

# CHAPTER 6 – CONSTRUCTION SITE POLLUTANT CONTROL

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## Goals & Objectives

Develop a construction site pollutant control program to reduce the discharge of sediment and construction materials into local streams, rivers and lakes. Common construction site pollutants include sediment, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste. Of these pollutants, sediment is typically of greatest concern. According to the US Environmental Protection Agency (EPA), the sediment load from a construction site is typically 10 to 20 times greater than farmland and 1,000 to 2,000 times greater than a forest. Sediment and pollutants from construction sites can cause physical, chemical and biological harm to our waterbodies.

## Program Development

The City developed a construction site erosion control ordinance. The purpose of the ordinance is to require erosion and sediment controls at construction sites. A copy of the erosion control ordinance is provided in Appendix F. The ordinance establishes sanctions to ensure compliance and provides the necessary inspection and enforcement authority. Generally, the construction site erosion control ordinance requires the following:

- Allow no more than 5 tons per acre per year, or to the maximum extent practicable, of the sediment load carried in runoff from initial grading to final stabilization.
- Prevent tracking of sediment onto roads and paved surfaces, prevent the discharge of sediment during site dewatering, and protect storm inlets from sediment.
- Manage construction wastes such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste.
- Comply with Stormwater Reference Guide and DNR Technical Standards.
- Prepare and Implement an Erosion & Sediment Control Plan.
- Protect Environmentally Sensitive Areas

The City developed dedicated funding sources to financially support the construction site pollutant control program including User Fees and a Stormwater Utility. The user fees are structured to provide permit applicants with a financial incentive to reduce the size and duration of land disturbance and to comply with the ordinance. A copy of the Fee Schedule for the Construction Site Pollutant Control Program is provided in Appendix F.

The City developed various policies and procedures to assist with implementation of the construction site pollutant control program. The policies and procedures include the following:

1. Permit Application: The permit application, Erosion & Sediment Control Plan, financial guarantee, and application fee are submitted to the Public Works Department when a site review application is filed.
2. Plan Review: Each permit application, Erosion & Sediment Control Plan, and financial guarantee is reviewed for compliance with the construction site erosion control ordinance, Stormwater Reference Guide, and DNR Technical Standards. The Public Works Department conducts the review for all sites. Meetings/discussions between the applicant, designer, and plan reviewer are encouraged during the pre-design, design, and plan review process. The meetings are used to educate each other about regulatory requirements, environmentally sensitive areas, and design challenges. The number of meetings is typically commensurate with the size and complexity of the project. Meetings can be face-to-face, via telephone, or email correspondence.
3. Financial Guarantee: A financial guarantee may be required for sites with 1 acre or more of land disturbance. The financial guarantee includes the estimated cost of erosion and sediment control practices, site inspections, project administration, and contingencies. The Public Works Department may release portions of the financial guarantee as the construction project progresses. The Public Works Department will not release the last portion of the financial guarantee until the municipal inspector performs a final site inspection and the permit applicant pays final fees.
4. Permit Issuance: The Public Works Department issues the permit after the plans and financial guarantee (if required) are approved. The applicant is required to post the certificate of permit coverage in a conspicuous place at the construction site.
5. Pre-Construction Conference: A pre-construction conference/inspection is required for sites with 1 acre or more of land disturbance. The applicant, designer, contractor, and municipal inspector are encouraged to attend. The purpose of the meeting is to exchange contact information, review the Erosion & Sediment Control Plan, and identify individuals responsible for permit compliance, plan amendments, and weekly inspection reports.
6. Construction Site Inspections: The applicant is required to inspect the construction site each week and after a rainfall of ½ inch or more. In addition, the City inspects each site at least once every 45 days for active sites, and once every 60 days for inactive sites. The City may inspect sites more frequently after storm events, during a mild winter, when adjacent to a sensitive area, and during enforcement actions. Both the applicant and municipal inspector document inspections with written reports. The municipal inspection reports are filed with the permit. The Public Works Department inspects all sites.

