

# TOWN OF FREEDOM

## RESIDENTIAL EROSION CONTROL PERMIT APPLICATION

### 1- AND 2-FAMILY DWELLING CONSTRUCTION SITES

|                                |
|--------------------------------|
| <b>For Department Use Only</b> |
| Permit No. _____               |
| Date Submitted: _____          |

| Person Responsible for Erosion Control |        |
|--|--------|
| Name                                   |        |
| Company (if applicable)                |        |
| Address                                |        |
| City, State, ZIP                       |        |
| Phone Number                           | (    ) |
| Mobile Number (if applicable)          | (    ) |
| Fax Number (if applicable)             | (    ) |
| Email Address (if applicable)          |        |

|                                   |  |  |
|-----------------------------------|--|--|
| Lot Number:                       |  |  |
| Subdivision/CSM:                  |  |  |
| Site Address<br>or<br>Street Name |  |  |

**The person listed on this application is responsible for all erosion control measures: unless M&E is contacted with a change.**

**Please contact M & E with any erosion control contact information changes**

| Project Schedule                      | Anticipated Date |
|---------------------------------------|------------------|
| Install Erosion Control               |                  |
| Begin Grading/Excavation              |                  |
| Finish Construction                   |                  |
| Finish Grading                        |                  |
| Install Permanent Ground Cover (Lawn) |                  |

**Failure to provide all necessary information on this form will result in the denial of this permit.**

| Footprints            | Square Feet |
|-----------------------|-------------|
| House                 |             |
| Garage                |             |
| Shed                  |             |
| Driveway              |             |
| Patio                 |             |
| Other (if applicable) |             |
| <b>Total SF</b>       |             |

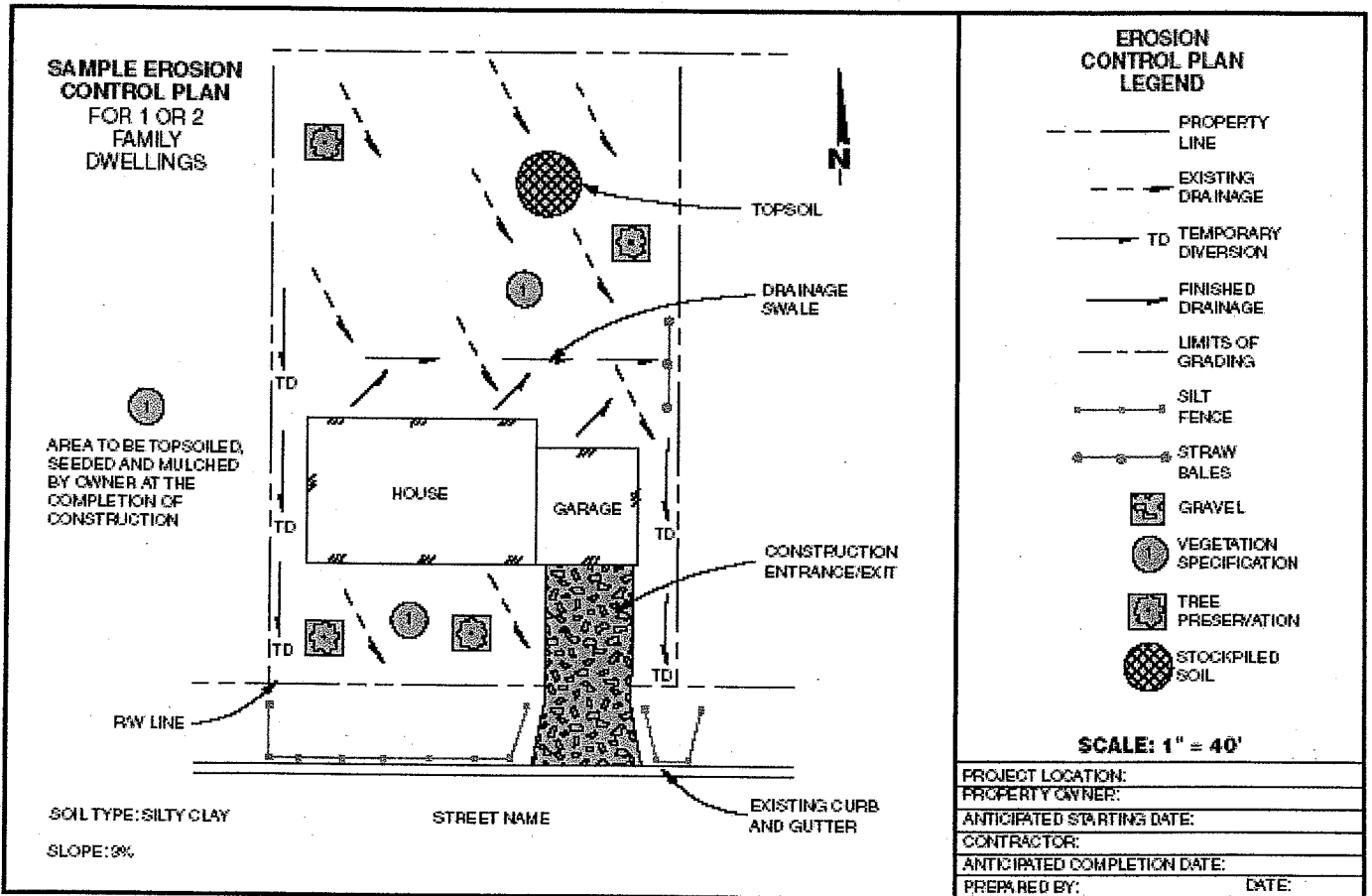
| Lot Size | Square Feet |
|----------|-------------|
| Parcel   |             |

