

**NOTE: PLEASE ALLOW A MINIMUM OF 7 TO 10 BUSINESS DAYS TO PROCESS THE APPLICATION MATERIALS**



*“In the Spirit of Town Government”*

**TOWN OF BUCHANAN  
N178 COUNTY RD N, APPLETON, WI 54915  
Phone: (920) 734-8599 Fax: (920) 734-9733**

## **Building Permit Guidelines for Commercial/Industrial Construction**

***This is a guide to outline the Town of Buchanan building permit process. Please read through the entire document to fully understand each step that is involved in the building permit process. For contact information or if any questions arise, please refer to the Key Contacts on page 6. Once all of the outlined steps have been completed, the Town of Buchanan will review the submitted building permit within 7 to 10 business days. Any missing information will delay the building permit approval until the necessary information is completed and/or submitted.***

***Step-1: Has a site plan for the property been approved by the Town of Buchanan?***  YES  NO

If no, please contact the Town Administrator for the Town of Buchanan site plan approval process and fees. Site plan approval is required for any new commercial/industrial development and for all commercial/industrial additions in excess of 2,000 sq. ft. or more. Use of the property must also meet Town of Buchanan zoning regulations.

***Step-2: Is the property within 300 ft. of a navigable stream?***  YES  NO  
***AND/OR is the property in a floodplain/way?***  YES  NO

If no, please skip to Step 3.

If yes, please contact the Outagamie County Zoning Department to obtain a ***shoreland zoning permit and/or a conditional use permit***. The County Zoning Department will be able to determine if either permit is needed for the project. These Outagamie County permits must be obtained **prior** to applying for a building permit with the Town of Buchanan.

***Step-3: Has a sanitary/sewer or well & holding tank/mound permit been obtained?***  YES  NO

If no, and the property is inside of the boundaries of the Darboy Sanitary District, please contact Darboy Joint Sanitary District #1 to obtain a ***sanitary/sewer & water permit***. The Darboy Joint Sanitary District #1 permit cost varies and must be obtained **prior** to applying for a building permit with the Town of Buchanan.

If no, and the property is outside of the Darboy Sanitary District, please obtain a ***sanitary holding tank or mound permit and well water permit*** from Outagamie County Zoning Department. The Outagamie County permit must be obtained **prior** to applying for a building permit with the Town of Buchanan.

If an applicant is not sure if the property is in the Sanitary District, please contact the Darboy Joint Sanitary District #1.

**Step-4a: Has an erosion control & stormwater plan for the property been approved?**  YES  NO

If no, please obtain the necessary **erosion control/stormwater permit** from the Town of Buchanan. A detailed erosion control plan and stormwater management plan should be submitted with the building permit application. The Town Engineer will review these plans and make sure they meet Town of Buchanan requirements for erosion control and stormwater management. This Town of Buchanan permit must be obtained **prior** to fully processing a site plan and/or building permit application.

Please direct specific questions relating to ordinance requirements for erosion control and stormwater management to the Town Engineer.

**(Office Use Only)** Erosion Control application form e-mailed to Town Engineer on: \_\_\_\_\_  
By: \_\_\_\_\_

**(Office Use Only)** Erosion Control Plan approval letter received from the Town Engineer?  YES  NO

**(Office Use Only)** Letter sent to applicant stating Erosion Control Plan approved with ERU amount?  
 YES  NO

**Step-4b: Has the Financial Guarantee Agreement for Erosion Control & Stormwater Management been completed and submitted?**  YES  NO

This agreement is a guarantee to pay for the erosion control and stormwater management installation and maintenance, as well as ongoing site inspections by the Town Engineer. This agreement needs to be completed by the applicant and filed with the Town of Buchanan **prior** to construction and building permit approval.

The estimate of the erosion control installation and maintenance will be calculated based on the submitted erosion control plan. If there is failure to comply with proper erosion control procedures, the Town of Buchanan will correct the erosion control issue and recover these costs from the applicant, per the agreement.

Also, actual erosion control inspection costs will be billed by the Town Engineer to the Town of Buchanan. The applicant is responsible for covering these ongoing costs. An estimate of the site inspections will be calculated based on the submitted erosion control plan. An escrow in advance payable to the Town of Buchanan will be required to cover these fees along with the other building permit fees. The erosion control inspection costs vary depending on actual rain events and length of construction. The sooner the vegetation is established following construction, the quicker the site inspections can be closed.

Please direct specific questions relating to the estimates to the Town Engineer.

**(Office Use Only)** Applicant submitted a complete and signed Financial Guarantee Form?  YES  NO

**(Office Use Only)** Applicant submitted the estimated escrow amount?  YES  NO

**Step-5: Has the Buchanan Stormwater Utility Permit application been completed and submitted?**  YES  NO

The Buchanan Stormwater Utility is a local stormwater utility that regulates the stormwater detention management within the boundaries of the Town Buchanan. The Utility's user charge is calculated by the total Equivalent Runoff Units (ERU) determined for a property. The Utility's Engineer will review the **User Determination Charge application** and determine the ERU allocation. This is used to track construction and to establish a future special charge on the property tax bill for the stormwater utility. The Buchanan

Stormwater Utility permit must be obtained **prior** to fully processing the Town of Buchanan building permit.

The application form is required and it will need to be returned to the Town of Buchanan with a separate \$50 permit review fee payable to the "Buchanan Stormwater Utility". The application form should be received at the same time the erosion control and stormwater plans are submitted.

Please direct specific questions relating to the Buchanan Stormwater Utility to the Utility Engineer.

**(Office Use Only)** User Determination Charge form e-mailed to Town Engineer on: \_\_\_\_\_  
By: \_\_\_\_\_

***Step-6: How many driveways are requested? # \_\_\_\_\_, Permit form complete for each?  YES  NO***  
A ***driveway/culvert permit*** is required for each access to Town of Buchanan roads and Outagamie County Highways. The permit form should be filled out for each driveway and culvert being installed. Please review the following Town of Buchanan Municipal Code sections, *456-3 Driveways & 456-4 Permits required for culverts*. The Town Engineer will collect the elevations and ditch grades on the applicant's property. Please be sure to pound wood stakes in the bottom of the ditch where each end of the culverts will be positioned. A cut sheet with calculations will be provided to the contractor, so the driveway and culvert can be installed at the proper grade. There shall be no on-site grading or construction **prior** to proper culvert installation.

Please direct specific questions related to the calculations received to the Town Engineer.

**(Office Use Only)** Driveway/Culvert form e-mailed to Town Engineer on: \_\_\_\_\_  
By: \_\_\_\_\_

***Step-7: Has the Outagamie County address request form been completed and submitted?  YES  NO***

An ***Outagamie County address request form*** will need to be filled out in order to have an address properly assigned to the property. Fill out the form completely and be sure to sketch the lot and include a measurement from the nearest driveway, road intersection or lot line to the center of the proposed driveway. These measurements need to be as accurate as possible. The certification statement must be signed by the applicant. Ceramic address tiles and a bracket will be provided by the Outagamie County Planning Department and available for pick-up at Town Hall once the Town of Buchanan receives them.

**(Office Use Only)** Address request form e-mailed to the Outagamie County on: \_\_\_\_\_  
By: \_\_\_\_\_

**(Office Use Only)** Did the completed address request form come back from the Outagamie County and get entered on all forms and manuals pertaining to the project?  YES  NO

***Step-8: Has the General Building Permit form been completed and submitted?  YES  NO***  
The Town of Buchanan requires a ***General Building Permit application*** be completely filled out, signed and submitted. The Town of Buchanan will also provide a copy of the proper zoning code that pertains to the property being built on. Commercial and Industrial projects are typically State inspected construction jobs.