**Table 3: Construction Site Inspection Frequency**

Site	Inspection Frequency
(1) All sites one acre or more in size	<ul style="list-style-type: none"> <li>• New projects shall be inspected within the first two weeks of commencement of land disturbing activity</li> <li>• All active sites shall be inspected at least once every 45 days</li> <li>• All inactive sites shall be inspected at least once every 60 days</li> </ul>
(2) Follow up inspection	<ul style="list-style-type: none"> <li>• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector</li> </ul>
(3) Final inspection	<ul style="list-style-type: none"> <li>• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed</li> </ul>

7. Enforcement Actions: When a non-compliance issue is identified, the municipal inspector first attempts to call or speak with the contact person. For a minor non-compliance issue, the inspector will provide a verbal "Warning Notice" or deadline for correcting the non-compliance. The majority of non-compliance issues will likely be corrected in this manner. If the verbal deadline is not met, the inspector will send a written "Notice of Violation" to the permit applicant and landowner. The "Notice of Violation" will outline the required actions to be completed by a specific date and time in order to avoid enforcement actions. Enforcement actions will depend on the type and severity of non-compliance. Typically, enforcement actions will include stop work orders, citations, and forfeitures. Stop work orders, citations, and forfeitures will continue until the municipal inspector determines the site is compliant. Each day of non-compliance will be considered a new violation. For blatant, intentional, repetitive or severe non-compliance issues, the municipal inspector has authority to immediately issue a written "Notice of Violation" and/or initiate enforcement actions without prior notice. Other potential enforcement actions include permit revocation, "Cease and Desist Orders", and issuing a "Notice of Intent" that the City intends to perform emergency work. Costs associated with a "Notice of Intent" will be deducted from the financial guarantee, billed to the responsible party, or charged to the tax roll.
  
8. Information Submitted by the Public: Information submitted by the public can be recorded on the form provided in Appendix F, or found online, and forwarded to the Public Works Department for documentation and follow-up. Follow-up activities may consist of contacting the landowner, verifying permit coverage, reviewing plans, requesting a copy of weekly inspection reports, conducting a municipal site inspection, and/or initiating enforcement actions. All follow-up activities will be documented with written reports and filed with the permit.

## Program Implementation

Each element of the construction site pollutant control program is described below including Best Management Practices (BMP), measurable goals, and proposed implementation dates. As indicated below, the construction site pollutant control program is integrated with the other five minimum control measures. The proposed BMPs and measurable goals were selected by the City after considering the needs of both the community and receiving waters. The purpose of the measurable goals is to track program implementation and gauge effectiveness of the overall construction site pollutant control program.

Construction Site Pollutant Control	Date
<b>BMP:</b> Review and update construction site erosion control ordinance or other regulatory mechanisms. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Adopt or modify the ordinance or other regulatory mechanism.</li> </ul>	Annual
<b>BMP:</b> Review funding sources (application fee, inspection fee, & forfeitures). <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Adopt or modify the Fee Schedule</li> </ul>	Annual
<b>BMP:</b> Review permit applications, Erosion & Sediment Control Plans, & financial guarantees. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Number of permits issued.</li> </ul>	Annual
<b>BMP:</b> Conduct municipal site inspections & enforce the erosion control ordinance. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Number of sites inspected.</li> <li>▪ Number of total site inspections.</li> <li>▪ Number of verbal "Warning Notices" issued.</li> <li>▪ Number of written "Notices of Violation" issued.</li> <li>▪ Number of enforcement actions.</li> </ul>	Annual Annual Annual Annual Annual
<b>BMP:</b> Inform the public about permitted construction sites. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Number of permits posted at the construction site.</li> </ul>	Annual
<b>BMP:</b> Consider information submitted by the public to the municipality. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Number of tips received from the public.</li> <li>▪ Number of problems / incidents remedied as a result of tips from the public.</li> </ul>	Annual Annual
<b>BMP:</b> Educate permit applicants, designers, contractors, inspectors & ordinance violators. <b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>▪ Number of meetings &amp; pre-construction conferences.</li> <li>▪ Number of training workshops hosted and/or promoted.</li> </ul>	Annual Annual

