CITY OF ONALASKA

EXCAVATION/FILL PERMIT APPLICATION

PERMIT # _____

Application can be filled out and then printed and/or scanned to be sent to the Inspections Department

Date:	
Project Site Information	
Site Address:	
Parcel #:	
Project Name:	
CSM or Block/Lot:	
Applicant Information	
Name:	
Address:	
Phone:	
Email:	

Staff Only

- ☐ FILL Project
- ☐ EXCAVATION Project

Total Area to be Disturbed:

- ☐ < 1 acre
- ☐ > 1 acre

City Zoning of Project Site: _____

- ☐ Permit Waived

Permit cost shall be assigned via the Erosion Control Permit Fee Schedule as shown on the *Erosion Control & Storm Water Permit*

City of Onalaska Ordinance:

A Fill Permit is Required to Transfer, Place or Dump Solid Fill within the City of Onalaska (per Sec. 15.02.23)

(a) Projects in excess of 10,000 cubic yards shall be reviewed by the Common Council prior to the issuance of any permits.
(b) Fill material shall be clean, inert material free from organic material, brush, garbage and material subject to organic decomposition.
(c) Filling operation may not create noise, traffic or other problems detrimental to the residents of the area in which fill is taking place.
(d) The permit shall be invalid if work is not commenced within one year of permit issuance and shall expire two years after permit issuance for residential construction or one year after issuance for commercial construction. The City Engineer or designated agent may extend the period one or more times for up to an additional 180 days each.

A: Site Details

	Yes	No
A1: Project site is within the 100-year Floor Zone or Floodway		
A2: Project site is on land containing Slopes Equal to or Greater Than 30%		
A3: Project site contains a WiDNR designated Ch. 30 class waterway		
A4: Project site contains designated Wetlands and or Wetland type soil		

Staff Comments:

B: Required Narrative and Map Shall Contain (but not limited to):

B1: If any Group A questions are answered with "Y" (Yes), details for those shall be REQUIRED
B2: Description/Purpose of Project
B3: Total yards of materials to be moved. **
***If total yards equal 10,000 or more, Council approval is required*
B4: For Excavation:
a. Detail the type of material to be moved, route, and final location
b. Jurisdiction of said final location (City, Town, or Village)
B5: For Fill Project:
a. Detail the type of material to be moved, route, and source location
b. Jurisdiction of said source location (City, Town, or Village)
B6: Contractor
a. if Contractor is not the permit applicant, supply name and contact information
b. Type of equipment and weights
B7: Additionally, Applicant shall be REQURED to include all Erosion Control Requirements as shown within the designated *Erosion Control Application Check List*

CITY OF ONALASKA

PERMIT # _____

EROSION CONTROL & STORM WATER MANAGEMENT PLAN PERMIT APPLICATION

Application can be filled out and then printed and/or scanned to be sent to the Inspections Department

Date:	
Site Address:	
Parcel #:	
Plat or Project Name:	
CSM or Block/Lot:	

PERMIT CONDITIONS - *If Special Conditions (other than the conditions listed here) are agreed upon between the applicant and city staff, a copy of said conditions must be attached to this form.*

Erosion Control ◯ Waived (Payment Code: 181)		Total Acreage: _____ Total Disturbed Acres: _____ Impervious Acreage: _____	**Storm Water** ◯ Waived (Payment Code: 9000)	
Disturbance	**Fee**		**Disturbance**	**Fee**
☐ Residential < 1 acre	$100		☐ Residential < 1 acre	$100
☐ Residential > 1 acre	$150		☐ Residential > 1 acre	$150
☐ Commercial < 1 acre	$150		☐ Commercial < 1 acre	$150
☐ Commercial > 1 acre	$250		☐ Commercial > 1 acre	$250
☐ Subdivision/Condo Plat < 10 acres	$300		☐ Subdivision/Condo Plat < 10 acres	$300
☐ Subdivision/Condo Plat > 10 acres	$500	*City Staff Signature*	☐ Subdivision/Condo Plat > 10 acres	$500

Owner	**Contractor or Applicant**	**Designer or Engineer**
Name:	Name:	Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Email:	Email:	Email:

EROSION CONTROL	**STORM WATER MANAGEMENT**
(a) Permittee shall notify the City Engineer or designee 48 hours prior to commencing any land disturbing construction activity. (b) Permittee shall notify the City Engineer or designee of practice installation within 5 days of installation. (c) Permittee shall obtain permission in writing from the City Engineer or designee prior to any modification pursuant to 15-2-7(3) of the erosion and sediment control plan. (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 City Engineer or designee 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.	(a) All stormwater management measures shall be installed in accordance with the approved stormwater management plan and this permit. (b) The City Engineer or designee shall be notified at least 3 business days before commencing any work in conjunction with the stormwater management plan, and within 3 business days upon completion of the stormwater management practices. (c) Practice installations shall be certified "as built" by a licensed professional engineer. Completed stormwater management practices must pass a final inspection by the City Engineer or its designee to determine if they are in accordance with the approved stormwater management plan and ordinance. (d) The City Engineer or designee shall be notified of any significant proposed modifications to an approved stormwater management plan. (e) All stormwater management practices shall be maintained in accordance with the stormwater management plan until the practices either become the responsibility of the City of Onalaska, or are transferred to subsequent private owners as specified in the approved maintenance agreement. (f) The City of Onalaska is authorized to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consent to a special assessment or charge against the property as authorized under sub.ch. VII of ch. 66, Wis. Stats., or to charging such costs against the financial guarantee posted under Ordinance 6-5-10. (g) If so directed by the City Engineer or designee, all damage to adjoining facilities and drainage ways caused by runoff, where shall be repaired at the permitee's expense. (h) Access is permitted to the City Engineer or its designee for the purpose of inspecting the property for compliance with the approved stormwater management plan and this permit.

Note: Erosion Control Permits issued under this section shall be valid for a period of 1 year for commercial sites and 2 years for residential sites or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The City Engineer may extend the period one or more times for up to an additional 180 days. The City Engineer may require additional BMPs as a condition of the extension if they are necessary.

_____ **Print Name of Applicant**

_____ **Signature of Applicant**

_____ **Phone Number**
(Best number to be reached at during construction)