Please direct specific questions to the Building Inspector.

**Step-9: Is a copy of the site plan and stamped State approved building plan included with the General Building Permit?**  YES  NO

The Town of Buchanan requires one (1) hard copy and one (1) digital copy of the site plan and State approved building plans with the submitted building permit application.

**Step-10: Is a new and/or replacement sign being installed?**  YES  NO

The Town of Buchanan requires a *separate General Building Permit application* be completely filled out, signed and submitted for any new and/or replacement signage. For regulations, see the Town of Buchanan Municipal Code, *525-Article VII Signs*. The cost of this permit varies based on sign type and location.

**Step-11: Knox Box**

The installation of a ***Knox Box*** on the building is required. The Town of Buchanan will provide an order form from the Knox Company. The applicant is responsible for ordering the Knox Box and installing it on the building. When construction is complete, the property owner should call the Town of Buchanan Fire Chief to verify a Knox Box has been installed and is ready to have a key placed in it for building entry in case of an emergency.

***Note: If the planned use is a restaurant, tattoo or piercing shop, hotel/lodging establishment, or convenience or food store Outagamie County Health and Human Services needs to be contacted to obtain the proper health department permits.***

## Fees Payable to Town of Buchanan

<b>Step-1</b> – Site Plan Application Fee:	\$350
<b>Step-4a</b> – Erosion Control & Stormwater Permit:	\$600
<b>Step-4b</b> – Erosion & Stormwater Financial Guarantee Amount: <i>(Should be paid with separate check payable to Town of Buchanan)</i>	\$_____
<b>Step-6</b> – Driveway/Culvert Permit:	\$75 + \$300/culvert
<b>Step-7</b> – Address Request Fee:	Actual cost
<b>Step-8</b> – General Building Permit:	\$650 (Fee includes all trades)

### Payable to Buchanan Stormwater Utility

<b>Step-5</b> – Buchanan Stormwater Utility Permit:	\$50
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### IF Needed, Fee Payable to Town of Buchanan

<b>Step-10</b> – Sign Permit Fees:	\$_____
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**\*\*Any construction started without the proper permits in place will result in double permit fees\*\***

#### COMMERCIAL PERMITS

ELECTRICAL INSPECTIONS = N/A  
DID YOU OBTAIN LETTER/STATE APPROVA

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## Key Contacts

Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)

Michael J.D. Brown, Administrator (920) 734-8599  
[michaelb@townofbuchanan.wi.gov](mailto:michaelb@townofbuchanan.wi.gov)

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Shoreland Zoning, Conditional Use and Well & Holding Tank/Mound Permit  
Outagamie County Zoning Department, (920) 832-5255  
Website: <https://www.outagamie.org/government/n-through-z/zoning-administration/permit-applications-forms-and-fee-s>

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Sewer/Water Permit  
Darboy Joint Sanitary District #1, (920) 788-6048  
Website: <https://www.darboysanitary.com/>

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Stormwater/Erosion Control and Driveway/Culvert Permit  
Dennis Jandrey, Engineer Technician (920) 257-5844  
[dennisj@townofbuchanan.wi.gov](mailto:dennisj@townofbuchanan.wi.gov)

Justin Keen, PE, (920) 785-7303  
[justin.keen@cedarcorp.com](mailto:justin.keen@cedarcorp.com)

Thad Majkowski, PE, (920) 785-7302  
[thad.majkowski@cedarcorp.com](mailto:thad.majkowski@cedarcorp.com)

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Buchanan Stormwater Utility Permit  
Dennis Jandrey, Engineer Technician (920) 257-5844  
[dennisj@townofbuchanan.wi.gov](mailto:dennisj@townofbuchanan.wi.gov)

Justin Keen, PE, (920) 785-7303  
[justin.keen@cedarcorp.com](mailto:justin.keen@cedarcorp.com)

Thad Majkowski, PE, (920) 785-7302  
[thad.majkowski@cedarcorp.com](mailto:thad.majkowski@cedarcorp.com)

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General Building Permit, Residential  
Paul Hermes, Municipal Building Inspector (920) 858-0102  
[Paulhermes47@yahoo.com](mailto:Paulhermes47@yahoo.com)

General Building Permit, Commercial  
Wisconsin DSPS Commercial Building Inspector, (608) 235-7405

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Knox Box  
Ray Mohr, Fire Chief, (920) 734-6317  
[rmohr@townofbuchanan.wi.gov](mailto:rmohr@townofbuchanan.wi.gov)

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Tattoo or Piercing Shop, Hotel/Lodging Establishment, or Convenience or Food Store  
Outagamie County Health and Human Services Department  
(920) 832- 5100  
Website: <https://www.outagamie.org/government/f-through-m/health-human-services>

# ADDRESS REQUEST FORM



Outagamie  
County

Department of  
Development &  
Land Services

E-mail Submittal Preferred: [GISMail@outagamie.org](mailto:GISMail@outagamie.org)

410 S. Walnut St., Appleton, WI 54911  
(920) 832-5255 / [www.outagamie.org](http://www.outagamie.org)

Assigned Address Number (County Use Only)

## APPLICANT INFORMATION

APPLICANT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_  
RELATIONSHIP TO OWNER (If Different than Owner, e.g. Builder, Building Inspector) \_\_\_\_\_  
PROPERTY OWNER NAME (If Different Than Applicant) \_\_\_\_\_

## PROPERTY LOCATION

ROAD NAME \_\_\_\_\_  
MUNICIPALITY \_\_\_\_\_ TAX PARCEL # \_\_\_\_\_ (e.g. 030111102)  
SUBDIVISION or CSM (If Applicable) \_\_\_\_\_ LOT # \_\_\_\_\_  
SANITARY PERMIT # (If Applicable) \_\_\_\_\_ (e.g. SP 09-2013 or State ID #)

DOES THE MUNICIPALITY HAVE ACKNOWLEDGEMENT OF THE ADDRESS REQUEST? Yes  No

*Note: The municipality needs to receive notice of the address request before final submittal to Outagamie County.*

## DRIVEWAY LOCATION

IS THE PREFERRED DRIVEWAY LOCATION ON A SHARED DRIVEWAY? Yes  No

*Note: If this is the third (or more) driveway on an existing shared driveway, then this driveway application may result in the creation of a new private road. (Outagamie County Ordinance Chapter 8.)*

The center of the primary driveway is \_\_\_\_\_ feet, North, South, East or West (Indicate One) of the existing driveway serving building number \_\_\_\_\_ on \_\_\_\_\_ (Street Name).

**AND/OR**

The center of the primary driveway is \_\_\_\_\_ feet from the North, South, East or West (Indicate One) lot line.  
(Sketch below if necessary and/or attach site plan for driveway location).