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**SUBCHAPTER I**  
**CONSTRUCTION SITE EROSION**

**22.01(1) AUTHORITY.**

- (a) Where not otherwise limited by law, this ordinance is adopted under the authority granted by s. 62.234, Wis. Stats., for cities. This ordinance supersedes all provisions of an ordinance previously enacted under s. 62.23, Wis. Stats., that relate to construction site erosion control. Except as otherwise specified in s. 62.234 Wis. Stats., s. 62.23, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.
- (b) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (c) The Common Council hereby designates the Director of Public Works or designee to administer and enforce the provisions of this ordinance.
- (d) The requirements of this ordinance do not pre-empt more stringent erosion and sediment control requirements that may be imposed by any of the following:
  - 1. Wisconsin Department of Natural Resources administrative rules, permits or approvals including those authorized under ss. 281.16 and 283.33, Wis. Stats.
  - 2. Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under s. NR 151.004, Wis. Adm. Code.

**22.01(2) FINDINGS OF FACT.**

The Common Council finds that runoff from land disturbing construction activity carries a significant amount of sediment and other pollutants to the waters of the state in the City of Kaukauna.

**22.01(3) PURPOSE.**

It is the purpose of this ordinance to further the maintenance of safe and healthful conditions; prevent and control water pollution; prevent and control soil erosion; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; preserve ground cover and scenic beauty; and promote sound economic growth, by minimizing the amount of sediment and other pollutants carried by runoff or discharged from land disturbing construction activity to waters of the state in the City of Kaukauna.

## **22.01(4) APPLICABILITY AND JURISDICTION.**

### **(a) APPLICABILITY.**

1. Where not otherwise limited by law, this ordinance applies to all construction sites, except as provided under sub. 2 and 3:
  - a. A permit is required for a construction site with 4,000 square feet or greater of land disturbing construction activity. The responsible party shall comply with all applicable provisions of this ordinance for a permitted site, including the 22.01(7)(b) performance standards, 22.01(8) permit requirements, and 22.01(9) plan requirements.
  - b. A permit is not required for a construction site with less than 4,000 square feet of land disturbing construction activity. The responsible party shall comply with all applicable provisions of this ordinance for a non-permitted site, including the 22.01(7)(a) performance standards.
  - c. Notwithstanding the applicability requirements in 22.01(4)(a)1a. and b, a permit is required for a construction site with less than 4,000 square feet of land disturbing construction activity if the Director of Public Works or designee determines that permit coverage is needed in order to improve ordinance compliance, meet targeted performance standards, or protect waters of the state. If a permit is required, the responsible party shall comply with all applicable provisions of this ordinance for a permitted site, including the 22.01(7)(b) performance standards, 22.01(8) permit requirements, and 22.01(9) plan requirements.
2. This ordinance does not apply to the following:
  - a. Land disturbing construction activity that includes the construction of 1- and 2-family residential dwellings that are not part of a larger common plan of development or sale and that result in less than 1 acre of disturbance. These construction sites are regulated by the Wisconsin Department of Commerce under s. COMM 21.125 Wis. Adm. Code.
  - b. Nonpoint discharges from agricultural activity areas.
  - c. Nonpoint discharges from silviculture activities.
  - d. Mill and crush operations.
3. A construction project that is exempted by federal statutes or regulations from the requirement to have a national pollutant discharge elimination system permit issued under chapter 40, Code of Federal Regulations, part 122, for land disturbing construction

activity shall comply with 22.01(7)(a) performance standards, if less than 1 acre of land disturbing construction activity. The 22.01(7)(b) performance standards, 22.01(8) permit requirements, and 22.01(9) plan requirements are not applicable..

