

Village of River Hills 7650 N. Pheasant Lane River Hills, WI 53217 (414) 352-8213	Filling Excavating Erosion Control Permit Application Permit Fee- \$100.00 + \$60 per month Deposit- \$1,200.00	Permit No.
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In submitting this application, I agree to comply with the regulations imposed by the Village of River Hills Municipal Code. Reference River Hills Municipal Code Section 15. I further agree to allow inspection of the premises by any officer or other person charged with enforcement of the Village Code. I further state that I will not transfer this permit to another person or allow any other entity to operate under the authority of the permit.

Applicant

Applicant Name			Applicant Phone
Applicant Address			Applicant Email
City	State	Zip	
Applicant Signature			Date

Owner

Owner Name			Owner Phone
Owner Address			Owner Email
City	State	Zip	
Owner Signature			Date

Permit Fee Paid to Village of River Hills: _____ Y _____ N

Permit Issued

Village Engineer Signature:	Date:
Village Clerk Signature:	Date:

Permit Application

The responsible party that will undertake a land disturbing construction activity subject to Village ordinance shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of section 15.10, and shall pay an application fee to the Village Clerk in the amount specified in section 15.11 and as set forth in the schedule of fees as adopted and subject to amendment from time to time by Resolution of the Village Board. The Resolution and the applicable schedule of fees shall be kept on file in the Office of the Village Clerk and will be posted on the village website.

No land owner or land user may commence a land disturbing construction activity, land development activity, excavate or fill any lands as set forth above, without receiving prior approval of an erosion and sediment control plan for the site and a permit from the Village Clerk.

If the land disturbing construction activity will result in the construction of a hill, mound, or berm exceeding four feet in height, then the application for permit shall also be subject to approval of the Building Board of the Village of River Hills.

By submitting an application, the applicant is authorizing the Village Engineer to enter the site to obtain information required for the review of the erosion and sediment control plan.

Permit Applicability

Volume of material being moved at the site (Cubic Yard):	
Area of Property (acres):	X 20 CY =

Permit required if the volume of material being moved exceeds 20 cubic yards per acre.

Project Location

Briefly describe the project location (if different than Owner Address).

Project Description

Briefly describe your proposed project and submitted documentation (letters, plans, calculations, etc.)

Is the activity located within the set-back area of a lot or parcel as defined in section 15.05:

Y

N

If YES, the Village Clerk shall give notice to all property owners whose property adjoins or abuts the portion of the property where the activity is proposed. This is intended to require notice to property owners whose property is separated from the property by a public or private road but is located on the opposite side of the road where the activity is proposed.

No activity for which this permit is required or any activity described in subsection (15.07) may be commenced prior to three (3) weeks from the date a notice of the proposed activity is served upon the adjoining or abutting property owners.

Notice is complete upon mailing a notice advising the property owner(s) that the application, permit, description of location of proposed activity and a copy of the control plan, if otherwise required, are available for inspection at the office of the Village Clerk.

Is the activity creating a hill, mound, or berm exceeding four feet in height:

Y

N

If YES, the application for permit shall also be subject to the approval of the Village Building Board.

Proposed Start of Activity:

Proposed End of Activity:

The permit may be in effect for a period of up to six months and shall be subject to renewal. The Village Board shall have the right to revoke any permit at any time and/or direct the Clerk not to renew a permit if, in the judgment of the Village Board, the permittee has failed or refused to comply with any of the regulations relating to the filling or excavation of lands.

Permit Application Checklist

Required Item	Included with Application	
Existing and proposed conditions including lot/parcel lines and setback areas SHOW ON A SITE PLAN	Y	N
Existing and proposed topography including proposed final grades for the area to be disturbed. SHOW ON A GRADING PLAN	Y	N
Locations, dimensions, and area of all proposed land disturbing activities. SHOW ON A SITE OR GRADING PLAN	Y	N
Locations and dimensions of all temporary soil or dirt stockpiles. SHOW ON A EROSION CONTROL OR GRADING PLAN	Y	N
Locations and dimensions of all construction site management erosion control measures necessary to meet the requirements of this ordinance. SHOW ON A EROSION CONTROL OR GRADING PLAN	Y	N
Schedule of anticipated starting and completion date of each land disturbing or land developing activity, including the installation of construction site control measures, stripping and clearing; rough grading; construction of utilities; infrastructure, and buildings; and final grading and landscaping. INDICATE IN PROJECT DESCRIPTION OR PROVIDE ADDITIONAL NARRATIVE	Y	N
Provisions for maintenance of the construction site erosion control measures during construction. INDICATE IN PROJECT DESCRIPTION OR PROVIDE ADDITIONAL NARRATIVE	Y	N
Location and dimension of all wetland areas as defined in Village ordinance. SHOW ON A SITE PLAN AND PROVIDE DELINEATION REPORT (IF APPLICABLE)	Y	N
State/Other Regulatory Agency Permits INCLUDE PERMITS WITH SUBMITTAL (IF APPLICABLE)	Y	N

