

Filing for a Town of Freedom UDC / Erosion & Stormwater Control / Filling & Grading Permit

What permits are required?

Uniform Dwelling Code (UDC) Permits (regulated by the Wisconsin Department of Commerce) apply to single-family and two-family residential construction, and are usually administered by town governments.

Erosion Control & Stormwater Management Permits (regulated under Chapters 24 & 25 of the Town of Freedom Ordinances) include a plan and checklist that describes the steps a developer, builder or landowner will take to prevent soil erosion on disturbed sites. Some projects will also require plans to permanently manage runoff from the site after all construction is complete.

Filling and Grading Permits (regulated under Chapter 44 of the Outagamie County Code) are required for most earth moving or land disturbances near waterways, wetlands or floodplains.

When do I need a permit and which application form should I use?

You will need a **UDC Permit** if your project involves land disturbance (including septic system installation) directly associated with the construction of a new one- or two-family residence. *Use the “Erosion Control Plan-Simplified Checklist.”*

You will need to apply for an **Erosion Control & Stormwater Management Permit** and submit an **Erosion Control Plan** if your project involves any of the following:

- grading, removal of ground cover or other activity affecting 4,000 square feet or more;
- filling or excavation involving 100 cubic yards of soil or more;
- work within a road ditch or other watercourse for 100 lineal feet or more;
- creating a new public or private road longer than 100 feet;
- utility construction for a distance of 500 feet or more;
- other activities that pose a serious erosion or water pollution risk.

You do not need to submit an Erosion Control Plan for residential construction covered under a UDC Permit. However, you may need an Erosion Control Plan for landscaping, earthmoving prior to foundation excavation, parking, sidewalks and other land disturbances not directly associated with residential building construction, that meets the criteria above. *Use the “Erosion Control Application Checklist” for land disturbance >4,000 square feet, or the “Erosion Control Plan – Simplified Checklist” for land disturbance <4,000 square feet.*

If your project involves earth moving or a land disturbance near a waterway, wetland or floodplain you will usually need a **Filling and Grading Permit**, even if your project is already covered by a UDC permit. Some activities are exempt from Filling and Grading Permit requirements. Check with the Town of Freedom to see if your project qualifies for an exemption.

If your project will involve the creation of impervious surface area after September 1, 2004, you will also need to submit a **Stormwater Management Plan** that meets county performance standards. *Use the “Stormwater Management Application Checklist.”* Stormwater requirements apply whether or not UDC, Erosion Control or Filling and Grading Permits are required. Other activities that require a stormwater management plan include:

- Construction of agriculture buildings where the new total impervious surface area exceeds 20,000 square feet.
- Other activities that pose a serious risk of flooding or damage due to runoff.

What is the review process?

Check with your Town Clerk for information about filing a UDC permit. Erosion Control or Filling & Grading permit applications must be filed with Town of Freedom staff for review. Town staff with their engineer, will inform you of any deficiencies in your application and ask you to make necessary changes. Applications are usually reviewed within 10 days. Once all plans and other permit requirements are met, the Town of Freedom will approve your permit. You can pick up the signed permit card at the Town office or we can mail it to you by request.

A SIGNED PERMIT CARD MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK CAN BEGIN. THE TOWN OF FREEDOM MAY ISSUE STOP-WORK ORDERS ON SITES WITHOUT APPROVED PERMITS.

For more information about permits, contact:

Town of Freedom
W2007 CTH “S”
Freedom, WI 54131
(920) 788-4548

Town of Freedom
APPLICATION for EROSION CONTROL and STORM WATER MANAGEMENT PERMIT

Owner

Name _____

Address _____

Tel _____

Fax _____

Applicant/Owner's Agent/Developer

Name _____

Company _____

Address _____

Tel _____

Fax _____

Type of Request:

Commercial Industrial Subdivision Erosion Control

General Permit (municipality/utility) Single Lot Development

Site Location:

Address _____

Parcel No. _____

Town of Freedom, Section _____, T _____ N, R _____ E

Nature of Development Proposal: (Description of proposal, development name, location, type, start date, proposed erosion control and storm water facilities; attach additional sheets as necessary.)

Required Forms Checklist: (Submit two (2) copies of all supporting materials, i.e., drawings, plans and written documents)

Legal Description (all applications) Drainage & Erosion Control Plan (1 & 2 family lot dev)

Storm Water Management Plan Calculations & Drawings (major developments)

Applicant / Owner Acknowledgement:

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION COULD RESULT IN THE REVIEW OF THIS APPLICATION BEING DELAYED FOR CONSIDERATION. I have reviewed Chapters 24 and 25 of the Town of Freedom Ordinances regarding erosion control and storm water management. For permitted projects, the Town of Freedom must be contacted for inspection.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of the Town for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

Signature of Applicant or Agent Date

Date

Erosion Control Application Checklist

Permit #: _____

Project Name: _____

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

Permit #: _____

Project Name: _____

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

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