I, \_\_\_\_\_ verify that the above measurements are true and accurate to the best of my knowledge.  
(PRINT NAME)

(SIGNATURE REQUIRED) \_\_\_\_\_

\_\_\_\_\_  
(DATE)

## OUTAGAMIE COUNTY USE ONLY

Notes: \_\_\_\_\_ Date: \_\_\_\_\_

Form ID: 04-2017

Assigned By: \_\_\_\_\_



*"In the Spirit of Town Government"*

TOWN OF BUCHANAN  
N178 COUNTY RD N, APPLETON, WI 54915  
Phone: (920) 734-8599 Fax: (920) 734-9733

**Financial Guarantee and Protective Covenant for Erosion Control & Stormwater Management**  
*(For all classes of properties)*

1. **Property Affected.** This Agreement is made by the undersigned Owner(s) of the real estate described on Exhibit A attached hereto and incorporated herein by reference:  
  
Name of abutting street: \_\_\_\_\_  
Address: \_\_\_\_\_  
Legal Description: See Exhibit A
2. **Term.** The term of this Guarantee shall be permanent and shall run with the land, and shall be binding upon the current Owner(s) and their successors and assigns.
3. **Termination/Modification.** This Agreement may be terminated or modified only with the consent of the Town of Buchanan granted in writing, which consent shall be recorded with the Register of Deeds for Outagamie County as a condition for such consent becoming effective.
4. **Non-Recourse Guarantee.** The undersigned hereby guarantees that all costs and expense associated with compliance with Article VIII of Chapter §230 and Article IV of Chapter §504 of the Town of Buchanan Municipal Code is hereby guaranteed. This is a Non-Recourse Guarantee meaning that costs and expenses incurred by or on behalf of the Town of Buchanan for performance on behalf of the Owner(s) is recoverable solely from the real estate, and shall not constitute a personal liability of the Owner(s) beyond the value and proceeds of the real estate subject to this Guarantee.
5. **Guaranteed Obligations.** The guaranteed obligations consist of those costs and expenses incurred by or on behalf of the Town of Buchanan in performing on behalf of the property Owner(s) any obligations for compliance with erosion and sediment control under Article VIII of Chapter §230 and stormwater management under Article IV of Chapter §504 of the Town of Buchanan Municipal Code. The Owner(s) further agree to construct and maintain all erosion control facilities on the property in accordance with Article VIII of Chapter §230 and Article IV of Chapter §504 of the Town of Buchanan Municipal Code, and also in accordance with site plan approval and site plan requirements granted by the Town as a condition for development of the property.
6. **Right to Perform.** The Town of Buchanan is hereby granted the right to perform erosion monitoring, inspection on the subject property. In addition, the Town of Buchanan is hereby granted the right to perform control activities in any event that the Owner(s) has failed to comply with such ordinance requirements. The performance by the Town of Buchanan, directly or through any one or more agents may be undertaken and shall not constitute a trespass on the property of the Owner(s) for purposes of performance, and for other purposes incidental thereto.
7. **Billing.** The Town of Buchanan shall submit a billing to the current Owner(s) of the property subject to this Guarantee for any costs and expenses incurred by the Town of Buchanan for performance of the Owner(s) obligations to comply with erosion control and/or stormwater ordinances. The billing will be completed when the conditions for release have been satisfied.
8. **Financial Guarantee.** The Town of Buchanan shall require the submittal of a financial guarantee in the form of a surety bond, cash escrow, or irrevocable letter of credit to guarantee a good faith execution of the approved erosion control plan and any permit conditions. The financial guarantee shall be in an amount determined by the Town of Buchanan for the estimated administration, review of plans, inspection, construction and maintenance of the practices called for in the erosion and sediment control plan and/or stormwater management plan. The Town of Buchanan may require the site to be certified by a professional engineer. The financial guarantee shall give the Town of Buchanan



the funds to complete the erosion and sediment control practices if the landowner defaults or does not properly implement the approved erosion and sediment control plan. If the Town of Buchanan determines additional funds are needed to satisfy the Owner(s) obligations to comply with the erosion control and/or stormwater ordinance the Town of Buchanan has the right to increase the financial guarantee.

9. **Conditions for Release of Financial Guarantee.** Conditions for the release of the financial guarantee are as follows:

- a. The Town of Buchanan shall release the portion of the financial guarantee established to ensure installation of erosion and sediment control practices and/or stormwater management, less any costs incurred by the administering authority to complete the administration, plan review, inspections, and installation and maintenance of practices.
- b. The release will occur after the erosion control and stormwater practices have been inspected by the administering authority and/or certified by a professional engineer.

10. **Special Assessments/Charges.** Any unpaid obligations guaranteed hereunder shall constitute special assessments under Section 66.0701 Wis. Stats. And/or special charges under Section 6.0627 Wis. Stats. For which the Owner(s) hereby consent to, expressly waiving notice and hearing otherwise required by law in further recognition that such special assessments/charges for guaranteed obligations hereunder shall constitute a lien on the real estate subject to this Guarantee, and that such special assessments and/or charges may be billed as part of the property tax bills issued for the real estate subject to this Guarantee.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner/Representative

Subscribed and sworn before me on  
This this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County  
\_\_\_\_\_, Notary Public

State of Wisconsin  
My commission expires \_\_\_\_\_

\_\_\_\_\_  
Town Chairperson

Subscribed and sworn before me on  
This this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County  
\_\_\_\_\_, Notary Public

State of Wisconsin  
My commission expires \_\_\_\_\_



N178 County Road N  
 Appleton, WI 54915  
 Phone: 920.734-8599

# EROSION CONTROL & STORMWATER MANAGEMENT PERMIT APPLICATION

<b>Applicant Information</b>			
Applicant Name (Indiv., Org. or Entity)		Authorized Representative	Title
Mailing Address		City	State      Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
<b>Landowner Information</b> (if different than Applicant)			
Name (Organization or Entity)		Contact Person	Title
Mailing Address		City	State      Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
<b>Other Contact Information</b> (check one): <input type="checkbox"/> Engineer / Consultant <input type="checkbox"/> Contractor / Builder <input type="checkbox"/> Agent / Other			
Name (Organization or Entity)		Contact Person	Telephone (include area code)
Mailing Address		City	State      Postal Code
<b>Project or Site Location</b>			
Site Name (Project):		Parcel Numbers:	
Address / Location:		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township:                      N	Range:                              E
<b>Permit Type &amp; Fees</b> (check all that apply)			
<input type="checkbox"/> Single or Two Family Residential Erosion Control <input type="checkbox"/> Commercial / Industrial / Multi-Family ***		<input type="checkbox"/> Subdivision/Major Land Development*** <input type="checkbox"/> Other (i.e. general permit, municipality, utility)*** : _____	
Erosion Control / Stormwater Management Permit Application Fee = \$ _____			
***Note: Actual cost of Engineer's review & inspections will be billed to applicant after final approval; plus 2% administrative cost.***			
<b>Required Forms Checklist:</b> (Submit two (2) copies of all supporting materials, i.e., drawings, plans and written documents)			
<input type="checkbox"/> Legal Description <i>(All applicants)</i> <input type="checkbox"/> Standard Erosion Control Plan <i>(Single &amp; Two Family Projects)</i>		<input type="checkbox"/> WDNR Notice of Intent <i>(Project area greater than 1 acre)</i> <input type="checkbox"/> Complete Erosion Control & Storm Water Management Plan <i>(Major Projects/Commercial/Industrial)</i> <input type="checkbox"/> Financial Guarantee A (i.e. surety bond, cash escrow, LOC) <i>(All applicants)</i>	
<b>Acknowledgement, Certification &amp; Permission</b>			
<b>Acknowledgement:</b> I ACKNOWLEDGE FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION COULD RESULT IN THE REVIEW OF THIS APPLICATION BEING DELAYED FOR CONSIDERATION.			
<b>Certification:</b> I hereby certify that I am the landowner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of Town Ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.			
<b>Permission:</b> As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this permit application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	
<b>LEAVE BLANK – FOR TOWN USE ONLY</b>			
Date Application Received:		Fee Received \$	Receipt No:
Engineer's estimate to install and maintain erosion control: \$		Estimate Cost to provide Inspection:	\$
Town Permit No:		Date Issued:	Issued By:

# STANDARD EROSION CONTROL PLAN

## for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

**Instructions:**

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

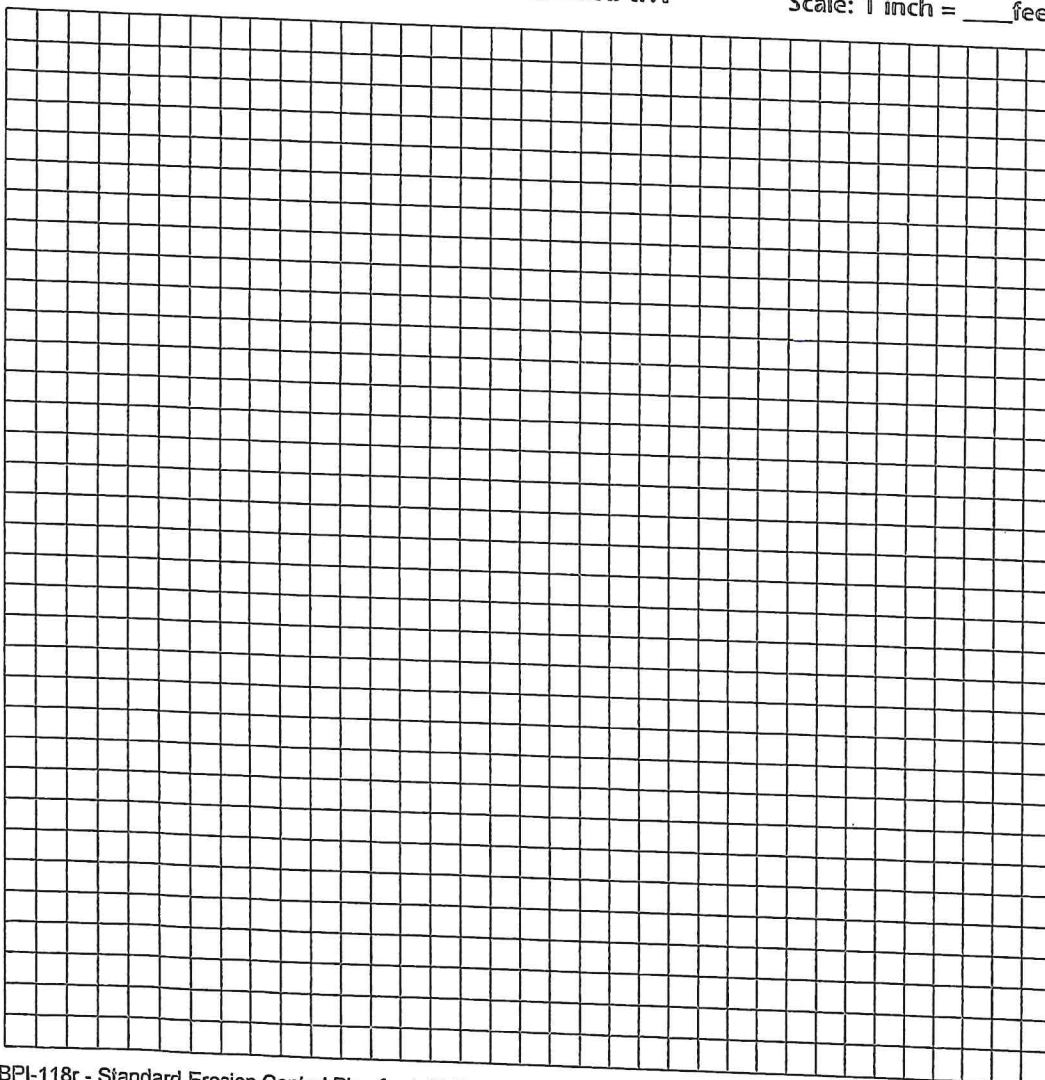
PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DIAGRAM**

Scale: 1 inch = \_\_\_\_ feet



Please indicate north by completing the arrow.



**EROSION CONTROL PLAN LEGEND**

- PROPERTY LINE
- EXISTING DRAINAGE
- TD TEMPORARY DIVERSION
- FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- ▣ GRAVEL
- ① VEGETATION SPECIFICATION
- ⊕ TREE PRESERVATION
- ⊗ STOCKPILED SOIL

COMPLETED NOT APPLICABLE

# EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

## Site Characteristics

- North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainageways, streams, rivers, lakes, wetlands or wells.
- Location of storm sewer inlets.
- Location of existing and proposed buildings and paved areas.
- The disturbed area on the lot.
- Approximate gradient and direction of slopes before grading operations.
- Approximate gradient and direction of slopes after grading operations.
- Overland runoff (sheet flow) coming onto the site from adjacent areas.

## Erosion Control Practices

- Location of temporary soil storage piles.  
Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.
- Location of access drive(s).  
Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).
- Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.
- Location of sediment barriers around on-site storm sewer inlets.
- Location of diversions.  
Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.
- Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).  
Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.
- Location of practices that will control erosion on areas of concentrated runoff flow.  
Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).
- Location of other planned practices not already noted.

COMPLETED  
NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

### Management Strategies

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method:  Seed  Sod  Other \_\_\_\_\_
- Expected date of permanent re-vegetation: \_\_\_\_\_
- Re-vegetation responsibility of:  Builder  Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15?  Yes  No

Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

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

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

# EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

## LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

## UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

### CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

### FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

## STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

### CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

### FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

*Erosion Control for Home Builders* (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



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## GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

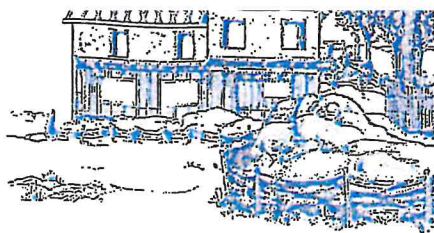
DNR WT-458-96

R-03-02-2M-10-S

Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.

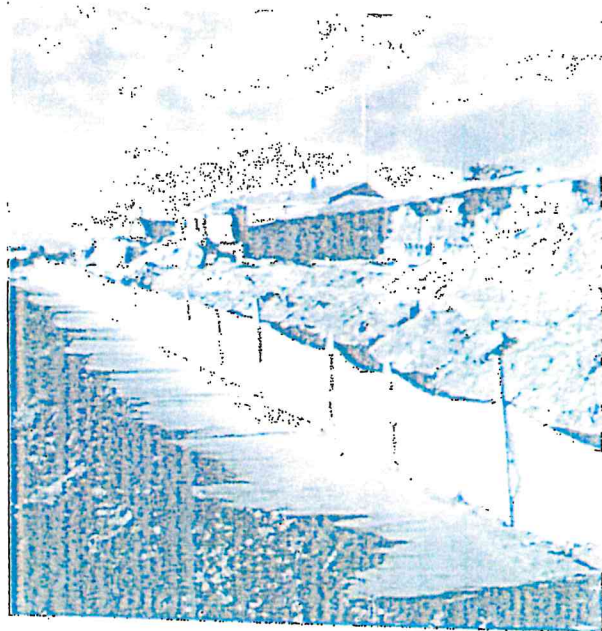


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# Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.



