



**City of Sun Prairie  
Erosion Control and Stormwater Management  
Ordinance 15.28 and 15.30**

**Application Form**

**Permit No.** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Fee** \_\_\_\_\_

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

Landowner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landowner Phone: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Type of Permit:  Erosion Control Only  Erosion Control & Stormwater Management  
 Stormwater Only

Type of Development:  New Development  Redevelopment

Location of Project: \_\_\_\_\_  
(street address, subdivision name/lot number)

Additional Information

Total Disturbed Area (square feet): \_\_\_\_\_

Total New Impervious Surface (includes grave)(square feet) \_\_\_\_\_

Total Cumulative Impervious Area (includes gravel)(square feet) \_\_\_\_\_

Notes

1. Label the limits of disturbed and impervious area on the plan and provide a CAD file of site plan to the Engineering Department
2. Complex projects may require review by other agencies. Check with the Engineering Department to see if the plans need to be submitted to the Dane County Land Conservation office or the City's General Engineering Consultant. Applicants will be invoiced for the cost for the review of the plans and for inspection of the project until it is completed and stabilized.
3. Include with your submittal any permits or permit applications required by any other governmental agencies.
4. Application for a permit shall constitute permission by the applicant and landowner for the City and the City's review agency to enter upon the property for purposes of inspection.
5. No activity requiring permit approval shall occur until the erosion control and/or the stormwater management plan is approved by the City of Sun Prairie.

Landowner or Applicant Signature: \_\_\_\_\_

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

*(If applicant is not the landowner, attach a notarized statement authorizing applicant to act as landowner's agent)*

Permit Approved by: \_\_\_\_\_

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



## Erosion Control Application Checklist

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

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

Check the appropriate box      I = Included; NA = Non-Applicable      Include explanation if "NA" is checked.

Plan Requirement	Applicant		Applicant's Explanation	City	
	I	NA		I	NA
1. Detailed written description of how the site will be developed (narrative including scope of land disturbing activities and sequence of construction events).					
2. Plan drawing of site (of known scale and including: property lines, lot dimensions, limits of disturbed area, limits of impervious area, land cover type, natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all proposed erosion control practices)					
3. Direction of runoff flow indicated by contours or arrows.					
4. Watershed size for each contributing drainage area.					
5. Provisions to prevent mud-tracking onto public thoroughfares during construction (i.e. tracking pad or existing gravel drive)					
6. Provisions to prevent the delivery of sediment to stormwater conveyance system (i.e. inlet protection or stone weeper)					
7. Prevent gully and bank erosion and apply minimum standards for sheet and rill erosion: 7.5 tons/acres/year (Universal Soil Loss Equation – USLE worksheets must be completed and attached)					
8. Provisions for sequential steps mitigating the erosive effect of land disturbing activities (list of erosion control practices)					
9. Proposed schedule for installation and completion of all elements of the erosion control plan (date(s) must be consistent with USLE and be appropriate for each practice)					
10. Fertilizer and seeding rates (seed, mulch, polymer, fertilizer, etc.)					
11. Itemized estimated cost of all elements of the erosion control plan including installation and labor (a letter of credit [LOC] is required if estimated cost is greater than \$5000)					
12. Design discharge for ditches and structural measures (flow calculations)					
13. Cross sections and profiles of road ditches and channels (existing and proposed)					
14. Runoff velocities in channels (to ensure channel stability)					
15. Culvert sizes (existing and proposed)					
16. Proof of stable outlet, capable of carrying the design flow at a non-erosive velocity (having no ditches, swales, culverts, downspouts, or other features that concentrate runoff present and having <i>all runoff leave the site as sheet flow</i> , may be sufficient to satisfy this requirement)					
17. Copy of Preliminary Review Letter, permits or approvals by other agencies (e.g. WDNR, Army Corps of Engineers, driveway permit, etc)					
18. Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features of the site					

