

Town of Burlington
CONSTRUCTION DRAINAGE AND GRADING PLAN APPLICATION
All Land Disturbing Activities

Town of Burlington
 32288 Bushnell Road
 Burlington WI 53105

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Authority: Chapter 15.06.010, Article II of the Town of Burlington Code of Ordinances

Landowner: _____

Contractor: _____

Address: _____

Address: _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone: _____ Cell: _____

Phone: _____ Cell: _____

Email: _____

Email: _____

Method of Permit Release: ☐ Mail ☐ Electronic ☐ Pick Up Phone _____

Site Address _____ Tax Key Parcel# _____ Shoreland: ☐ Yes ☐ No

Proposed Project Description _____

Post-hole Construction	Moderate Land Disturbing Activities	Accessory Structure	Landscaping and Other Land Disturbing Activities
<input type="checkbox"/> Post-hole Deck	<input type="checkbox"/> Deck	<input type="checkbox"/> Boathouse	<input type="checkbox"/> Soil Spreading
<input type="checkbox"/> Post-hole Gazebo	<input type="checkbox"/> Patio	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Pond Construction & Maintenance
<input type="checkbox"/> Post-hole Stairway	<input type="checkbox"/> Above-ground Pool	<input type="checkbox"/> Barn	<input type="checkbox"/> Retaining Walls
<input type="checkbox"/> Fence	<input type="checkbox"/> Driveway	<input type="checkbox"/> Shed	<input type="checkbox"/> Driveway
	<input type="checkbox"/> Parking Area		<input type="checkbox"/> Parking Area
	<input type="checkbox"/> Stairway		<input type="checkbox"/> Drainage Improvements
	<input type="checkbox"/> Walkway		<input type="checkbox"/> Landscaping
			<input type="checkbox"/> In-ground Pool and decking
			<input type="checkbox"/> Demolition Only

Statement for Authorization of Project Representative

I hereby authorize:

Phone #: _____ Email: _____ to act on my behalf in the processing of this Permit Application and to prepare and submit supplemental information requested by Racine County.

Owner's Signature: _____

Date: _____

Wetland Notice to Permit Applicants

You are responsible for complying with local, state, and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply with federal, state, and local wetland protection regulations may result in penalties and/or the removal or modifications of construction that violates the law. For more information, visit the Department of Natural Resources wetland identification web page or contact the Department of Natural Resources. <http://dnr.wi.gov/wetlands>

Additional Responsibilities for Owners of Projects Disturbing One Acre or More of Soil

A Racine County Stormwater Management Permit and a WDNR Stormwater Permit must be obtained, if one acre or more of soil is disturbed on this project site. Additional erosion control and stormwater management practices and measures may be needed to comply with those County and State Stormwater Management Standards.

Installation, Monitoring, and Maintenance Responsibilities of Erosion and Sediment Control Measures

The planned erosion and sediment control measures must be installed and maintained according to WDNR Construction Site Technical Standards (see http://dnr.wisconsin.gov/topic/stormwater/standards/const_standards.html) and/or the standards and specifications contained in the USDA NRCS Technical Guide (see <http://efotg.sc.egov.usda.gov/>).

The erosion and sediment control measures planned on this project site must be monitored at least once weekly and within 24 hours after a rainfall event of 0.5 inches or greater. Erosion and sediment control measures must be re-established, reset, repaired, or replaced, if needed.

I have been notified of my responsibilities for complying with:

1. Local, state, and federal regulations related to construction near or on wetlands, lakes, and streams.
2. Stormwater management requirements, if one acre or more of soil is disturbed on this project site.
3. Installation, monitoring, and maintenance requirements for the erosion and sediment control measures planned on this project site.

Owner's Signature: _____

Date: _____

Construction Site Erosion and Sediment Control Plan Completeness Checklist

Project Site Plans must be drawn to scale, and show the following: (Hand Drawn May Be Accepted on small projects)

- ☐ **Photos of existing site conditions.**
- ☐ **Date of plan drafting, and name of preparer.**
- ☐ **North arrow, property lines, and name of adjacent roads or streets.**
- ☐ **All existing and proposed structures**
(including driveways, decks, patios, walkways, and retaining walls).
- ☐ **Existing or proposed utilities**
(including private well or public water connections, and private septic systems, or public sanitary sewer connections).
- ☐ **All set-back lines and easements within the parcel or adjacent to the parcel marked and labeled.**
- ☐ **Any drainage-way, waterway, wetland, 100-year floodplain on or adjacent to the project site, and 75 ft. shoreland set-back line marked and labeled where applicable.**
- ☐ **Delineate all areas where land disturbing activities are proposed.**

Complete the checklist below for all projects that include more than post-hole construction. All erosion and sediment control practices must comply with DNR tech standards. All boxes marked "Yes" must mark and label the location on the plan. All boxes that are marked "No" require an explanation. If left blank, the application will be considered incomplete.

