

Town of Greenville Erosion Control Permit

Instructions

- 1) Complete the erosion control application on next page.
- 2) Complete and attach an erosion control plan for the project with the application (See Sample Erosion Control Site Plan and Checklist)
- 3) BEFORE applying for the building permit at the Town of Greenville, submit the completed Erosion Control Permit Application to the Town of Greenville Public Works Department for review. The plan will be reviewed within ten (10) business days and the erosion control permit will be issued or the Town of Greenville Public Works Dept will contact you for more information.
- 4) Once the erosion control permit is issued, the erosion control permit will be forwarded to the Building Inspection Dept to be picked up with the issued Building Permit. 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 48 hours to correct the violation. If the violation is not corrected within 48 hours, a stop work order or fine may be issued for the project.
- 6) The “Change of Permit Contact” 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 24 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 an excavation (excluding grading of driveway subgrade). The access roadway shall be surfaced with 3”– 6” clear crushed stone, 12 feet wide, 12 inches thick, and extend the length of the driveway from pavement to garage to a maximum of 50 feet. 3”- 6” 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 must be in place before any land is disturbed on the site. 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 materials 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 must be inspected weekly or 24 hours after a rainfall event of 0.5 inches or greater. The erosion control permit holder shall inspect and maintain erosion control measures in working condition. These inspections shall be logged in the “Inspection Log” or alike (See “Inspection Log” in Final Packet).
- 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 3 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 shall be removed.



For Office Use Only			
Parcel #		Permit #	
Permit Fee		Receipt #	
Date Issued		Issued By	
Comments			

TOWN OF GREENVILLE

PO Box 60 / W6895 Parkview Dr
Greenville, WI 54942

(920)757-7276 fx (920)757-6342

www.townofgreenville.com

Erosion Control and Stormwater Management Permit Application

Print or Type

Owner / Applicant / Agent (Main Contact)

Name (Organization/Entity)			Authorized Representative	Title
Mailing Address			Phone (include area code)	Fax (include area code)
City	St.	Zip Code	E-mail address	

Other Contact (e.g. general contractor, developer, surveyor, builder)

Specify:

Name (Organization/Entity)			Authorized Representative	Title
Mailing Address			Phone (include area code)	Fax (include area code)
City	St.	Zip Code	E-mail address	

Site Location

Address

Parcel Number _____ Municipality Town of Greenville

Plat/CSM _____ Lot # _____

Erosion Control Install Date: _____ Final Construction Date: _____

Date to Install Permanent Ground Cover: _____ Date of Final Grading: _____

Project Description: _____

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> New building | <input type="checkbox"/> Single Lot Residential | <input type="checkbox"/> New paving | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Building addition | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Grading/filling | |
| <input type="checkbox"/> Redevelopment | <input type="checkbox"/> Utility work | <input type="checkbox"/> Grading/repaving | |

Land Disturbing Activity:

Total Parcel Area: _____ Sq Ft. (include all Parcels)

Total Area to be Disturbed : (% of parcel est.) _____ % / _____ Sq. Ft.

Total Impervious Before Activities (square feet): _____ Sq. Ft.

Total Impervious After Activities (square feet): _____ Sq. Ft.

Trenching: (Linear Feet beyond disturbed site) _____ Feet

Excavating (Cubic Yards): _____ Cu. Yds.

Filling (Cubic Yards): _____ Cu. Yds.

Footprints	Square feet
House	
Garage	
Shed	
Driveway	
Patio	
Other	
Total Sq ft	

Complete the applicant acknowledgement section and Erosion Control and Stormwater Management Checklist

Acknowledgement Section

Please carefully read the statements below, **initial**, and provide the required information and signatures.

I have reviewed Town of Greenville Erosion and Sediment Control Ordinance, the Stormwater Management Ordinance, and I agree to comply with the requirements of the ordinance and with all applicable federal, state, and local laws and regulations. I further understand that I am responsible for ensuring that all individuals working at this site understand and comply with the requirements of this ordinance.

initial

I understand that the conditions of the permit are minimum requirements and that, upon site inspection, further measures may be required for compliance with the ordinance. I understand that all required erosion control and stormwater management measures shall be installed and maintained as described in the permit plan. I understand that weekly inspections shall be performed and that weekly inspection reports, along with all approved plans, shall be kept on-site.

initial

Erosion control / stormwater management (circle all that apply) measures will be installed/completed by:
Organization/Entity _____

Contact Name _____ Phone _____

I agree to notify the Town of Greenville Public Works Dept within 48 hours of commencing any land disturbing activity, and following the installation of any Best Management Practices (BMPs). In addition, I agree to obtain permission in writing from the Town of Greenville prior to any modification of the erosion/sediment control plan and/or the stormwater management plan.

initial

I agree to maintain all BMPs and if necessary repair any damage to adjoining lands and/or drainage ways resulting from land disturbing activities at the site until final inspection approval by the Town of Greenville.

initial

Stormwater Management projects only

I have submitted a Stormwater Management Practices Maintenance Agreement for the site to be recorded by the Town of Greenville at the Outagamie County Register of Deeds and I agree to comply with said agreement. In addition, upon completion of site construction, I will submit accurate final construction documentation (ie. "as-builts") to the Town of Greenville

initial

Stormwater management maintenance will be performed by :
Organization/Entity _____

Contact Name _____ Phone _____

Fiscal Responsibility

I agree to pay all required municipal costs and fees as shown on the Town of Greenville Fee Schedule.