...roding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:

## Taxes

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

## Lower property values

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

## Poor fishing

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

## Nuisance growth of weeds and algae

Sediment carries fertilizers that fuel algae and weed growth.

## Dredging

The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

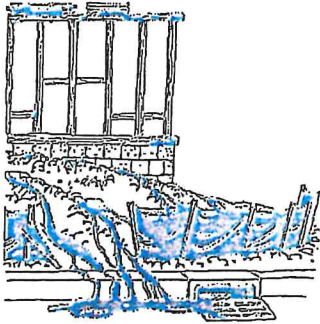
## Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.

GWQ001 Erosion Control for Home Builders. Additional copies are available from Cooperative Extension Publications, 45 N. Charter St., Madison, WI 53715, 608/262-3346 (toll-free 877-947-7827) or Dept. of Commerce, P.O. Box 2509, Madison, WI 53701-2509, 608/267-4405.

BPI-118r - Standard Erosion Control Plan for 1 & 2 Family Dwellings



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

**WARNING! Extra measures may be needed if your site:**

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

*Straw Bale or Silt Fence*

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every 1/2-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

*Soil Piles*

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

*Access Drive*

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

*Sediment Cleanup*

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

*Sewer Inlet Protection*

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

*Downspout Extenders*

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

*Preserving Existing Vegetation*

- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

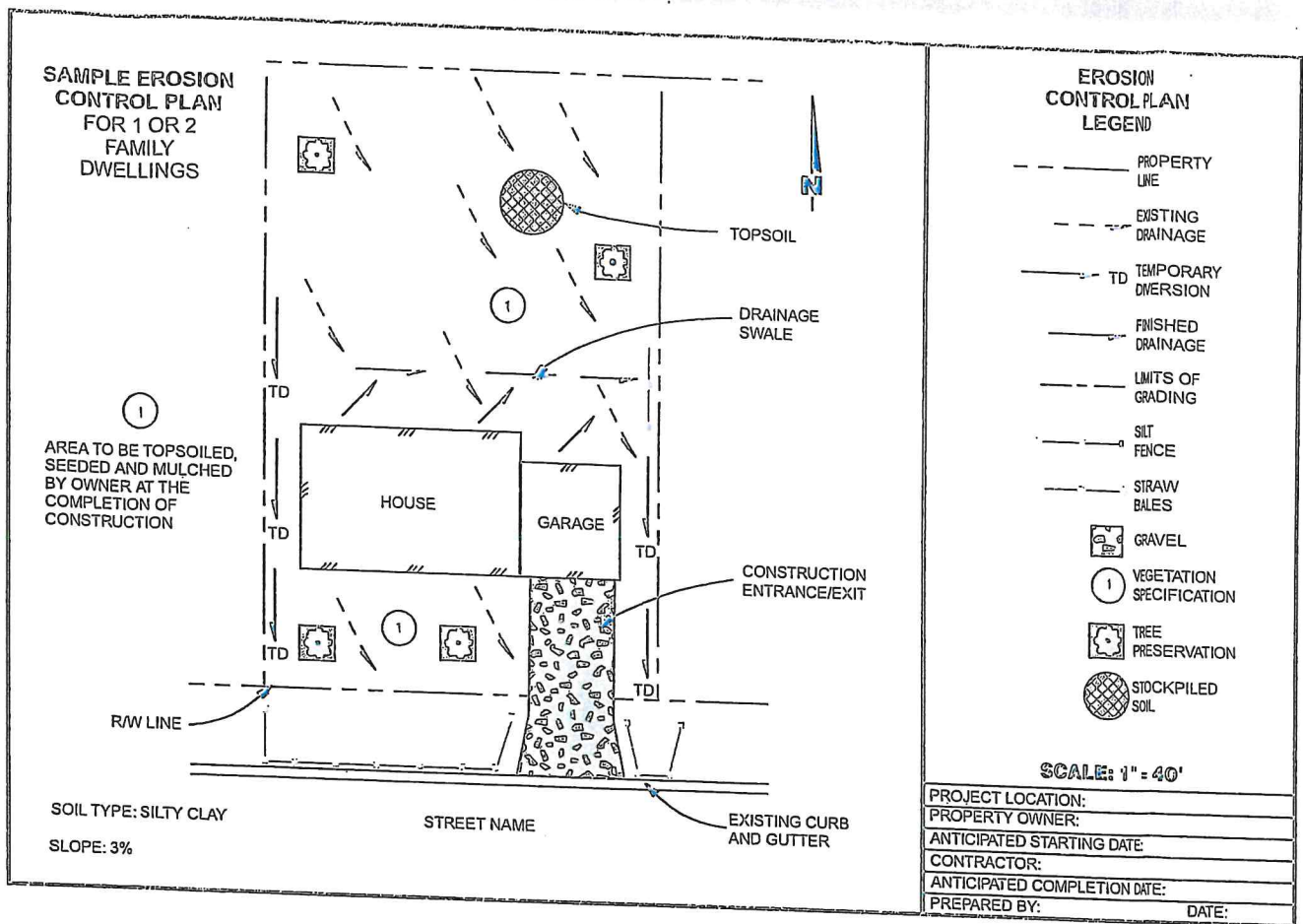
*Revegetation*

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

*Seeding and Mulching*

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with 1/4" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.





### Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

### Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

### De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

### Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

### Typical Lawn Seed Mixtures

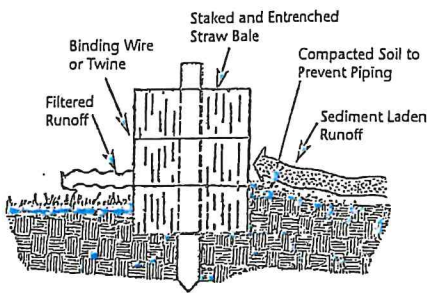
Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%

Seeding rate 3-4 4-5 (lb./1000 sq. ft.)

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

# Straw Bale Fences

## Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

## How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



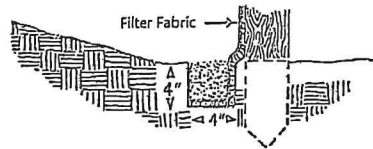
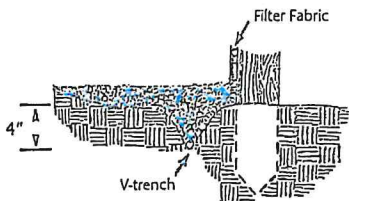
3. Anchor bales using two steel rebar or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

# Silt Fences

## Cross Sections of Trenches for Silt Fences

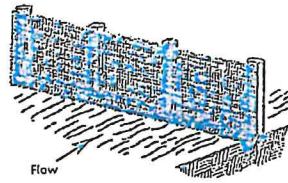


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

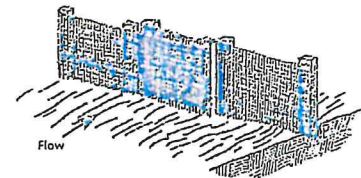
## How to Install a Silt Fence



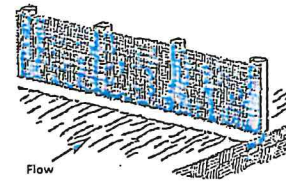
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



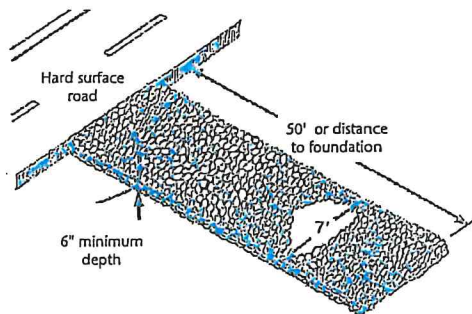
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

# Access Drive

## How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

This publication is available from county UW-Extension offices or from Extension Publications, 630 W. Mifflin St., Madison, WI 53703. (608) 262-3346.

