

**VILLAGE OF SUMMIT**  
**EROSION CONTROL/STORM WATER MANAGEMENT PROGRAM**  
**FORMS AND PLAN REVIEW PROCEDURES**

1. **Initial contact.** Applicant contacts the Village representative (Building Inspector, Village Engineer, etc.) to express interest in a project, and provides general project data, including:
  - a. Type of project, i.e. Commercial, Industrial, Subdivision, 1-2 Family, etc.
  - b. Size of area to be disturbed in Acres.
  - c. Other, as applicable.
  
2. **Village provides forms.** The Village representative will forward the applicant:
  - a. Form EC, "Application for Erosion Control Permit or Combined Erosion Control/Storm Water Management Permit." All applicants (other than 1 or 2-family home projects administered by the Building Inspector) will apply for a permit on the same form.
  
  - b. "Cost Estimate for Letter of Credit." which may apply to all activities except single and two-family residences.

Note: The applicant may also wish to obtain the following references:

- (1) A copy of the Village "Construction Site Erosion Control and Storm Water Management Regulation" ordinance from the Village at cost.
  - (2) Wisconsin Department of Natural Resources Storm Water Management Technical Standards. The information can be found at on the Wisconsin DNR's website at <http://dnr.wi.gov/runoff/stormwater/techstds.htm>
3. **Applicant submission.** After review and document preparation, the applicant will submit two (2) copies of the following, where applicable, to the Village:
    - a. Completed Permit Application (Form EC) with appropriate fee;
    - b. Erosion Control Plan;
    - c. Storm Water Management Plan (where applicable);
    - d. Supporting documents (narratives, drawings, etc.) for above plan(s);
    - e. Completed Cost Estimate. The Village will review the required amount for the Letter of Credit and inform the applicant.
  
  4. **Erosion Control/Storm Water Management Plan Review and Approval.**
    - a. Single and two-family home project plans will normally be reviewed by the Building Inspector.
    - b. Other project plans will normally be reviewed by the Village Engineer.
    - c. All projects are subject to review by the Village Board and the Plan Commission.
    - d. The responsible reviewing official will inform the applicant of the approval status of the appropriate plan. This includes notifying the applicant of requirements for plan revisions or additional information.
  
  5. **Review Fees.** These are established by Village Ordinance.

**VILLAGE OF SUMMIT  
EROSION CONTROL/STORM WATER MANAGEMENT  
PERMIT CONDITIONS**

**1. General.** Erosion control administration for single and two-family residences is performed by Mr. Mike Sindorf, Village Building Inspector at 262-490-4141. All other erosion control and storm water management administration is performed by the Village Engineer. Contact Short Elliot Hendrickson (SEH) at 262-646-6855.

**2. Erosion Control.**

- a. Notify the appropriate Village authority within 48 hours of commencing land development/land disturbing activity.
- b. Obtain permission in writing from the Village Engineer prior to modifying the erosion control plan.
- c. Install all Best Management Practices as identified in the approved erosion control plan.
- d. Maintain all road drainage systems, storm water drainage systems, Best Management Practices, and other facilities identified in the erosion control plan.
- e. Repair any situation or erosion damage to adjoining surfaces and drainage ways resulting from land developing or disturbing activities.
- f. Inspect the erosion control measures after each rain of 0.5 inches or more, and at least once each week, and make needed repairs within 24 hours or as directed by the Village Building Inspector, Village Engineer or Administrator.
- g. Allow the Village Engineer, Building Inspector, or Administrator to enter the site for the purpose of inspecting for compliance the erosion control plan and determine if any work is necessary to bring the site into compliance with the plan.
- h. Keep a copy of the erosion control plan on the site that includes all plan modifications.

**3. Storm Water Management.**

- a. Comply with all applicable federal, state, and local laws and regulations. The Village may require applicant to obtain other permits or plan approvals prior to issue a permit.
- b. Design, install, and maintain all structural and non-structural storm water management measures in accordance with the approved storm water management plan, maintenance agreement, and the permit. A copy of all approved plans shall be maintained at the construction site at all times during normal business hours until all temporary BMP's have been removed.
- c. Notify the Village Engineer within 48 hours of commencing any work in conjunction with the storm water management plan, and within three working days upon completion of the storm water management practices. Additionally, comply with any directions from the Village, related to special conditions.
- d. Schedule a final inspection of the storm water management practices with the Village Engineer. The Village Engineer shall notify the permit holder in writing of any changes required in such practices to bring them into compliance with conditions of this permit. Provide the Village with as-built drawings of said practices, certified by a licensed professional engineer.

- e. Notify the Village Engineer of any intended modifications to the approved storm water management plan. The Village Engineer may require that the proposed modifications be submitted for approval prior to incorporation into the storm water management plan and execution.
  - f. Maintain all storm water management practices as specified in the approved storm water management plan, until the practices become the responsibility of the Village or a private landowner, as specified in the approved maintenance agreement.
  - g. Allow site access to the Administrator, Building Inspector or Village Engineer for the purpose of inspecting the property for compliance with the approved storm water management plan and permit.
  - h. If directed by the Village, repair at the permit holder's expense, all damage to adjoining municipal facilities and drainage ways caused by erosion, siltation, storm water runoff, or equipment tracking from the permit holder's site, where such damage is caused by activities not in compliance with the approved storm water management or erosion control plan.
  - i. Authorize the Village, following written notification, to perform any work or operations necessary to bring storm water management measure into conformance with the approved storm water management plan, and consent to place associated costs upon the tax roll as a special lien against the property or to charging such costs against the financial guarantee posted for the project.
  - j. Where a storm water management plan involves changes in direction, increases in peak rate, and/or total volume of runoff from a site, the Village may require the permittee to make appropriate legal arrangements with adjacent property owners concerning prevention of endangerment to downstream property or public safety.
  - k. An appropriate irrevocable letter of credit or cash to guarantee good faith execution of the approved erosion control and storm water management plan, maintenance agreement, and permit conditions.
- 4. Permit Duration.** Erosion Control/Storm Water Management permits shall be valid for a period based on the construction schedule outlined in the approved plans. The permit will be terminated when the work is completed, site is stabilized and temporary measures are removed. Permit termination shall be determined by the Village.
- 5. Enforcement.** Failure to comply with terms of the erosion control/storm water management permit may subject the permit holder to enforceable actions specified by Village Code.