The person responsible to pay fees is: _____

initial

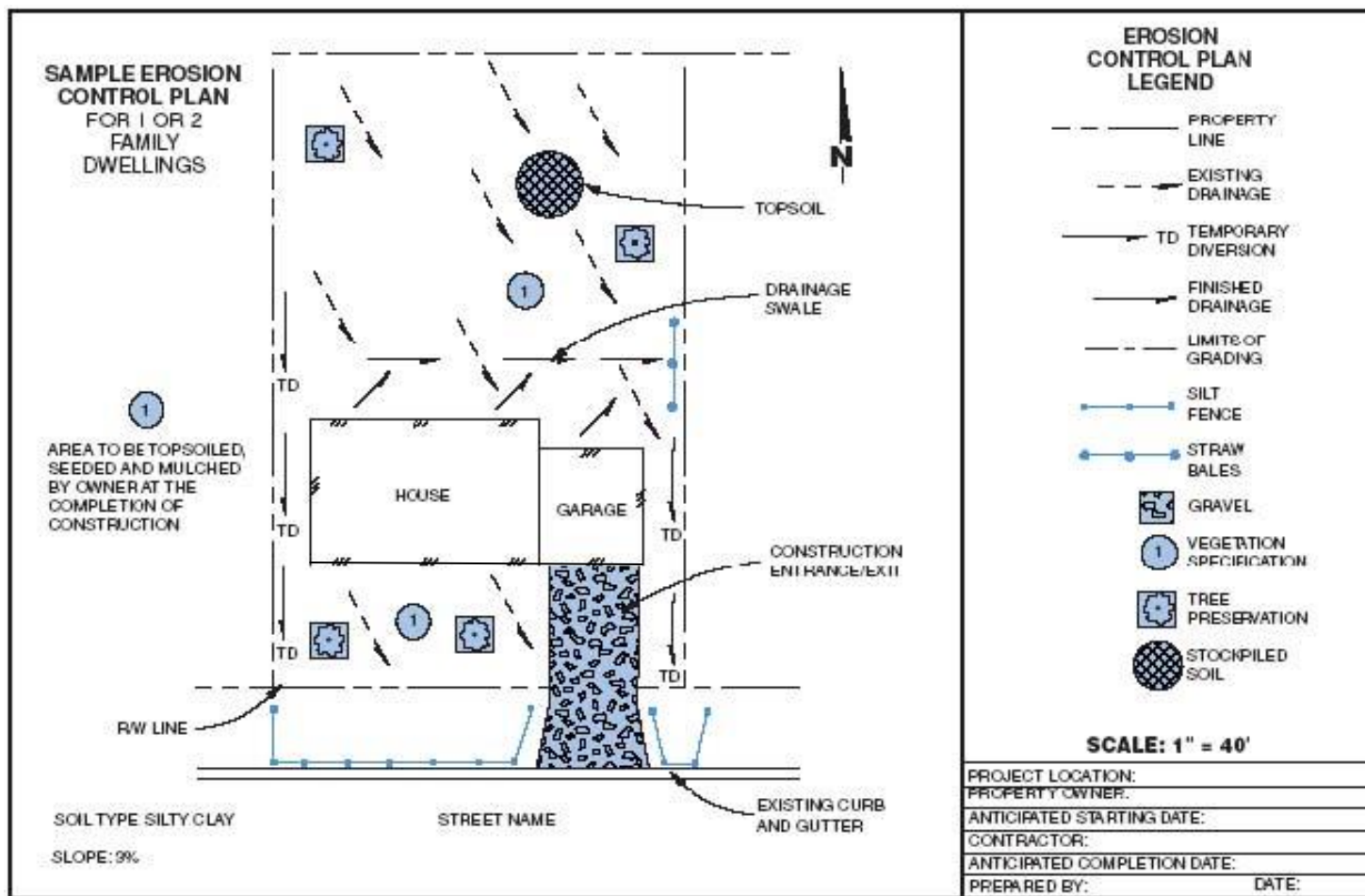
Applicant / Agent / Owner Signature

I hereby certify that I as the Applicant/Agent/Other Contact (circle one) am acting as the responsible party for all work outlined in this application. I certify that the information contained in this form, schedules, and attachments are true and accurate. I hereby grant the right-of entry for the purpose of inspecting compliance with the erosion/sediment control and stormwater management plans or for performing any work necessary to bring the site into compliance.

SIGNATURE _____

DATE _____

Sample Erosion Control Site Plan and Checklist



Erosion Control Plan Checklist	Please Check Box		Office Use Only	
	Completed	Not Applicable	Completed	Not Applicable
North arrow, scale, and site boundary	<input type="checkbox"/>			
Adjacent streets or roadways	<input type="checkbox"/>			
Location of existing drainage ways, streams, rivers, lakes, wetlands or wells	<input type="checkbox"/>	<input type="checkbox"/>		
Location of storm sewer inlets	<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"/>		
Approximate gradient and direction of slopes before grading	<input type="checkbox"/>			
Approximate gradient and direction of slopes after grading	<input type="checkbox"/>			
Overland runoff (sheet flow) coming onto the site from adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>		
Location of temporary soil storage piles	<input type="checkbox"/>	<input type="checkbox"/>		
Location of access drive(s)	<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"/>		
Location of sediment barriers around onsite storm sewer inlets	<input type="checkbox"/>	<input type="checkbox"/>		
Location of erosion control practices on steep (>12%) slopes	<input type="checkbox"/>	<input type="checkbox"/>		
Location of other erosion control practices	<input type="checkbox"/>	<input type="checkbox"/>		