Eau Claire COUNTY
LAND CONSERVATION

SMALL SITE
EROSION CONTROL PERMIT APPLICATION

LCD PERMIT #: EC –_____–_____

The following contacts are required at the time of application:

Property Owner: The person or entity holding title to the property or their legal representative. The applicant shall sign the permit application form in accordance with the items 1-5 listed below, 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 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.

Erosion Control Planner: The primary contact for the preparation of erosion control plans.

Erosion Control Contractor: The primary contact for implementing and maintaining all erosion control measures during the construction phase and final site stabilization.

OWNER/OPERATOR INFORMATION		
Project Name:		
Name:		Phone Number:
Mailing Address:		
City:	State:	Zip:
E-mail Address:		

SITE LOCATION/INFORMATION		
Site Address:		
City:	State: WI	Zip:
Sec. ___, T _____ N, R_____W, Town of _____		Computer No. _____-_____-_____-_____

MUNICIPALITY					
☐Bridge Creek	☐Brunswick	☐Clear Creek	☐Drammen	☐Fairchild	☐Lincoln
☐Otter Creek	☐Pleasant Valley	☐Seymour	☐Union	☐Washington	☐Wilson

CERTIFICATIONS & SIGNATURES

I hereby certify that I meet the definition of "Property Owner" as stated above. I understand that I will become the "permit holder" once a permit is issued. I also understand by submitting this application, county staff may enter upon the subject site to obtain information necessary to administer the erosion control ordinance (Chapter 17.05 County Code of Ordinances).

Signature of Applicant:_____ Date:_____

I hereby authorize (name) _____ to serve as my representative for purposes of this application.

EROSION CONTROL PLANNER		
Name:		Phone Number:
Company Name:		Company Phone Number:
Mailing Address:		
City:	State:	Zip:
E-mail Address:		

EROSION CONTROL CONTRACTOR		
Name:		Phone Number:
Company Name:		Company Phone Number:
Mailing Address:		
City:	State:	Zip:
Email Address:		

MAKE CHECK PAYABLE TO: Eau Claire County LCD	
Application Fee:	$290.00
Additional Fee:	$
Total Fee:	$

OFFICE USE ONLY

- ❑ **Double Fee**
- ❑ **Fee Exemption**

Date stamp here

Receipt #: _____ Received By: _____

Small Site Application Checklist

The following checklist will be used to meet the requirements of items 1, 2 and 3 below. To be deemed a complete application, all items listed shall be provided to the Department.

Page 4 of the application is a list of specific requirements that need to be considered in your plan.

Item # 1

Please provide in a **narrative** format the following items:

____ 1. Describe the proposed land disturbing activity.

____ 2. Describe the construction timeline and sequencing of grading activity.

____ 3. Describe Temporary Best Management Practices (BMP's) to be used during construction.

____4. Describe the proposed methods to stabilize the site following completion of construction.

____5. Describe who is responsible for final stabilization.

Item # 2

Please provide on a **survey map or scaled site plan drawing** of sufficient clarity the following items:

To find a scaled map of your property go to: **https://schneidergis.co/eauclairecowi**

____ 1. A north arrow and scale of 1 inch equals no more than 100 feet.

____ 2. Boundary of the proposed land disturbance.

____ 3. Direction of flow for runoff entering and leaving the disturbed area.

____ 4. Upslope drainage area entering the disturbed area.

____ 5. Location of proposed Best Management Practices (BMP's).

____ 6. Existing and proposed slopes.

____ 7. Existing and proposed ground cover.

____ 8. Existing and proposed buildings, roads, access drives, property boundaries.

____ 9. Existing and proposed drainage ways, water bodies, trees and culverts.

____ 10. Any other utility or structures within 50 feet of the proposed land disturbance.

____ 11. Show location of any surface water or wetlands

____ 12. Show all flow paths of onsite storm water

____ 13. Distance to groundwater table.

Item # 3

(For Utility Installation)

____ 1. Show where utilities will be installed.

____ 2. Show location of the open cut and the topography in the area.

____ 3. List the total lineal feet to be installed and the lineal feet to be installed by open cut.

The following are minimum requirements that will need to be addressed in the erosion control plan. Use the following information to develop an erosion control plan specific to your site. Some of the items may not apply to your situation.