A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources.

Author: Carolyn Johnson, UW-Extension.

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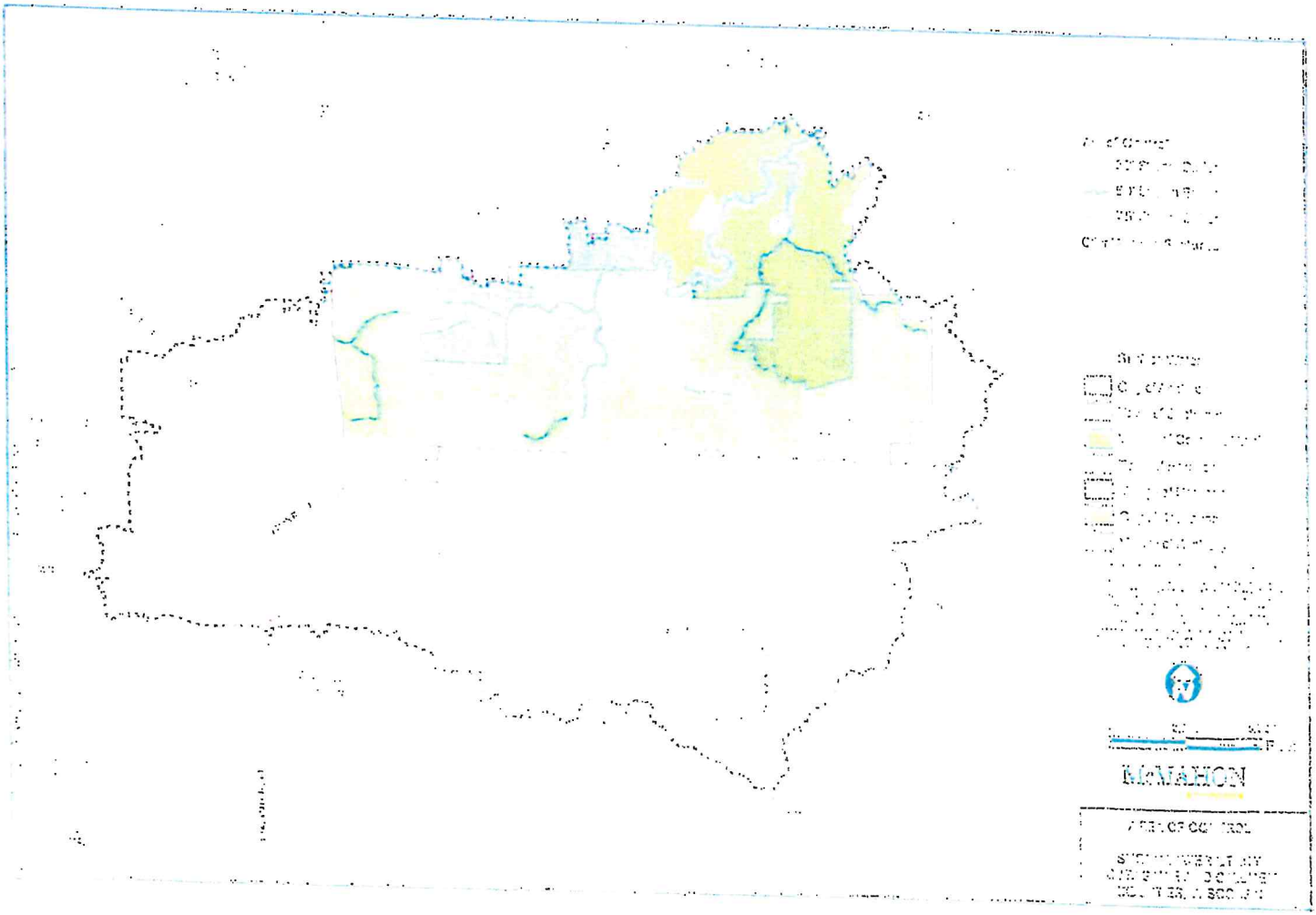
**GWQ001 Erosion Control for Home Builders**

**DNR WT-457-96**

**R-1-00-10M-25-S**



The "Area of Control" covers waterways within the Utility District where the estimated peak flow at any given point is 20% or greater than the total estimated peak flow of the entire reach. The width of the Area of Control includes property within an area extending from the ordinary high water mark (OHWM) and extends to the distance designated for each reach as depicted on the map below. The Utility has authority over the Area of Control in order to regulate activities or storage of materials to ensure efficient and effective transportation of storm water runoff.



Personal property is prohibited from being kept, stored, maintained, discarded or left upon property that lies within the Area of Control. This is to prevent unanchored personal property from being transported downstream and / or blocking drainage during periods of high flows. Examples of personal property prohibited from being kept or stored within the Area of Control include, but are not limited to the following:

- Fire wood piles
- Lawn furniture
- Brush cuttings
- Trampolines
- Grass clippings
- Picnic tables
- Portable fire pits
- Ice shanties

A permit is required from the Utility for any channel change, encroachment, filling, grading, excavating, or construction of any structure on properties within the Area of Control. Structures include houses, garages, sheds, bridges, culverts, fences, swing sets, etc. Existing structures within the Area of Control are considered non-conforming structures and a permit is required for any addition or alteration of these structures. An Area of Control permit application can be requested from the Utility or found on their website.

A permit is not required from the Utility for performing routine maintenance activities along your property

within the Area of Control. Property owners are encouraged to remove trash and debris within the Area of Control. Fallen trees or brush that block flows within the creek may be removed, as they can cause increased bank erosion or flooding. If a tree is threatening to fall from the bank, consider cutting or trimming the tree while leaving the root system in place to keep the soil and bank stabilized.


Please note that the Wisconsin Department of Natural Resources (WDNR) regulates any activity below the OHWM, as well as certain structures & grading activities along navigable waterways. The United States Army Corps of Engineers (U.S. ACOE) also regulate certain activities along navigable waterways. Always check with local, state and federal agencies to determine if other applicable permits are needed for work or structures planned in the Area of Control.

Property owners are strongly encouraged to leave a "buffer zone" within the Area of Control. Although neatly manicured grass lawns are typically found up to the creeks edge, they offer limited water quality or wildlife benefits. By leaving a "buffer zone" of natural vegetation along the creeks edge, property owners can reduce erosion, help improve water quality and provide increased habitat and travel corridors for wildlife. Create a "buffer zone" by letting your grass grow long or planting native grasses, flowers, shrubs and trees within the Area of Control.



Buchanan Stormwater Utility

N178 County Road N  
Appleton, WI 54915 USA  
(920) 734-8599



The Utility has established user charges to offset costs incurred for services and facilities provided by the Utility. The Utility's user charge is calculated by the total Equivalent Runoff Units (ERU) determined for a property. The ERU was established on the basis that a typical single family residential property has 3,623 sq. ft. of imperviousness. The current annual user charge for one ERU is \$96. User charges for non-residential properties are determined based on the total amount of impervious surface the site contains. Please refer to the Utility's code of ordinances and/or user charge determination application for additional information.