*The stormwater management checklist must be attached, if applicable.*

**\*Any proposed changes to the erosion control plan must be submitted and approved prior to implementation.**



Indicates information must always be included



**Stormwater Management  
Application Checklist**

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

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

**Check the appropriate box**      **I = Included; NA = Non-Applicable**      *Include explanation if "NA" is checked.*

Plan Requirement	Applicant		City	
	I	NA	I	NA
1. Narrative describing the proposed project (a written summary of the project, as it relates to the implementation of designed practices)				
2. Proposed schedule for completion and installation of all elements of the stormwater management plan				
3. Map of drainage areas for each watershed (showing assumed time of concentration flow path)				
4. No increase in peak discharge for 2 and 5-year 24-hour storm events and limit 10-year through 25-year post development runoff to 5- year predevelopment discharge, and safely pass the 100-year 24-hour storm. Include a summary table showing the results of the analysis.*				
5. Complete site plan and specifications. *				
6. Engineered designs for all structural management practices (reference relevant technical standard if appropriate)				
7. Proof of stable outlet, capable of carrying the design flow at a non-erosive velocity				
8. For new development, trap 5-micron soil particle (80% reduction in TSS), for redevelopment, trap 20-micron particle (40% reduction in TSS), for the 1-year 24-hour storm event.				
9 Treat first ½ inch of runoff for oil and grease (see ordinance and DC ECSM manual)				
10. For both residential and nonresidential developments, design to infiltrate 90% of the predevelopment infiltration volume, based upon average annual rainfall				
11. Provisions and practices to reduce the temperature of runoff (required for sites that drain to a cold water community, as identified in the ordinance – see Thermal Locator)				
12. Identification of the entity responsible for long-term maintenance of all stormwater management facilities and practices				
13. Maintenance plan and schedule for all permanent stormwater management practices				
14. Copy of affidavit required by Sec. 15.30.060 C.4 for privately owned stormwater facilities.				
15. Copy of Preliminary Review Letter (if applicable)				
16. Itemized estimated cost of all elements of the stormwater management plan, including installation and labor				
17. Evidence of financial responsibility to complete work proposed in plan (a letter of credit [LOC] is required if the estimated cost of the erosion control <i>and</i> stormwater management plan is > \$5000)				

\* See Stormwater Management Plan Notes sheet...

Indicates information must always be included

**Any proposed changes to the stormwater management plan must be submitted and approved prior to implementation.**

## **Filing Guide for a City of Sun Prairie Erosion Control and Stormwater Management Permit**

**Uniform Dwelling Code (UDC) Permits.** The City of Sun Prairie Building Inspection Department will administer the permit applications for most of the single-family and two family residential construction. Some projects will require plans to permanently manage runoff from the site after all construction is complete.

Applicants do not need to submit an Erosion Control Plan for residential construction covered under a UDC permit. However, applicants may need an Erosion Control Plan for landscaping, earthmoving prior to foundation excavation, parking, sidewalks, and other land disturbance activities not directly related with residential building construction, that meets the criteria listed below.

**Residential Dwelling Projects Larger than Two-Family Construction.** You will need to make application with the City of Sun Prairie Building Inspection Department if your project does not include any of the following:

1. Disturbing or grading more than 4,000 square feet of land.
2. Disturbing slopes greater than 12 percent grade.
3. Creating more than 100 linear feet of ditch in an existing water channel.
4. Removing or filling more than 400 cubic yards of material.
5. Creating a new public or private road longer than 125-feet.
6. Recording a subdivision plat.
7. Other activities that will pose a serious erosion or water pollution risk.

An **Erosion Control Plan** shall be submitted to the City of Sun Prairie Engineering Department if any of the above activities occur in your project. You will also need to submit a **Stormwater Management Plan** if the project will involve the cumulative creation of 20,000 square feet or more of impervious surface or a redevelopment disturbing more than 4000 square feet.

**Projects other than Single or Two-Family Construction.** If the project includes any of the activities listed above, you will need to apply for an **Erosion Control Permit** and submit an **Erosion Control Plan** to the City of Sun Prairie Engineering Department.

You will need to apply for a **Stormwater Management Permit** if your project will involve the cumulative creation of 20,000 square feet or more of impervious surface or if your project is a redevelopment disturbing more than 4000 square feet. You will need to submit to the City of Sun Prairie Engineering Department a **Stormwater Management Plan** that meets both the Dane County and City of Sun Prairie performance standards. Use the *Stormwater Management Application Checklist*. Stormwater requirements apply whether or not UDC or Erosion Control Permits are required. Other activities that require a Stormwater Management Plan include:

1. Recording a subdivision plat.
2. Recording a CSM intended for commercial or industrial use.
3. Other activities that pose a serious risk of flooding or damage due to runoff.

**Review Process.** The City of Sun Prairie Engineering Department will review submittals, with assistance on complex projects from the Dane County Land Conservation Department or the City's General Engineering Consultant. No activity shall occur until the required permits have been approved by the City of Sun Prairie.



## Stormwater Management Plan Notes

**The summary table in “Plan Requirement” #4 must include the following information:**

1. Pre-existing peak flow rates.
2. Post construction peak flow rates with no detention.
3. Post construction peak flow rates with detention.
4. Assumed runoff curve numbers.
5. Time of concentration used in calculations.

**Complete site plan and specifications in “Plan Requirement” #5 must include the following information:**

1. Property lines and lot dimensions.
2. All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks.
3. All public and private roads, interior roads, driveways and parking lots, showing traffic patterns and type of paving and surfacing material.
4. All natural and artificial water features.
5. Depth to bedrock.
6. The extent and location of all soil types as described in the Dane County Soil Survey, slopes exceeding 12% and areas of natural woodland or prairie.
7. Existing and proposed elevations.
8. Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
9. Soil erosion control and overland runoff control measures, including runoff calculations as appropriate.
10. Detailed construction schedule, including anticipated start and completion dates.
11. Copy of permits or permit applications required by any other governmental entities or agencies.
12. Any other information necessary to reasonably determine the location, nature and condition of any physical or environmental features.
13. All existing and proposed drainage features.
14. The location and area of all proposed impervious surfaces.
15. The limits and area of the disturbed area.