Access Drives and Tracking:
Provide access drive(s) for construction vehicles that minimize tracking of soil off site using BMPs such as stone tracking pads, tire washing or grates. Minimize runoff and sediment from adjacent areas from flowing down or eroding the access drive.

Diversion of Upslope Runoff:
Divert excess runoff from upslope land, rooftops, or other surfaces, if practicable, using BMPs such as earthen diversion berms, silt fence and downspout extenders. Prevent erosion of the flow path and the outlet.

Inlet Protection:
Protect inlets to storm drains, culverts, and other storm water conveyance systems from siltation until the site is stabilized.

Soil Stockpiles:
Locate soil stockpiles away from channelized flow and no closer than 25 feet from roads, ditches, lakes, streams, ponds, wetlands, or environmental corridors, unless otherwise approved by the LCD. Control sediment from soil stockpiles. Any soil stockpile that remains for more than 30 days shall be stabilized.

Slopes:
Minimize land disturbing construction activity on slopes of 20% or more. Construction is not allowed on slopes greater than 30%

Channel Flow:
Trap sediment in channelized flow before discharge from the site using BMPs such as sediment traps and sediment basins. Stabilize open channels in accordance with LCD standards as soon as practicable.

Outlet Protection:
Protect outlets from erosion during site dewatering and storm water conveyance, including velocity dissipation at pipe outfalls or open channels entering or leaving a permitted site.

Overland Flow:
Trap sediment in overland flow before discharge from the site using BMPs such as silt fence, vegetative filter strips, and temporary sediment ponds.

Site Dewatering:
Treat pumped water to remove sediment prior to discharge from the site, using BMPs such as sediment basins and portable sediment tanks. Discharge of pumped water to waters of the state shall not be permitted.

Dust Control:
Prevent excessive dust from leaving the construction site though construction phasing and timely stabilization or the use of BMPs such as site watering and mulch – especially with very dry or fine sandy soils.

Topsoil Application:
Save existing topsoil and reapply to all disturbed areas for final stabilization such as for temporary seeding or storm water infiltration BMPs.

Waste Material:
Recycle or properly dispose all waste and unused building materials in a timely manner. Control runoff from waste materials until they are removed or reused.

Sediment Cleanup:
By the end of each workday, clean up all offsite sediment deposits or tracked soil that originated from the permitted site. Flushing shall not be allowed unless runoff is treated before discharge from the site.

Final Site Stabilization:
Final site stabilization items shall be addressed in the erosion control plan.

Existing vegetation:
Maintain vegetation adjacent to surface water, whenever possible. All previous cropland areas or otherwise exposed soil surfaces where land disturbing activities will not be occurring under the proposed grading plans, shall be stabilized within 30 days of permit issuance.

Stabilization:
Stabilize all eroding soil stockpile areas within 7 days.

Large sites:
Permitted under 17.05.100 D.2 shall be treated in stages or phases as final grading is completed in each stage or phase.

Ongoing Maintenance Plan:
The erosion control plan shall identify the process for continued maintenance beyond the life of the permit. Any soil erosion that occurs after final grading or the application of stabilization measures must be repaired, and the stabilization work redone.

Temporary Site Stabilization:
Any disturbed site that remains inactive for greater than 14 days shall be stabilized with temporary stabilization measures such as soil treatment, temporary seeding or mulching unless the site is protected by other BMP's approved by the LCD. For purposes of this subsection, "inactive" means that no site grading, landscaping, or utility work is occurring on the site and that precipitation events are not limiting these activities. Frozen soils do not exclude the site from this requirement.

Removal of Practices:
The permit holder shall remove all temporary BMPs such as silt fences, ditch checks and sediment traps as soon as all disturbed areas have been stabilized.