



COUNTY OF KENOSHA

Department of Planning and Development

George E. Melcher, Director

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STORMWATER & EROSION CONTROL PERMIT APPLICATION (Plats, CSM's, Land Disturbance \geq 1.0 Ac.)

_____ **Preliminary Plan**

_____ **Final Plan**

Applicant Information

Name: _____ Phone #: _____

Address: _____ Fax #: _____

_____ Cell #: _____

Engineer Information

Name: _____ Phone #: _____

Address: _____ Fax #: _____

_____ Cell #: _____

Applicant: The person or entity holding fee title to the property or their representative. The applicant shall sign the initial permit application form, after which the applicant may provide written authorization for others to serve as the applicant's representative:

1. In the case of a corporation, by a principal executive officer of at least the level of vice-president or by the officer's authorized representative having overall responsibility for the operation of the site for which a permit is sought;
2. In the case of a limited liability company, by a member or manager;
3. In the case of a partnership, by the general partner;
4. In the case of a sole proprietorship, by the proprietor, or;
5. For a unit of government, by a principal executive officer, ranking elected official or other duly authorized representative.

Engineer: The primary contact for the preparation of Erosion Control and Stormwater Management Plans. All plan review comments will be addressed to this contact. For all storm water plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp and sign all plans submitted as part of permit; and 3) oversee and verify construction of all practices.

Parcel Description

Project Name: _____

Address: _____

Tax-Key No.: _____

Location: _____

Estimated area to be disturbed (SQFT) _____

Total area of impervious surface: (Paved surfaces, roofs, gravel, parking etc.)	Existing _____	Proposed _____
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Application Requirements

The application to the Kenosha County Planning and Development Department for a Stormwater Permit must include submission of the following:

1. A completed and signed Stormwater & Erosion Control Permit Application form;
2. A completed and signed Stormwater Management Plan Requirements Checklist;
3. A completed and signed Erosion Control Plan Requirements Checklist;
4. A completed Site Plan Map Requirements Checklist;
5. Two (2) paper copies of the site map(s), and all supporting documents;
6. Two (2) paper copies of the Stormwater Management Plans and all supporting documents;
7. Two (2) paper copies of the Erosion Control Plans and all supporting documents;
8. Digital files (AutoCAD .dwg format, v.2004 or later) georeferenced to the State Plane Coordinate System, Wisconsin South Zone, NAD 27, NGVD-29 of all existing contours, proposed contours, and elements of the site map to determine the accuracy of the proposed stormwater plan. Additionally, any stormwater model used to calculate runoff volumes and peak flow rates such as PondPack or Hydraflow Hydrographs shall be submitted as well;
9. The appropriate application fee as determined from the Kenosha County Planning and Development Fee Schedule. A separate fee is required with each successive stormwater & erosion control submittal.

Application Submission, Review, and Approval Procedures

1. A meeting to discuss concept/sketch plans should be scheduled early in planning stage with P&D and Township planning staff (multiple meetings may be necessary). At this meeting(s), it will be determined if preliminary stormwater and erosion control plans will be necessary.
2. The applicant may then submit complete preliminary stormwater and erosion control applications, if necessary, to P&D for review and approval.
3. Upon preliminary plan approvals or at the discretion of P&D, the applicant can submit final stormwater and erosion control plans for review and approval. It should be noted that at any time during the review process, P&D may require the landowner, developer, and project engineer meet to discuss any outstanding issues or review comments in an effort to avoid an unnecessary number of project reviews in an effort to shorten the review process time. Stormwater and erosion control permits shall be issued upon approval of the final plans. **A stormwater permit is required prior to final plat application or prior to any land disturbing activity.**
4. The applicant shall schedule a pre-construction meeting with P&D staff and required attendees (owner, developer, project engineer, and their contractors) to lay out the expectations that the County and Town will have during the construction process. Additionally, the construction schedule and any last minute changes will be finalized before beginning construction.
5. After construction and once the site has been stabilized, the applicant shall verify the construction of all stormwater management facilities by submitting an as-built stormwater facilities survey and detention pond compliance report to P&D for review and approval.

6. Upon approval of the as-built survey, the contractor shall remove any remaining erosion control measures.
7. At the request of the owner, P&D shall complete a final inspection. If all of the requirements of the stormwater ordinance have been met, P&D shall issue a notice of termination indicating the conditions of this permit have been satisfied at which time the financial assurance will be released.

Note: Zoning permits will not be issued until as-built plans are approved unless financial assurance is provided in accordance with Section 17.08-3 of the Kenosha County Code.

Certification

By Signing Below,

1. I hereby certify that the information contained herein including all attachments is true, accurate and complete to the best of my knowledge.
2. I acknowledge that Kenosha County and its authorized agent(s) will be rendering decisions on the stormwater permit application for the project within Kenosha County jurisdiction.
3. I grant Kenosha County and their agent(s) permission to enter the property to review this application and make inspections during and after construction.
4. I will accept the Terms and Conditions set forth in this application and the Kenosha County Stormwater Code of Ordinance.

Applicant's Signature _____

Date _____

Print Name: _____