\*\*\*I, owner/agent of the property, declare that this application (including any accompanying schedule) has been examined by me and to the best of my knowledge and belief it is true, correct and complete. I further accept all liability, which may be a result of the Town of Freedom relying on this information I am providing in this application. I agree to permit Freedom officials charged with administering erosion control permits or other authorized person to have access to the above-described premises at any reasonable time for the purpose of inspection. I have also read and understand the "Instructions", "Summary of Erosion Control Requirements" and "Maintenance of Erosion Control Practices" provided with the erosion control application packet.

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

|                            |                    |                      |                    |
|----------------------------|--------------------|----------------------|--------------------|
| <b>FOR OFFICE USE ONLY</b> |                    |                      |                    |
| Ratio (imp/l/s) = _____ %  | Approved By: _____ | Date Received: _____ | Date Issued: _____ |

Attach erosion control plan



| Erosion Control Plan Checklist  | Office Use Only          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
|   | Completed                | Not Applicable           | Completed                | Not Applicable           |
| North arrow, scale, and site boundary   | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Adjacent streets or roadways  | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Location of existing drainage ways, streams, rivers, lakes, wetlands or wells                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of storm sewer inlets  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of existing and proposed buildings and paved areas   | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Disturbed area on the lot   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Approximate gradient and direction of slopes before grading   | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Approximate gradient and direction of slopes after grading  | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Overland runoff (sheet flow) coming onto the site from adjacent areas                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of temporary soil storage piles  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of access drive(s)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of sediment controls (silt fence, straw bales) that will prevent eroded soil from leaving the site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of sediment barriers around on-site storm sewer inlets   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of erosion control practices on steep (>12%) slopes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of other erosion control practices   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Contact Information:**

TOWN OF FREEDOM  
 W2004 County S  
 P.O. BOX 1007  
 Freedom, WI 54131  
 (920)788-4548  
 (920)788-7550 (fax)  
[clerk@townoffreedom.org](mailto:clerk@townoffreedom.org)

MARTENSON & EISELE, Inc.  
 1377 Midway Rd  
 Menasha, WI 54952  
 Attention: Steve Brueggeman  
 (920)731-0381

## Instructions

1. Complete the erosion control application on page 1.
2. Complete an erosion control plan for the project. Please attach a separate site plan with the erosion control application. (See page 2 for an example of an erosion control plan.)
3. Before applying for the building permit at the Town of Freedom, submit the completed Erosion Control Permit Application to M & E Associates for review. The application may be submitted in person or by fax (see contact information at the end of this application.) M & E will review the application within two (2) business days, and will either issue the erosion control permit or will request additional information from the applicant.
4. Once the erosion control permit is issued, the erosion control permit will be sent to the applicant. The applicant may request a faxed copy of the erosion control permit.
5. Periodic erosion control inspections will be conducted throughout the duration of the project, and within 24 hours of a significant rain/storm event. If violations are found, the applicant will receive a written notice and will have 72 hours to correct the violation. If the violation is not corrected within 72 hours, a stop work order may be issued for the project.
6. The change of person responsible for erosion control form will be included with the issued permit. This form must be submitted and signed when a new party is responsible for erosion control measures on the property.
7. The erosion control permit is valid for 12 months from the date of issuance. If ground cover has not been established at that time, a new erosion control permit will be required.

