.49(4)c or 11.05(5)(a) 3 DC Code of Ordinances).

Applicant Signature: _____ Date: _____

Permit Reviewed and issued by: _____ Date: _____

This application must be submitted in person M-F, 7:30 A.M. – 4:00 P.M.,
With two copies of all permit materials to:
City of Stevens Point
Department of Public Utilities
300 Bliss Avenue, Stevens Point, WI 54481
Phone: (715) 345-5260 Fax: (715) 345-5369

EROSION CONTROL PRACTICES
CLEARLY LABEL all of these items on the site diagram and Public Utilities Staff will check if completed:

- _____ **Location of temporary soil storage piles.**
  1) Soil storage piles will be contained by a down slope sediment fence or be covered with a tarp. It is recommended that they be located more than 25 feet from any down slope road or drainage way.
  2) It is recommended that they be temporarily seeded and mulched.

- _____ **Location of temporary stone tracking/access drive(s).**
  1) Stone drive must have 3 inch or larger clear stone laid at least 14 feet wide and 12 inches deep.
  2) Drives will extend from the roadway 50 feet or to the building (whichever is less).

- _____ **Location of sediment controls (filter fabric fence, straw bale fence, rock sediment trap, or other planned practices) that minimize the amount of eroded soil leaving the site.**
  1) Sediment controls will be installed along the downslope sides of the disturbed areas unless it is planned that permanent seeding and mulching will be completed within 30 days of the start of grading.
  2) Sediment Controls will be installed around soil storage piles, around inlets, at outlets of drainageways, and along adjacent drainage-ways which receive runoff from the site.

- _____ **Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).**

- _____ **Location of inlet protection around storm sewer inlets.**

- _____ **Location of diversions.**
  1) It is recommended that areas of concentrated flow be properly diverted around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should be diverted around disturbed areas in a manner that will not adversely impact adjacent landowners.
  2) Diversions will be stabilized with seeding and mulching *within 24 hours* of diversion completion.

- _____ **Location of practices that will control erosion in areas of concentrated flow.**
  1) Drainageways will be stabilized with seeding, mulching, and other appropriate measures within 24 hours of drainageway completion.
  2) Sediment controls will be installed at the outlet ends of drainageways.

MANAGEMENT OF EROSION CONTROL- ALL ITEMS REQUIRED

- **Temporary stabilization of disturbed areas.**
  1) It is recommended that rough-graded disturbed areas (planned to be left inactive for more than 30 days) and temporary soil stock piles (planned to be left inactive for more than 7 days) be stabilized by temporary seeding (between April 1st and October 15th) or by other cover, such as covering with a tarp or heavy mulching.
  2) Temporary seeding of oats or Sudan grass are normally sown between May 15th and July 15th. Rye grass or winter wheat are normally sown between July 15th and September 15th.

- **Permanent stabilization of site by revegetation or other means.**
  1) Permanent seeding must be completed by September 15th, or sod placed by November 15th.
  2) Straw or grassy hay mulching is recommended on all disturbed areas immediately after seeding.

ATTACH SEEDING GUIDELINES IF NECESSARY

PERMANENT SEEDING TYPE	RATE OF APPLICATION (REFER TO LABEL)

- **Use of downspout and/or sump pump outlet extensions to stabilized areas.**

- **Trapping sediment during site dewatering operations.**
  1) Sediment laden discharge should be temporarily ponded behind a sediment barrier until most of the sediment settles out.

- **Proper disposal of building material waste so that pollutants and debris do not are not carried off-site by wind or water.**

- **Maintenance of erosion control practices.**
  1) All erosion control practices will be inspected daily and maintained in working condition.
  2) Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
  3) All sediment that moves off-site due to construction activities will be cleaned up by the end of the workday.
  4) All sediment that moves off-site due to storm events will be cleaned up as soon as possible, but at least by the end of the next day.
  5) Temporary gravel access drives will be maintained throughout construction in working condition.
  6) All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

- **Schedule of erosion control practice installation and site grading.**
  1) Necessary erosion control practices MUST be installed prior to the beginning of disturbing soil.

ACTIVITY	DATE TO BE COMPLETED
Install Erosion Control Practices (FIRST)	
Start Grading	
Apply Temporary Stabilization	
Apply Permanent Stabilization	

Permanent seeding responsibility of:

Name: _____

Phone #: _____

Installation and maintenance of erosion control practices responsibility of:

Name: _____

Phone #: _____

ADDITIONAL ASSISTANCE AND EROSION CONTROL REGULATIONS:

Refer to Chapter 31 of the City of Stevens Point Ordinances, or the *City of Stevens Point Erosion Control and Stormwater Management Manual,* and the UW-Extension publication, “Erosion Control for Home Builders”.

- The Wisconsin DNR may require additional permits, and has technical standards for reference, located on the web at http://www.dnr.state.wi.us

- Contact the City of Stevens Point, Department of Public Utilities at (715) 345-5260 for further assistance.