

**VILLAGE OF HARTLAND  
GENERAL INFORMATION  
CONSTRUCTION SITE EROSION CONTROL PERMIT APPLICATION**

***Send Application to:***

Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53209

**Official Use Only**

Date Received	_____
Number	_____
Fee Received	_____
Reviewer	_____

**Instructions:** Please type or print. Read all instructions before completing application.

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

**Applicant/Entity Receiving Permit**

Name of Applicant: \_\_\_\_\_  
First Name of Contact: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street (1): \_\_\_\_\_  
Street (2): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Fax Number: (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Property Owner**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street (1): \_\_\_\_\_  
Street (2): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Parcel Identification Number(s): \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Engineer (Where Applicable)**

Name of Firm: \_\_\_\_\_  
First Name of Contact: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street (1): \_\_\_\_\_  
Street (2): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Fax Number: (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

# Village of Hartland Construction Site Erosion Control Plan 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	I	NA	Explanation/Location in Plan
<b>A. Submittal Requirements</b>			
1. Permit Application Form			
<b>B. Predevelopment Site Conditions Mapping</b>			
1. Location Map			
2. Soils Survey Map			
3. Existing Land Use Mapping			
4. Predeveloped Site Conditions			
a. Existing Contours			
b. Property lines			
c. Existing flow paths and direction			
d. Outlet locations			
e. Drainage basin divides and subdivides			
f. Existing drainage structures on and adjacent to the site.			
g. Nearby Watercourses			
h. Lakes, streams, wetlands, channels, ditches, etc.			
i. Limits of the 100-year floodplain;			
<b>C. Proposed Site Grading and Erosion Control Plan</b>			
1. Boundaries of the construction site.			
2. Drainage Patterns/slopes after grading activities			
3. Areas of land disturbance			
4. Locations of structural and nonstructural controls			
5. Drainage basin delineations and outfall locations			
<b>D. Drawings/Details</b>			
1. Practice Location/Layout/Cross Sections			
2. Construction Details			
<b>E. Calculations, as required to demonstrate ordinance compliance</b>			
<b>F. Narrative</b>			
1. Name of receiving waters			
2. Site Description/Nature of construction activity			
3. Sequence of Construction			
4. Estimate of site area and disturbance area			
5. Pre- and postdeveloped runoff coefficients			
6. Description of proposed controls, including			
a. Interim and permanent stabilization practices			
b. Practices to divert flow from exposed soils			
c. Practices to store flows or trap sediment			
d. Any other practices proposed to meet ordinance			

# Village of Hartland

CONSTRUCTION SITE EROSION CONTROL PERMIT NO. \_\_\_\_\_

Date of Application \_\_\_\_\_  
Site Address \_\_\_\_\_  
Plat Name \_\_\_\_\_  
Certified Survey Map \_\_\_\_\_  
Lots No. (s) \_\_\_\_\_

**Permit Conditions:**

- (a) Permittee shall notify the Director of Public Works 48 hours prior to commencing any land disturbing construction activity.
- (b) Permittee shall notify the Director of Public Works of practice installation within 5 days of installation.
- (c) Permittee shall obtain permission in writing from the Director of Public Works prior to any modification pursuant to S.08(2) of the erosion and sediment control ordinance.
- (d) Permittee shall install all practices as identified in the approved erosion and sediment control plan.
- (e) Permittee shall maintain all road drainage systems, stormwater drainage systems, BMPs and other facilities identified in the erosion and sediment control plan.
- (f) Permittee shall repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site erosion control log. Remove accumulated sediment from downstream culverts, storm sewers, and other drainage facilities.
- (g) Permittee shall inspect the practices within 24 hours after each rain of 0.5 inches or more which results in runoff during active construction periods, and at least once each week, make needed repairs and document the findings of the inspections in a site erosion control log with the date of inspection, the name of the person conducting the inspection, and a description of the present phase of the construction at the site.
- (h) Permittee shall allow the Director of Public Works to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the control plan. Permittee shall keep a copy of the erosion and sediment control plan at the construction site.

**APPLICANT  
MUST FILL  
IN BOXED  
AREA**

Owner \_\_\_\_\_

(please print or type full name)

Address \_\_\_\_\_

\_\_\_\_\_  
Signature or Owner or Authorized Representative

Area of Land Disturbance (Square Feet) \_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_

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

CONDITIONAL APPROVAL: \_\_\_\_\_

Administrative Authority

Title

Date

Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Director of Public Works may extend the period one or more times for up to an additional 180 days. The Director of Public Works may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this ordinance.