- **Construction of Capital Improvement Projects**
  - Regional Wet Detention Ponds
    - Reduce flooding, peak discharges, & streambank erosion potential
    - Improve water quality within watershed
  - CI Streambank Restoration Projects
    - Restore & stabilize severely eroded streambanks within Utility's Area of Control

- **Inspection & Maintenance of Regional Ponds**
  - Utility currently owns & maintains 5 regional pond facilities (more expected in future)
  - Annual ecological & site maintenance
  - Pond inspections required after 1/2" rainfall events
- **Engineering / Planning**
  - Engineering & construction services associated with capital improvement projects
  - Preparation & updating of Utility's Stormwater Management Plan
- Municipal yard waste collection program
- Municipal street sweeping program
- Municipal Adopt-a-Stream Program
- Municipal Erosion Control & Drainage Plan reviews
- Special Assessment Grant Program



## Buchanan Stormwater Utility

N178 County Road N  
Appleton, WI 54915 USA  
(920) 734-8599

# Stormwater Management Application Checklist

Project Name: \_\_\_\_\_

Permit # \_\_\_\_\_

Date: \_\_\_\_\_

Please check the appropriate box: **I = Included; NA = Non-Applicable** (If "NA" is checked, an explanation must be entered.)

Plan Requirement	Applicant			Zoning		LCD	
	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Narrative describing the proposed project, including implementation schedule of designed practices.							
2. Identification of the entity responsible for long-term maintenance of the project.							
3. Map showing drainage areas for each watershed area.							
4. No increase in peak discharge for 2 and 10-year 24-hour storm events and safely pass the 100-year 24-hour storm, including summary table. (runoff rates in cubic feet per second).*							
5. Complete site plan and specifications.*							
6. Engineered designs for all structural management practices.							
7. For new development, trap 5 micron soil particle (80% reduction in TSS).							
8. For redevelopment, trap 20 micron soil particle (40% reduction in TSS).							
9. Treat runoff for control of oil and grease from commercial or industrial areas. (see ordinance)							
10. Proof of stable outlet capable of carrying the design flow at a non-erosive velocity.							
11. All downspouts, driveways, and other impervious areas shall be directed to pervious surfaces, where feasible.							
12. Provisions and practices to reduce the temperature of runoff for sites that drain to a cold water resource.							
13. Maintenance plan and schedule for all permanent stormwater management practices.							

Application Requirement	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Proposed schedule for completion and installation of all elements of the stormwater management plan.							
3. Estimated cost of completion and installation of all elements of the stormwater management plan.							
4. Evidence of financial responsibility to complete work proposed in plan.							
5. Copy of affidavit required to be recorded by s. _____ for privately owned stormwater practices. (Notice)							

\* See notes on next page



Indicates requirement must always be included.

Project Name: \_\_\_\_\_

Permit# \_\_\_\_\_

Date: \_\_\_\_\_

Please check the appropriate box: I = Included; NA = Non-Applicable

(If "NA" is checked, an explanation must be entered.)

Plan Requirement	Applicant			Zoning		L.C.D	
	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. WDNR Notice of intent if project is greater than 1 acre							
2. Cross sections and profiles of road ditches.							
3. Culvert sizes.							
4. Direction of runoff flow (contours or runoff arrows).							
5. Watershed size for each contributing drainage area.							
6. Design discharge for ditches and structural measures (flow calculations).							
7. Runoff velocities in channels (feet/second, meters/second).							
8. Fertilizer and seeding rates (seed, fertilizer, and mulch).							
9. Time schedule for stabilizing exposed soil.							
10. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion.							
11. Description of how the site is to be developed (written description).							
12. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control devices).							
13. Provisions to prevent mud-tracking off-site onto public thoroughfares during construction (stone tracking pad).							
14. Any other information necessary to reasonably determine the location, nature, and condition of any physical or environmental features of the site.							
15. Any proposed changes to the erosion control plan must be submitted and approved.							

Application Requirement	I	NA	Explanation / Location in Plan	I	NA	I	NA
1. Copy of Preliminary Review Letter, if applicable.							
2. Copies of permits or approvals by other agencies.							
3. Proposed schedule for completion and installation of all elements of the erosion control plan.							
4. Estimated cost of completion and installation of all elements of the erosion control plan.							

If stormwater management requirements are applicable, the stormwater checklist must be attached.

 Indicates requirement must always 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 roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing 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 Outagamie 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 or environmental features
- N) all existing and proposed drainage features
- O) the location and area of all proposed impervious surfaces
- P) the limits and area of the disturbed area





**Buchanan Storm  
Water Utility**  
N178 County Road N  
Buchanan, WI 54915  
Phone: 920.734.8599

## USER CHARGE DETERMINATION APPLICATION

<b>Applicant Information</b>			
Applicant Name (Indiv., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
<b>Other Contact Information</b> (check one): <input type="checkbox"/> Engineer / Consultant <input type="checkbox"/> Contractor / Builder <input type="checkbox"/> Agent / Other			
Name (Organization or Entity)	Contact Person	Telephone (include area code)	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
<b>Project or Site Location</b>			
Site Name (Project):		Parcel Number(s):	
Address / Location:		Plat / CSM / Lot No.:	
<b>Permit Type &amp; Fees</b> (check all that apply)			
<input type="checkbox"/> Residential – Single Family (R1)		<input type="checkbox"/> Non-Residential –Subdivision (NR1)	
<input type="checkbox"/> Residential – Duplex (R2)		<input type="checkbox"/> Non-Residential – (NR2)	
<input type="checkbox"/> Residential – Multi-Family & Condominium (R3)			
		<b>Base Application Fee (R1, R2, R3):</b>	<b>\$15</b>
		<b>Base Application Fee (NR1, NR2):</b>	<b>\$50</b>
<b>User Charge Determination</b> (ERU = Equivalent Runoff Unit = \$96)			
Residential - Single Family (R1)			1 ERU (\$96) = \$
Residential - Duplex (R2)	0.6 ERU's per dwelling unit =	units x 0.6 x 1 ERU (\$96) =	\$
Residential – Multi-Family & Condominium (R3)	0.4 ERU's per dwelling unit =	units x 0.4 x 1 ERU (\$96) =	\$
Non-Residential - Subdivision (NR1) <sup>1</sup>	0.5 ERU's per lot =	lots x 0.5 x 1 ERU (\$96) =	\$
Non-Residential – (NR2)	(	sq.ft. imperviousness ÷ 3,623 sq ft) <sup>2</sup> x 1 ERU (\$96) =	\$
<sup>1</sup> Appropriate residential ERU user charge shall be updated at the time of building construction.			
<sup>2</sup> Round to the nearest tenth			
Notes:			
1. The Non-Residential user charge calculated on this application is an estimate. Final Non-Residential user charge is subject to final inspection/review.			
2. Non-Residential sites that have a detention facility may complete a credit application and submit to the Utility for review (See Utility's Credit Policy for instructions)			
3. No building permit shall be issued until such time as the appropriate user charge has been determined.			
<b>Certification</b>			
<b>Certification:</b> I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the Utility's ordinances may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.			
Applicant Signature		Date Signed	
<b>LEAVE BLANK – FOR ADMINSTRATIVE USE ONLY</b>			
Date Application Received:	Fee Received:	Plan Set / SWMP Included?:	
Date Permit Issued:	Permit No:	Issued By:	