Erosion and Sediment Control Plan Items	Yes	Shown on Plan	No	Explanation for "No" items Description for applicable "Yes" items
Grading Plan , drawn at 2' intervals when land disturbing activities are proposed on slopes greater than 12%				
Slope direction/drainage before & after grading				
Storm Sewer Inlet Protection (if present, show location & describe method of protection)				
Sediment & Erosion Control Methods				
Vegetative Buffer used on flat sites only (must have at least 25 ft. of undisturbed vegetation in all directions of the proposed area of land disturbance)				
Silt Fence or other perimeter control device planned				
Construction Site Diversion (show location and describe the method of stabilization of the berm)				
Erosion Matting/Straw Blanket (describe matting type)				
Ditch/Channel Protection				
Ditch Checks <input type="checkbox"/> Stone <input type="checkbox"/> Straw Bale				
Channel Erosion Mat (describe matting type)				
Material & Waste Protection/Management				
Topsoil Stockpiles (describe protection technique)				
Material Stockpiles				
Dumpster Location				
Concrete Wash Station needed for all concrete projects (describe washout container or device)				

Project Schedule and Site Sequencing Plan

Activity	Approximate Date
Install Erosion/Sediment Control Practices (Must be installed prior to any excavation)	
Commence Land Disturbing Activities	
Temporary Stabilization	
Back-filling	
Permanent Stabilization/Landscaping	
Utility Installation – electric/gas/communication (See note below)	
Other:	

Utility Service

Land disturbing activities associated with providing electric, gas, or communication service to the structure will be covered under this permit, if the project plan prepared by the utility company is submitted to the Racine County Land Conservation Division, and land disturbing activities are limited to the area covered under this permit and shown on the plan submitted.

Temporary Stabilization

Stockpiles left for more than **7 days** must be temporarily stabilized. Disturbed areas inactive for more than **14 days** must be temporarily or permanently stabilized with vegetation. **All sites must have a temporary stabilization plan.** Construction activities that take place between October 15th and April 15th must have a County approved winter stabilization plan. Select or describe temporary stabilization method below:

Responsible for Temporary Stabilization: _____ Phone: _____

- ☐ **Seed & Mulch** Species & Mulch Type _____
- ☐ **Erosion Control Matting**
- ☐ **Polyacrylamide Application** ☐ **Other:** _____

Permanent Stabilization

Permanent stabilization must be undertaken within 14 days of final grading, or 14 days from the completion of the project. Select or describe permanent stabilization method below:

Responsible for Permanent Stabilization: _____ Phone: _____

- ☐ **Landscaping Plan** ☐ Plan Included ☐ Plan to be submitted by _____
- ☐ **Seed & Mulch** Species & Mulch Type _____
- ☐ **Erosion Control Matting & Seed** Seed Species _____
- ☐ **Sod** ☐ **Other:** _____

Landowner Certification:

I have attached the Project Site Plan, Soil Erosion and Sediment Control Plan and Photos of the Project Site.

I certify that I am the owner or the owner's authorized representative of the property subject to this Permit Application. I certify the information contained on this form and on the attachments are true, accurate, and complete. I agree to comply with all applicable codes, statutes, ordinances, and the permit conditions. I will implement the approved construction site erosion control and sediment control plan. I understand the approval of the plan and permit creates no legal liability, expressed or implied of the Town of Burlington Land Use and Resource Management Department.

The applicant/landowner understands by submitting this application, Town of Burlington Staff may enter upon the parcel, as described above, for the purpose of obtaining information necessary to review the permit application, prepare the permit approval, and inspect construction activities.

Signature of Owner or Authorized Representative: _____ Date: _____

Print Name of Owner or Authorized Representative: _____

Date Received ☐ Plan ____/____/____ ☐ Drawings ____/____/____ ☐ Photos ____/____/____

Building Inspector: _____ ☐ Approved ☐ Additional Engineering required

Zoning #: _____

Fee Total: \$ _____

Receipt #: _____