



PLAN CHECKLIST

Note to Applicant: The following checklist indicates what information is needed and those applicable issues that need to be addressed when preparing plans. Using this form, adopted guidelines and technical standards will help prevent unnecessary delays or additional costs in plan reviews. **This checklist is not all-inclusive.** If the site has a high risk of soil erosion or water pollution, or drains to an environmentally sensitive area (as defined by ordinance), additional or more restrictive erosion control measures may be required.

Chapter 238 Website: <https://ecode360.com/33405164>

There are three sections to this checklist. Use the following table to determine which applies to you:

Type of Permit Needed	Plan Must Include Items from Sections...
Erosion Control	I and II
Erosion Control and Stormwater Management	I, II and III

I. Existing Site Information

ALL plan, map and drawing submittals (except those that only require an erosion control permit and are less than one acre in size) must delineate and label all items listed below that apply to the site and within 50 feet in each direction of the site boundaries: (scale 1" ≤ 100')

- Name, address, and daytime phone number of applicant/contact person
- North arrow and graphic scale
- Date developed and/or Revision Date
- Topography – existing – (*maximum 2' contour interval*)
- Lakes, streams, channeled flows – with ordinary high water mark
- Shoreland, Wetland, 100 year floodplain, flood fringes, and floodways
- Soil symbol and boundaries
- Designation of source documents for all map features (*topography, wetland, floodplain*)
- Boundary of ownership
- Tree and fence line locations (include drip line boundary)
- Vegetative cover types
- Buildings / Structures
- Building setbacks
- Roads, parking areas, access lanes, etc.
- Stormwater facilities – existing
- Culvert locations – existing
- Open channel locations - existing
- Wells and setbacks per Wis. Admin. Code NR 811 & 812
- Utilities, above and below ground

- Easements (*location and dimensions*), Right-of-ways and any other existing encumbrance
- Primary/secondary environmental corridor, isolated natural boundaries, conservancy zones
- Tile drains
- Old dumps, landfills and other waste materials stored on site
- Rock outcrops
- Manure storage facilities
- Historic or cultural features (i.e. Indian mounds, etc.)
- Locally designated protection areas

II. Construction Site Erosion Control Plan

Plan Details

- *Proposed activity layout (roadway, lots, building, etc.)
- *Disturbed area highlighted or outlined (*include size of area in acres*)
- Building envelopes
- Temporary access drive (*specify length, width, depth, material*)
- Proposed easement and utility location
- All temporary and permanent best management practices locations and dimensions
- Detail drawings of all temporary and permanent best management practices
- Diversion devices for upslope runoff
- Diversion devices for roof runoff
- *Culvert location – proposed
- Inlet sedimentation protection
- Outlet erosion protection (*verify method with charts*)
- *Open channel locations – proposed
- Cross sections for open channels
- Open channel stabilization method (*verify method with charts*)
- Cross sections for major cut/fill areas
- Cut/fill slopes stabilization method (*verify method with charts*)
- Settling basin for site de-watering
- *Topsoil stockpile location (*must be 75' from lakes, streams, wetlands, ditches, etc.*)
- Silt fence down slope of soil stockpiles
- *Sediment trapping devices –(*silt fence, straw bales, baskets, sediment basins/traps, etc.*)
- Detail drawings/cross sections of sediment traps / basins
- Spillway erosion protection for sediment trapping devices
- Disturbed areas stabilization method

* These items are required for Preliminary Erosion Control Plans

Plan Notes

The following notes shall be on the final erosion control plans:

- Any soil stockpile that remains for more than 30 days shall be covered or treated with stabilization practices such as temporary or permanent seeding and mulching.
- A minimum of 4 to 6 inches of topsoil must be applied to all areas to be seeded or sodded.
- All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials, or hazardous materials) shall be properly disposed of and not allowed to be carried off-site by runoff or wind.
- All off-site sediment deposits occurring as a result of construction work or a storm event shall be cleaned up by the end of each day. Flushing shall not be allowed.
- All disturbed areas shall be treated with stabilization measures as specified within 3 working days of final grading.
- Any soil erosion that occurs after final grading and/or the application of stabilization measures must be repaired and the stabilization work redone.
- For any disturbed area that remains inactive for greater than 7 working days, or where grading work extends beyond the permanent seeding deadlines, the site must be treated with temporary stabilization measures such as soil treatment, temporary seeding and/or mulching.
- Existing cropland outside of disturbed area no longer intended for cropland shall be seeded with a permanent grass mixture within 30 days of permit issuance.
- When the disturbed area has been stabilized by permanent vegetative or other means, temporary best management practices such as silt fences, straw bales, and sediment traps shall be removed and these areas stabilized.
- All temporary best management practices shall be maintained until the site is stabilized.
- Wind erosion shall be kept to a minimum during construction. Watering, mulch or a tracking agent may need to be utilized to protect nearby residences/water resources.

Supporting Information

All applicable items listed below shall be provided with final plan:

- Construction schedule including starting and completion date for each construction step
- Estimated completion date of final grading/topsoiling/seeding/stabilization
- Seeding mixtures, fertilizer, rates of application, time schedule
- Maintenance responsibility for all temporary best management practices
- Maintenance responsibility until grass/plants are well established
- Estimated time soil stockpiles will exist
- Plans for refuse disposal and site stabilization of old dumps, demolition work, etc.

Supporting Documentation

All applicable items listed below shall be submitted with final plan:

- Name and daytime phone numbers of person responsible for maintenance of best management practices
- Open channel design and stabilization data
- Exit velocities of all outfall pipes
- Summary of design data for sediment basins
- Design documentation for other temporary and best management practices
- Cost estimate & quantities to purchase and install all erosion control measures
- Certification (*stamped and signed*) of plans and computations
- **Design documentation showing compliance with the 5 tons per acre per year sediment performance standard. (See Chapter 17 Website - Design Aids)

*** This item is only required for sites greater than 1 acres.*

III. Stormwater Management Plans

Details

- *Open channel locations – *(existing type, size, slope, etc.)*
- *Open channel locations – *(proposed type, size, slope, stabilization measures, etc.)*
- Cross sections for open channels
- *Culvert/storm pipe locations – *(existing type, size, invert elevations, etc.)*
- *Culvert/storm pipe locations – *(proposed)*
- Culvert/storm pipe locations – *(proposed type, size, invert elevations, etc.)*
- *Stormwater basin locations and proposed contours
- *Soil investigation within proposed basin
- Detail drawings/cross sections of basin outlet structures – *(Anti-seep collars, etc.)*
- Detail drawings/cross sections of sediment traps, retention and/or detention basins
- Cross sections for major cut/fill areas
- *Easements (proposed- with widths)
- Proposed easement and utility locations
- Access lanes to stormwater management facilities for future maintenance
- 25 foot separation from private wells and stormwater ponds
- 100 foot separation from private wells and infiltration basins
- 400 foot separation from municipal wells and stormwater ponds
- 1200 foot separation from municipal wells and infiltration basins
- Certification by a Professional Engineer *(stamped and signed)* of plans

* *These items are required for Preliminary Stormwater Management Plans*

Supporting Information

All applicable items listed below shall be submitted with final plan:

- Land use boundaries – existing/proposed
- Watersheds – existing/proposed *(not limited by ownership lines)*
- Delineation and labeling of impervious areas
- Time of concentration flow paths – existing/proposed
- Stormwater discharge points
- Completed Stormwater Computations Table. (See Chapter 17 Website - Design Aids)
- Completed Detention Basin Design Table. (See Chapter 17 Website - Design Aids)
- Flow/velocity/depth computations for open channels (based on 10 year 24 hour design)
- Flow/velocity computations for culverts (based on 10 year 24 hour design)
- Flow/velocity computations for storm sewers (based on 10 year 24 hour design)
- Exit velocities of all outfall pipes
- Other hydraulic and hydrologic computations critical to the plan/designs.
- Certification by Professional Engineer *(stamped and signed)* of computations