## Chapter 456. Streets, Sidewalks and Public Places

### Article I. General Regulations

#### § 456-3. Driveways.

- A. Town approval required. No person shall construct or maintain any driveway across any sidewalk or curbing without first obtaining a driveway permit from the Town Building Inspector. No driveway apron on Town right-of-way shall be constructed of concrete. The permit fee shall be paid as listed in the Town of Buchanan Fee and Licenses Schedule.<sup>[1]</sup>  
[Amended 10-16-2018 by Ord. No. 2018-09]
- [1] *Editor's Note: The Town Fees and Licenses Schedule is on file in the office of the Town Administrator.*
- B. Specifications for driveway construction. Specifications for driveway construction are as follows:
- (1) Interference with intersections. At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Town for effective traffic control or for highway sign or signals.
  - (2) Interference with street. No driveway apron shall extend out into the street further than the face of the curb, and under no circumstances shall such driveway apron extend into the gutter area. All driveway entrances and approaches shall be so constructed that they shall not interfere with the drainage of streets, side ditches or roadside areas or with an existing structure on the right-of-way. When required by the Building Inspector to provide for adequate surface water drainage along the street, the property owner shall provide any necessary culvert pipe at his own expense.
  - (3) Number of approaches limited. No more than one driveway entrance and approach shall be constructed for any lot or premises, except where deemed necessary and feasible without undue impairment of safety, convenience and utility of the street by the Town Building Inspector. Any two approaches shall be at least 10 feet apart.
  - (4) Workmanship and materials. All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in § 456-2C insofar as such requirements are applicable, including thickness requirements in § 456-2C(3).
  - (5) Permittee liable for damage or injury. The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during construction or repair of driveway approaches or entrances. When the curb or gutter is removed, the new connection shall be of equivalent acceptable material, and the curb returns shall be provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat workmanlike manner. Any sidewalk areas which are damaged or inadequate by reason of vehicle travel across the sidewalk shall be replaced in accordance with the requirements of § 456-2C.



Town of Buchanan  
N178 County Road N  
Appleton, WI 54915  
Telephone: (920)784-3589

**APPLICATION FOR PERMIT**

To Remove, Alter, Repair, Replace or Install  
**DRIVEWAY, CURB CUT, CURB AND GUTTER, CULVERT**

**APPLICANT INFORMATION**

Applicant Type (check one):

**DATE SUBMITTED:**

Contractor

Property Owner

Builder / Developer

**APPLICATION #** \_\_\_\_\_

Contractor/Company Name:

Business Contact:

Property Owner Name:

Check if contact address is same as job site.

Business/Applicant Address:

Suite/Unit #:

Business/Applicant City:

State/ZIP:

Business/Applicant Phone:

Business/Applicant Email:

**JOB SITE LOCATION**

Subdivision/Development Name:

Lot #:

Site Address:

No. of Approaches:

No. of Curb Cuts:

**TYPE OF WORK REQUESTED (check one):**

RESIDENTIAL

COMMERCIAL / INDUSTRIAL / MULTI-FAMILY

Driveway Approach:  URBAN (Curb & Gutter, Sidewalk or No Sidewalk)

RURAL (Ditch with Culvert, No Curb & Gutter)

Permission is requested to remove, replace or construct a \_\_\_\_\_ ft. wide \_\_\_\_\_ concrete / \_\_\_\_\_ asphalt driveway approach for the listed job site location at the Town right-of-way line to the curb and gutter.

**\*\*NOTE:** Any water stops box(es) located in the driveway need to be fitted with a valve box collar/cover or a 6" PVC pipe for maintenance purposes. Contact the Water Department (920)788-6048 for valve box.

**Curb Cut:**

Permission is requested to remove \_\_\_\_\_ ft. of  mountable /  vertical face curb and gutter and replace with a gutter section to provide a driveway entrance to the listed job site location.

**Curb & Gutter:**

Permission is requested to **remove** \_\_\_\_\_ ft. of  mountable /  vertical face curb and gutter for installation of drain tile for storm water discharge at the listed job site location.

Permission is requested to **install** \_\_\_\_\_ ft. of  mountable /  vertical face curb and gutter in order to connect to an existing curb and gutter at the listed job site location.

**Culvert:**

Contractor installing culvert: \_\_\_\_\_

Phone number of Contractor \_\_\_\_\_

Type of Culvert being installed \_\_\_\_\_

Grade Elevations \_\_\_\_\_

Size of culvert pipe (15" minimum required) \_\_\_\_\_

Length of culvert pipe (24" minimum required) \_\_\_\_\_

Site Plan showing proposed culvert location  YES  NO

Any Subdivision Covenants, Town, County and/or State ordinances/policies that conflict with proposed culvert specifications/installation  YES  NO

**APPLICABLE FEES (check all that apply):**

New Installation

\$75.00

Remove & Replace

\$75.00

Repair (Mud jack/Crack fill)

No Fee

The contractor/property owner described within this permit application certifies, fully accepts and will comply with all standard specifications and the provisions set forth under Town of Buchanan Municipal Code Chapter.456

Signature of Applicant or Applicant Representative

Date

---

*Office Use Only*  
**PERMIT APPROVAL**

Fee: Cash / Check / Credit Card Date: Permit No.:

**PERMIT APPROVAL**

Engineer Review: Date: Permit No.:

**PERMIT REVIEW**

Engineer Approved: Submitted: Submitted by:

**PERMIT APPROVAL**

Administrator Approved: Date: Permit No.:

**PERMIT APPROVAL**

Inspector Approved: Date: Permit No.:

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 5px 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. _____  Parcel No. _____
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**PERMIT REQUESTED**     Constr.     HVAC     Electric     Plumbing     Erosion Control     Other:

Owner's Name	Mailing Address			Tel.
Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
Dwelling Contractor (Constr.)				
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
HVAC				
Electrical Contractor				
Electrical Master Electrician				
Plumbing				

**PROJECT LOCATION**    Lot area \_\_\_\_\_ Sq.ft.     One acre or more of soil will be disturbed     Town     Village     City of \_\_\_\_\_    \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E/W

Building Address	County	Subdivision Name	Lot No.	Block No.
Zoning District(s)	Zoning Permit No.	Setbacks:	Front ft.	Rear ft.
			Left ft.	Right ft.

<b>1. PROJECT</b> <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____	<b>3. OCCUPANCY</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____	<b>6. ELECTRIC</b> Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____	<b>9. HVAC EQUIP.</b> <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	<b>12. ENERGY SOURCE</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: none;">Fuel</td> <td style="border: none;">Nat Gas</td> <td style="border: none;">LP</td> <td style="border: none;">Oil</td> <td style="border: none;">Elec</td> <td style="border: none;">Solid</td> <td style="border: none;">Solar Geo</td> </tr> <tr> <td style="border: none;">Space Htg</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Water Htg</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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<b>2. AREA INVOLVED (sq ft)</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="border: none;"></th> <th style="border: none;">Unit 1</th> <th style="border: none;">Unit 2</th> <th style="border: none;">Total</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Unfin. Bsmt</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Living Area</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Garage</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Deck/ Porch</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Totals</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </tbody> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/ Porch				Totals				<b>4. CONST. TYPE</b> <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD <b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement	<b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	<b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____  <b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	<b>14. EST. BUILDING COST w/o LAND</b> \$ _____
	Unit 1	Unit 2	Total																										
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Deck/ Porch																													
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I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.

**APPLICANT (Print:)** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.     See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____ Municipality Number of Dwelling Location: _____
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other \$ _____	<input type="checkbox"/> Plumbing		Email: _____
Total \$ _____	<input type="checkbox"/> Erosion Control		