

Filing for a City of Stevens Point Erosion Control and Stormwater Management Permit



What permits are required?

Erosion Control & Stormwater Management Permits (regulated under Chapter 31 of the City of Stevens Point 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 any of the following:

- Disturbing or grading more than 4,000 square feet of land, OR;
- Disturbing land with any slopes greater than 12 percent grade, OR;
- Excavating and/or filling more than 400 cubic yards of material, OR;
- Disturbing more than 100 lineal feet of road ditch or existing channel, OR;
- Creating a new public or private road or access drive longer than 125 feet, OR;
- Recording a subdivision plat, OR;
- Other activities that pose a high erosion or water pollution risk, to be determined by the Director of Public Works.

Some examples of activities requiring an **Erosion Control Permit** 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 City erosion control permit requirements. Check with the Director of Public Utilities to see if your project qualifies for an exemption.

If your project will involve the disturbance of one acre or more, you will also need a **Stormwater Management Permit** and will need to submit a **Stormwater Management Plan** that meets City performance standards. Use the "**Stormwater Management Application Checklist**." Stormwater requirements may apply whether or not Erosion Control Permits are required. The Director of Public Utilities 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 City of Stevens Point, Department of Public Utilities Office. The application is then reviewed by the Public Utilities Staff. The Public Utilities 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 Utilities Department will approve your permit and issue a permit number. You may then pick up the signed permit at the City of Stevens Point, Public Utilities Office, 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 CITY OF STEVENS POINT 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:

City of Stevens Point
Department of Public Utilities
300 Bliss Avenue
Stevens Point, WI 54481
(715) 345-5260

Erosion Control (Sites over 1-acre) Application Checklist

Project Name: _____

City office use only
Permit Number: _____
Date: _____

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

Applicant				City	
Plan Requirement	I	NA	Location in 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)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. Direction of runoff flow (elevation contour lines of runoff arrows)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4. Watershed size for each drainage area (include all site run-on and area within the projected boundaries)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Provision to prevent mud-tracking onto public thoroughfares during construction (i.e. tracking pad or existing gravel drive)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. Provisions to prevent the delivery of sediment to stormwater conveyance system (i.e. inlet protection or stone weeper)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
7. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control practices)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
9. Proposed schedule for installation and completion of all elements of the erosion control plan.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10. Fertilizer and seeding rates (seed, mulch, polymer, fertilizer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11. Itemized estimated cost of all elements of the erosion control plan.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12. Design discharge for ditches and structural measures (flow calculations)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13. Cross sections and profiles of road ditches and channels (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
14. Runoff velocities in channels (to ensure channel stability)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
15. Culvert sizes (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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 <i>all runoff leave the site as sheet flow</i> , may be sufficient to satisfy this requirement)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17. Copy of Preliminary Review Letter, Permits or approvals by other agencies (i.e. WDNR, Army Corps of Engineers, driveway permit, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
18. 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 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: _____

City office use only
Permit Number: _____
Date: _____

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

Applicant				City	
Plan Requirement	I	NA	Location in 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 2 and 10 year 24-hour storm events and safely pass the 100-year 24-hour storm event. 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, trap 5-micron soil particle (80% reduction in TSS), for redevelopment, trap 20-micron particle (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 Portage 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 of environmental features
- n. All existing and proposed drainage features
- o. The location and area of all proposed impervious surfaces
- p. The size (ft²) and extent (limits) of the disturbed area

**Stevens Point
Erosion Control & Stormwater
Management Permit Application**
(Incomplete applications will not be accepted)



City office use only
Permit Number: _____
Date: _____

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)
- Erosion Control Only (EC)
 - Erosion Control & Stormwater Management Only (ES)
 - Stormwater Management Only (SM)
 - Redevelopment (RD)

- Notes:
1. Be sure to clearly indicate the extent (limits) and size (ft²) 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 Ordinances.
 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 in accordance with City Ordinances.

Applicant Signature: _____ Date: _____

Permit Received by: _____ Date: _____

Permit Reviewed 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, Public Utilities Office
300 Bliss Avenue
Stevens Point, WI 54481
Phone: (715) 345-5260 Fax: (715) 345-5369**