## Summary of Erosion Control Requirements

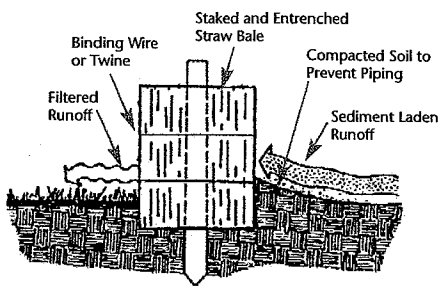
1. An access roadway (tracking pad) must be installed prior to any excavation (excluding grading of driveway sub grade). The access roadway shall be surfaced with 2"-3" clear crushed stone, 12 feet wide, 6 inches thick, and the length of the driveway extending from the pavement (to a maximum of 50 feet). 2-3" size stone must be maintained until permanent ground cover has been established or a concrete/asphalt driveway has been installed.
2. All traffic, including construction equipment and delivery vehicles, must enter and exit the site using the gravel-tracking pad. No alternative access points will be allowed.
3. Perimeter erosion control measures shall be placed before framing or immediately following backfill, whichever is sooner. Erosion control measures shall be placed along downslope areas and along sideslope areas as required to prevent or reduce erosion. When the disturbed area is stabilized, the erosion control measures may be removed.
4. Downslope, public storm sewer inlets shall be protected with erosion control measures.
5. All building material waste shall be properly managed and disposed of to prevent pollutants and debris from being carried off the site by runoff.

## Maintenance of Erosion Control Practices

1. All erosion control practices will be inspected daily by the owner or builder and will be maintained in working condition.
2. Accumulated sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier height.
3. Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
4. Off-site sediment deposition occurring as a result of a storm event shall be cleaned up by the end of the next workday following the occurrence. All other off-site sediment deposition occurring as a result of construction activities shall be cleaned up at the end of the workday.
5. All erosion control practices will be maintained until the disturbed areas they protect are permanently stabilized and established. Upon permanent stabilization establishment, the temporary erosion control practices will be removed.

## 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.



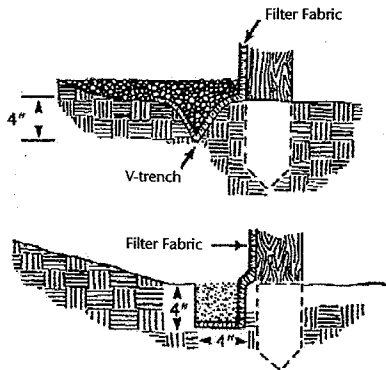
3. Anchor bales using two steel rebar or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

## Silt Fences

### Cross Sections of Trenches for Silt Fences

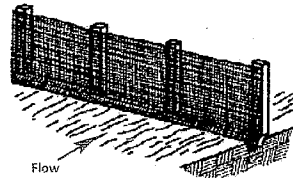


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

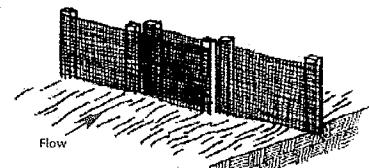
### How to Install a Silt Fence



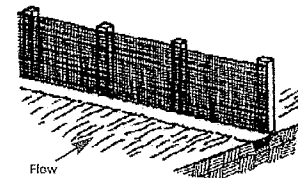
1. Excavate a 4" x 4" trench along the contour.



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



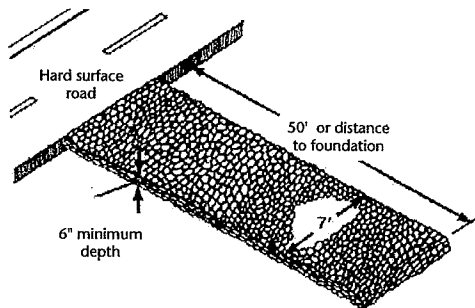
3. When joints are necessary, overlap ends for the distance between two stakes.



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.



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**GWQ001 Erosion Control for Home Builders**

**DNR WT-457-96**

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

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