(b) **JURISDICTION.**

This ordinance applies to land disturbing construction activity on construction sites located within the boundaries and jurisdiction of the City of Kaukauna.

(c) **EXCLUSIONS.**

This ordinance is not applicable to activities conducted by a state agency, as defined under s. 227.01 (1), Wis. Stats., but also including the office of district attorney, which is subject to the state plan promulgated or a memorandum of understanding entered into under s. 281.33 (2), Wis. Stats.

**22.01(5) DEFINITIONS.**

- (a) "Administering authority" means a governmental employee, or a regional planning commission empowered under s.62.234, Wis. Stats., that is designated by the Common Council to administer this ordinance.
- (b) "Agricultural activity area" means the part of the farm where there is planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or outside yarding of livestock, including sod farms and silviculture. Practices in this area may include waterways, drainage ditches, diversions, terraces, farm lanes, excavation, filling and similar practices. The agricultural activity area does not include the agricultural production area.
- (c) "Agricultural production area" means the part of the farm where there is concentrated production activity or impervious surfaces. Agricultural production areas include buildings, driveways, parking areas, feed storage structures, manure storage structures, and other impervious surfaces. The agricultural production area does not include the agricultural activity area.
- (d) "Best management practice" or "BMP" means structural or non-structural measures, practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state.
- (e) "Business day" means a day the office of the Director of Public Works or designee is routinely and customarily open for business.
- (f) "Cease and desist order" means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit.
- (g) "Common plan of development or sale" means a development or sale where multiple separate and distinct land disturbing construction activities may be taking place at different times on different schedules but under one plan. A common plan of development or sale includes, but is not limited to, subdivision plats, certified survey maps, and other developments.

- (h) "Construction site" means an area upon which one or more land disturbing construction activities occur, including areas that are part of a larger common plan of development.
- (a) "Design storm" means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall. Atlas 14 MSE4 24-hour design storms for City of Kaukauna are: 1-year, 2.11 inches; 2-year, 2.42 inches; 5-year, 2.97 inches; 10-year, 3.48 inches; 25-year, 4.26 inches; and 100-year, 5.62 inches.
- (i) "Development" means residential, commercial, industrial, institutional, or other land uses and associated roads.
- (j) "Division of land" means the creation from one or more parcels or building sites of additional parcels or building sites where such creation occurs at one time or through the successive partition within a 5 year period.
- (k) "Erosion" means the process by which the land's surface is worn away by the action of wind, water, ice or gravity.
- (l) "Erosion and sediment control plan" or "plan" means a comprehensive plan developed to address pollution caused by erosion and sedimentation of soil particles or rock fragments during construction.
- (m) "Extraterritorial" means the unincorporated area within 3 miles of the corporate limits of a first, second, or third class city, or within 1.5 miles of a fourth class city or village.
- (n) "Final stabilization" means that all land disturbing construction activities at the construction site have been completed and that a uniform perennial vegetative cover has been established, with a density of at least 70 percent of the cover, for the unpaved areas and areas not covered by permanent structures, or that employ equivalent permanent stabilization measures.
- (o) "Governing body" means town board of supervisors, county board of supervisors, city council, village board of trustees or village council.
- (p) "Land disturbing construction activity" (or "disturbance") means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of pollutants into the municipal separate storm sewer or waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities, and soil stockpiling.
- (q) "MEP" or "maximum extent practicable" means the highest level of performance that is achievable but is not equivalent to a performance standard identified within this ordinance. Maximum extent practicable applies when the permit applicant demonstrates to the Director of Public Works or designee's satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the permit applicant shall take into account the best available

technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

- (r) "Performance standard" means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.
- (s) "Permit" means a written authorization made by the Director of Public Works or designee to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state.
- (t) "Pollutant" has the meaning given in s. 283.01 (13), Wis. Stats.
- (u) "Pollution" has the meaning given in s. 281.01 (10), Wis. Stats.
- (v) "Protective area" has the meaning given in the City of Kaukauna Post-Construction Storm Water Management Ordinance.
- (w) "Responsible party" means any entity holding fee title to the property or performing services to meet the performance standards of this ordinance through a contract or other agreement.
- (x) "Runoff" means storm water or precipitation including rain, snow or ice melt or similar water that moves on the land surface via sheet or channelized flow.
- (y) "Sediment" means settleable solid material that is transported by runoff, suspended within runoff or deposited by runoff away from its original location.
- (z) "Separate storm sewer" means a conveyance or system of conveyances including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels or storm drains, which meets all of the following criteria:
  - 1. Is designed or used for collecting water or conveying runoff.
  - 2. Is not part of a combined sewer system.
  - 3. Is not part of a publicly owned wastewater treatment works that provides secondary or more stringent treatment.
  - 4. Discharges directly or indirectly to waters of the state.
- (aa) "Silviculture activities" means activities including tree nursery operations, tree harvesting operations, reforestation, tree thinning, prescribed burning, and pest and fire control. Clearing and grubbing of an area of a construction site is not a silviculture activity.
- (bb) "Site" means the entire area included in the legal description of the land on which the land disturbing construction activity is proposed in the permit application.
- (cc) "Stop work order" means an order issued by the Director of Public Works or designee which requires that all construction activity on the site be stopped.
- (dd) "Targeted performance standard" means a performance standard that will apply in a specific area, where additional practices beyond those contained in this ordinance, are necessary to meet water quality standards. A total maximum daily load is an example of a targeted performance standard.

- (ee) "Technical standard" means a document that specifies design, predicted performance and operation and maintenance specifications for a BMP, material, device or method.
- (ff) "Total maximum daily load" or "TMDL" means the amount of pollutants specified as a function of one or more water quality parameters, that can be discharged per day into a water quality limited segment and still ensure attainment of the applicable water quality standard.
- (gg) "TR-55" means the United States department of agriculture, natural resource conservation service (previously soil conservation service), Urban Hydrology for Small Watersheds, Second Edition, Technical Release 55, June 1986, which is incorporated by reference for this ordinance.
- (hh) "Type II distribution" means a rainfall type curve as established in the "United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973", which is incorporated by reference for this ordinance. The Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.
- (ii) "Waters of the state" has the meaning given in s. 283.01 (20), Wis. Stats.

**22.01(6) TECHNICAL STANDARDS.**

- (a) DESIGN CRITERIA, STANDARDS AND SPECIFICATIONS. All BMPs required to comply with this ordinance shall meet the design criteria, standards and specifications based on any of the following:
1. Design guidance and technical standards identified or developed by the Wisconsin Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code.
  2. Technical standards and other guidance identified within the City of Kaukauna Storm Water Reference Guide.
  3. Soil loss prediction tools such as the Revised Universal Soil Loss Equation 2 (RUSLE2) that estimate the sediment load leaving the site under varying land and management conditions may be used to show compliance with the sediment performance standards contained in 22.01(7).
  4. For this ordinance, average annual basis is calculated using the appropriate average annual rainfall or runoff factor, also referred to as the R factor, or an equivalent design storm using a type II distribution, with consideration given to the geographic location of the site and the period of disturbance.
- (b) OTHER STANDARDS. Other technical standards not identified or developed in sub. (a), may be used provided that the methods have been approved by the Director of Public Works or designee.

**22.01(7) PERFORMANCE STANDARDS.**

(a) NON-PERMITTED SITES.