VILLAGE OF SUMMIT  
37100 Delafield Road, Summit, WI 53066

Permit #: \_\_\_\_\_

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

Tax Key No: \_\_\_\_\_

APPLICATION FOR EROSION CONTROL PERMIT OR COMBINED EROSION  
CONTROL/STORM WATER MANAGEMENT PERMIT

Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

General Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

Building Address \_\_\_\_\_

Zoning District \_\_\_\_\_

PERMIT REQUESTED FOR:

\_\_\_\_\_ Erosion Control, less than 1 Acre disturbed      \_\_\_\_\_ Erosion Control and Storm Water

\_\_\_\_\_ Erosion Control, 1 Acre or more disturbed      Management

TYPE OF CONSTRUCTION:

\_\_\_\_\_ Commercial Property      \_\_\_\_\_ Subdivision      \_\_\_\_\_ Institutional Property

\_\_\_\_\_ Condominium      \_\_\_\_\_ Industrial Property      \_\_\_\_\_ Existing Single Family/

\_\_\_\_\_ Other \_\_\_\_\_ Duplex\*

\* Note: New Single Family/Duplex construction is covered by the State UDC form.

SIZE OF DISTURBED Area (acres): \_\_\_\_\_

DOCUMENTATION SUBMITTED:

(Item)	(Date of Revision)
_____	_____
_____	_____
_____	_____
_____	_____

PERMIT FEES:

Less than 1 Acre Disturbed: (\$50.00)

Other: (\$50.00 per disturbed Acre) \_\_\_\_\_ Acres X \$50.00=

TOTAL FEES

FEE

Double Fees will be charged if work is started before permit is issued.

The applicant agrees to comply with the Village Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, expressed or implied, on the Village; consents to periodic on-site inspection by Village personnel or agents and to payment of costs for review of documents submitted with this permit and for inspection for compliance with the conditions of this permit; and certifies that all the above information is accurate.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWER'S SIGNATURE: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_

**VILLAGE OF SUMMIT  
COST ESTIMATE  
FOR LETTER OF CREDIT**

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project No. \_\_\_\_\_

Project Location/Address \_\_\_\_\_

**ITEM**

**NO. FEATURE OF WORK**

**REQUIRED IN  
LETTER OF CREDIT**

1. DEMOLITION

\_\_\_\_\_

2. CLEARING & GRUBBING

\_\_\_\_\_

3. GRADING

\_\_\_\_\_

4. SANITARY SEWER

\_\_\_\_\_

5. WATER MAIN

\_\_\_\_\_

6. STORM SEWER

\_\_\_\_\_

7. ROAD CONSTRUCTION

\_\_\_\_\_

8. SIDEWALKS/PAVING

\_\_\_\_\_

9. LIGHTING

\_\_\_\_\_

10. EROSION CONTROL

\_\_\_\_\_

11. STORM WATER MANAGEMENT

\_\_\_\_\_

12. LANDSCAPING

\_\_\_\_\_

13. RESTORATION OF DISTURBED AREAS

\_\_\_\_\_

14. REMOVAL OF SILT FENCING, ETC.

\_\_\_\_\_

15. \_\_\_\_\_

\_\_\_\_\_

16. \_\_\_\_\_

\_\_\_\_\_

**SUBTOTAL:**

\_\_\_\_\_

**CONTINGENCY 20%:**

\_\_\_\_\_

**TOTAL:**

\_\_\_\_\_



Village Hall, 567-2757  
 Fax, 567-4115  
 Highway Dept., 567-2422  
 Police Dept., 567-1134  
 Building Inspector, 490-4141  
 www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

**PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Please read *and sign* the following Notice:

Pursuant to the Code of the Village of Summit Section 14-19, the Summit Village Board has made a determination that whenever the services of the Village Planner, Village Engineer, Village Attorney, or any other Village professional staff results in a charge to the Village for that professional's time and services, and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village to the property owner incurring those fees (without regard to the outcome of the request). Also, pursuant to the Code of the Village of Summit Section 14-19, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Village of Summit, if the Village Planner, Village Engineer, Village Attorney or any other Village professional provides services to the Village because of my/our activities, whether at my/our request or at the request of the Village, I/we shall be responsible for the fees incurred by the Village (even if my/our request is not approved). In addition, I/we have been advised that pursuant to the Village of Summit, certain other fees, costs, and charges are my/our responsibility, even if my/our request is not approved.

The undersigned will receive the first billing once charges are incurred and monthly thereafter so the undersigned remains up to date regarding any current charges.

**PLEASE PRINT LEGIBLY**

Information for the Owner and/or Party responsible for the Invoices:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
e-mail address

Information for the Property that is the subject of the Request:

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Property Address

Tax Key Number of the Property that is the subject of the Request: SUMT \_\_\_\_\_

Signature of the Property Owner(s) and/or Applicant(s) and Current Date:

\_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Date

10/2018

.....  
 Village Official that accepted the form: \_\_\_\_\_ Date \_\_\_\_\_