Filling and Excavating activities may be subject to subchapter III of NR216 Wis Adm. Code, WDNR Construction Site stormwater discharge permitting, or other WDNR waterway and wetland permitting. It is the responsibility of the permittee to know and understand these requirements.

Fill shall be placed, and materials excavated only where and as approved by the Engineer.

Bond Requirement Waiver Requested by Applicant: Y N

All applications for a permit under the provisions of this ordinance shall be accompanied by a cash bond or surety bond executed by a surety company licensed to do business in Wisconsin, in the sum of not less than One Thousand (\$1,000.00) Dollars, or in such higher amount as is certified by the Village Engineer to be required for the purpose of securing the Village against any and all damages to Village property and/or expenses the Village may incur resulting from such filling or excavation operations.

Bond Requirement Waiver Certified by Village Engineer: Y N

The bond requirement may be waived in all or part, if the Village Engineer certifies to the Village Manager that the bond is not required or a bond in a lesser amount is sufficient for the operations under an application. The certification to the Village Manager shall affirmatively set forth that the Village Engineer has determined that the operations proposed will not have an adverse effect upon the health, safety, welfare or property of the Village.

Permit Duration

The initial permit fee for all operations be as set forth in the schedule of fees as adopted and subject to amendment from time to time by Resolution of the Village Board and shall permit operations for one month from the date of the permit.

An additional permit fee per month, after the first month, as set forth in the schedule of fees as adopted and subject to amendment from time to time by Resolution of the Village Board, shall be paid at the time of application, up to maximum of six (6) months. The Resolution and the applicable schedule of fees shall be kept on file in the Office of the Village Clerk and will be posted on the village website.

In the event that the operations are not completed within the time for which permit fees have been paid, the permit shall terminate and a new application, surety bond, and initial and monthly permit fees shall be submitted and approved before the permittee shall be allowed to continue the operations. No refund of any permit fees shall be made.

No land development activity, land disturbing construction activity, filling, or excavating, or grading regardless of the amount of filling, excavating, or grading may be commenced in the set-back area of a lot or parcel as defined in section 15.05 until the property owner or user has submitted a plan of operation sufficient to identify the nature, location, and quantity of the activity to the Village Engineer. Notice to adjoining property owners shall be as required in Section 15.09(2).

Applicant Initials: _____

Property Owner Initials: _____

Permit Conditions

1. Notify the Village Engineer within 48 hours of commencing any land disturbing construction activity.
2. Notify the Village Engineer of completion of any BMPs within 14 days after their installation.
3. Obtain permission in writing from the Village Engineer prior to any modification pursuant to section 15.10 (3) of the erosion and sediment control plan.
4. Install all BMPs as identified in the approved erosion and sediment control plan.
5. Maintain all road drainage systems, storm water drainage systems, BMPs, and other facilities identified in the erosion and sediment control plan.
6. Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site inspection log.
7. Inspect the BMPs within 24 hours after each rain of 0.5 inches or more that results in runoff during active construction periods and at least once each week. Make needed repairs and install additional BMPs as necessary and document these activities in an inspection log that also includes 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.
8. Allow the Village Engineer 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 erosion and sediment control plan.
9. Post a copy of the erosion and sediment control permit and plan at the construction site as set forth in the General Ordinances of the Village.
10. Submit a landscape plan detailing both plan and elevation of construction if a hill, mound or berm, will exceed four feet in height.
11. Identify and delineate any wetlands that will be altered. Delineation of wetlands shall be performed by any of the following: Department of Natural Resources, Southeastern Wisconsin Regional Planning Commission, or other qualified professional.
12. Obtain all required permits from the Wisconsin Department of Natural Resources and/or the Army Corp of Engineers necessary to alter any wetlands.