1. RESPONSIBLE PARTY. The responsible party shall implement an erosion and sediment control plan, developed in accordance with Section 22.01(9) that incorporates the requirements of this section.
2. REQUIREMENTS. The erosion and sediment control plan shall meet the following minimum requirements to the maximum extent practicable: REQUIREMENTS. At each site where land disturbing construction activity is to occur, BMPs shall be used to prevent or reduce all of the following:
  - a. The deposition of soil from being tracked onto streets by vehicles.
  - b. The discharge of sediment from disturbed areas into storm water inlets.
  - c. The discharge of sediment from disturbed areas into adjacent waters of the state.
  - d. The discharge of sediment from drainage ways that flow off the site.
  - e. The discharge of sediment by dewatering activities.
  - f. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.

- g. The discharge of onsite chemicals, cement and other building compounds and materials into waters of the state or offsite separate storm sewers during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this ordinance.
3. LOCATION. BMPs shall be located so that treatment occurs before runoff enters waters of the state and offsite separate storm sewers. However, projects that require BMP placement in waters of the state, such as a turbidity barrier, are not prohibited by this ordinance.
  4. IMPLEMENTATION. The BMPs used to comply with this section shall be implemented as follows:
    - a. Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
    - b. Erosion and sediment control practices shall be maintained until final stabilization.
    - c. Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
    - d. Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
    - e. BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.
  5. ALTERNATE REQUIREMENTS. The Director of Public Works or designee may establish erosion and sediment control requirements more stringent than those set forth in this ordinance if the Director of Public Works or designee determines that an added level of protection is needed to protect resources.

(b) PERMITTED SITES.

1. RESPONSIBLE PARTY. The landowner or other person performing services to meet the performance standards of this ordinance, through a contract or other agreement with the landowner, is a responsible party and shall comply with this ordinance.
2. PLAN. A written erosion and sediment control plan shall be developed and implemented by the responsible party in accordance with 22.01(9). The erosion and sediment control plan shall meet all of the applicable requirements contained in this ordinance.



3. REQUIREMENTS. The erosion and sediment control plan shall meet all of the following:
- a. The plan shall use BMPs to prevent or reduce all of the following:
    - i) The deposition of soil from being tracked onto streets by vehicles.
    - ii) The discharge of sediment from disturbed areas into storm water inlets.
    - iii) The discharge of sediment from disturbed areas into adjacent waters of the state.
    - iv) The discharge of sediment from drainage ways that flow off the site.
    - v) The discharge of sediment by dewatering activities.
    - vi) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
    - vii) The discharge of sediment from erosive flows at outlets and in downstream channels.
    - viii) The discharge of onsite chemicals, cement and other building compounds and materials into waters of the state or offsite separate storm sewers during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this ordinance.
    - ix) The discharge of untreated wash water from vehicle and wheel washing into waters of the state or offsite separate storm sewers.
  - b. For sites with 1 acre or more of land disturbing construction activity, the plan shall meet the following sediment performance standards:
    - i) BMP's that, by design, discharge no more than 5 tons per acre per year, or to the maximum extent practicable, of the sediment load carried in runoff from initial grading to final stabilization.
    - ii) Except as provided in 22.01(7)(b)6., the Director of Public Works or designee may not require any person to employ more BMPs than are needed to meet the 5 tons per acre per year sediment performance standard in order to comply with maximum extent practicable. Erosion and sediment control BMPs may be combined to meet the sediment performance standard. The Director of Public Works or designee may give credit toward meeting the sediment performance standard for limiting the duration or area, or both, of land disturbing construction activity, or for other appropriate mechanisms.
    - iii) Notwithstanding 22.01(7)(b)3.b.i. and ii., if BMPs cannot be designed and implemented to meet the 5 tons per acre per year sediment performance standard, the plan shall include a written, site-specific explanation of why the sediment performance standard cannot be met and how the sediment load will be reduced to the maximum extent practicable.
  - c) The plan shall incorporate all of the following preventative measures:
    - i) Maintenance of existing vegetation, especially adjacent to surface waters
    - ii) Minimization of soil compaction and preservation of topsoil.

