



Village of Menomonee Falls
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140
Telephone: (262) 532-4200

APPLICATION FOR STORMWATER PERMIT

1. Parcel Description

Project Name: _____

Address: _____

Lot: _____ Block: _____ CSM: _____ Location: _____

Estimated area to be disturbed (SQFT) _____

Total area of impervious surface: _____ Existing _____ Proposed _____
(Paved surfaces, roofs, gravel, parking etc...) _____

2. Contact Information

Applicant: _____ Phone #: _____

Address: _____ Fax #: _____
_____ Cell #: _____

Engineer: _____ Phone #: _____

Address: _____ Fax #: _____
_____ Cell #: _____

Applicant: The person or entity holding fee title to the property or their representative. The applicant shall sign the initial 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 level of 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.

Engineer: The primary contact for the preparation of erosion control and Storm water management plans. All plan review comments will be addressed to this Contact. For all storm water plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of permit; and 3) oversee and verify construction of all practices

3. Application Requirements

The application to the Village of Menomonee Falls Engineering Department for a Stormwater Management Permit must include submission of the following:

- Completed and Signed Stormwater Management Permit Application
- Non-Refundable Permit Review Fee
- Future Operation, Maintenance, and Inspection Schedule and Practices
- Three (3) complete copies of the Stormwater Management Plan prepared by a Professional Engineer licensed by the State of Wisconsin as required in Chapter 38, Article of Village of Menomonee Falls Code of Ordinances and including the minimum documentation listed below

Project Documentation:

(Check boxes below indicating that you have provided the following minimum information)

- A proper legal description of the property proposed to be developed, referenced to the U.S. Public Land Survey system or to block and lot numbers within a recorded land subdivision plat.
- Identify all operations for the project site and the portions over which each operator has control.
- The applicant has certified on the drawings that all clearing, grading, drainage, construction and development shall be conducted in strict accordance with the plan.
- Soils investigation (by a Certified Soil Evaluator or Certified Professional Soil Scientist) including borings or test pits, to a depth greater than 4 ft. below estimated seasonal ground water for areas where construction of water quality and quantity practices will occur.
- Existing and proposed impervious areas. (in acreage)
- Estimated seasonal high groundwater elevation (November to April) in areas to be used for storm water retention, detention, or infiltration (by a Certified Soil Evaluator or Certified Professional Soil Scientist).
- Type of methodology used for the stormwater analysis along with pre and post developed release rates (or volumes if using the volumetric method)
- A description & delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which storm water flows.
- A delineation of 100-year flood plains, if applicable.
- The existing and proposed vegetation and ground surfaces with runoff coefficient for each.
- A drainage area map showing pre and post construction watershed boundaries, drainage area, storm water flow paths, and receiving water with 1 foot contours (not to exceed 1" = 100').
- A description and drawings of all components of the proposed drainage system including:
 - 1) the structural details for all components of the proposed drainage systems and storm water management facilities (including size, inverts, and grade);
 - 2) all measures for the detention, retention or infiltration of water;
 - 3) all measures for the protection of water quality;
 - 4) notes on drawings specifying materials to be used, construction specifications, and typicals;
 - 5) the existing and proposed site hydrology with supporting drainage calculations (including the design storms);
 - 6) proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable;
 - 7) location, cross sections, and profiles of all potentially impacted brooks, streams, drainage swales and their method of stabilization; and
 - 8) proposed ownership of drainage system structures.
- Estimate of the total area expected to be disturbed by excavation, grading or other construction activities.
- A description and location of all measures (i.e. Best Management Practices) that

will be implemented as part of the construction activity to control pollutants in storm water discharges. A description of when each control measure will be implemented in the construction schedule, which operator is responsible for the implementation of each control measure and a maintenance and inspection schedule for each control measure during construction.

- Timing, schedules, and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization.

4. Application Submission, Review, and Approval Procedures

- 1. Application Submittal:** The application to the Village of Menomonee Falls Engineering Department for a Stormwater Management Permit must be submitted prior to or concurrently with any land use permit application. Submission of an application should be made to the Village of Menomonee Falls, Engineering Department, W156 N8480 Pilgrim Road, Menomonee Falls, WI 53051. For more information and copies of the Village of Menomonee Falls Stormwater Ordinance visit the village website at www.menomonee-falls.org or contact the Engineering Department at (262) 532-4400.
- 2. Review:** If the application is found to be complete, the Village of Menomonee Falls Engineering Department will review the application and supporting documents based on the criteria set forth in Chapter 38 , Article V, in the Village of Menomonee Falls Code of Ordinance and will take final action within 30 business days of the receipt of a complete application unless such time is extended by agreement between the applicant and the Engineering Department.
- 3. Final Action:** The Village of Menomonee Falls Engineering Department's final action will be sent to the applicant and the appropriate Village Department(s) and Board(s).

5. Certification

By Signing Below,

1. I hereby certify that the information contained herein including all attachments is true, accurate and complete to the best of my knowledge.
2. I acknowledge that the Village of Menomonee Falls and its authorized agent(s) will be rendering decisions on storm water management permit applications for the project within the Village of Menomonee Falls jurisdiction.
3. I grant the Village of Menomonee Falls and their agent(s) permission to enter the property to review this application and make inspections during and after construction.
4. I will accept the Terms and Conditions set forth in the Post Construction Runoff Permit.

Applicant's Signature _____

Date _____

Print Name: _____

-----FOR OFFICE USE ONLY-----

Date Received: _____ Fee: _____

Plan Title: _____

Reviewed by: _____

Date: _____

Application #: _____