- iii) Minimization of land disturbing construction activity on slopes of 20% or more.
  - iv) Development of spill prevention and response procedures.
4. LOCATION. BMPs shall be located so that treatment occurs before runoff enters waters of the state and offsite separate storm sewers. However, projects that require BMP placement in waters of the state, such as a turbidity barrier, are not prohibited by this ordinance.
5. IMPLEMENTATION. The BMPs used to comply with this ordinance shall be implemented as follows:
- a) In accordance with the plan developed pursuant to 22.01(9), the erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
  - b) Erosion and sediment control practices shall be maintained until final stabilization.
  - c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
  - d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
  - e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.
6. TARGETED PERFORMANCE STANDARDS. The Director of Public Works or designee may establish numeric water quality requirements that are more stringent than those set forth in 22.01(7)(b)3. in order to meet targeted performance standards, total maximum daily loads, and/or water quality standards for a specific water body or area. The numeric water quality requirements may be applicable to any permitted site, regardless of the size of land disturbing construction activity.
7. ALTERNATE REQUIREMENTS. The Director of Public Works or designee may establish erosion and sediment control requirements more stringent than those set forth in this section if the Director of Public Works or designee determines that an added level of protection is needed to protect resources. Also, the Director of Public Works or designee may establish erosion and sediment control requirements less stringent than those set forth in this section if the Director of Public Works or designee determines that less protection is needed to protect resources. However, the alternative requirements shall not be less stringent than those requirements promulgated in rules by Wisconsin Department of Natural Resources under NR 151 Wisconsin Administrative Code.

**22.01(8) PERMITTING REQUIREMENTS, PROCEDURES AND FEES.**

- (a) **PERMIT REQUIRED.** No responsible party may commence a land disturbing construction activity subject to this ordinance without receiving prior approval of an erosion and sediment control plan for the site and a permit from the Director of Public Works or designee.
- (b) **PERMIT APPLICATION AND FEES.** At least one responsible party desiring to undertake a land disturbing construction activity subject to this ordinance shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of Section 22.01(9) and shall pay an application fee to the Director of Public Works or designee. By submitting an application, the applicant is authorizing the Director of Public Works or designee to enter the site to obtain information required for the review of the erosion and sediment control plan.
- (c) **REVIEW AND APPROVAL OF PERMIT APPLICATION.** The Director of Public Works or designee shall review any permit application that is submitted with an erosion and sediment control plan, and the required fee. The following approval procedure shall be used:
  - 1. Within 20 business days of the receipt of a complete permit application, as required by sub. (b), the Director of Public Works or designee shall inform the applicant whether the application and plan are approved or disapproved based on the requirements of this ordinance.
  - 2. If the permit application and plan are approved, the Director of Public Works or designee shall issue the permit.
  - 3. If the permit application or plan is disapproved, the Director of Public Works or designee shall state in writing the reasons for disapproval.
  - 4. The Director of Public Works or designee may request additional information from the applicant. If additional information is submitted, the Director of Public Works or designee shall have 20 business days from the date the additional information is received to inform the applicant that the plan is either approved or disapproved.
  - 5. Failure by the Director of Public Works or designee to inform the permit applicant of a decision within 20 business days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.
- (d) **SURETY BOND.** As a condition of approval and issuance of the permit, the Director of Public Works or designee may require the applicant to deposit a surety bond, cash escrow, or irrevocable letter of credit to guarantee a good faith execution of the approved erosion control plan and any permit conditions.

- (e) **PERMIT REQUIREMENTS.** All permits shall require the responsible party to:
1. Notify the Director of Public Works or designee within 48 hours of commencing any land disturbing construction activity.
  2. Notify the Director of Public Works or designee of completion of any BMPs within 10 business days after their installation.
  3. Obtain permission in writing from the Director of Public Works or designee prior to any modification pursuant to Section 22.01(9)(c) 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, stormwater 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 weekly inspection reports.
  7. Conduct construction site inspections at least once per week and within 24 hours after a precipitation event of 0.5 inches or greater. Repair or replace erosion and sediment control BMPs as necessary within 24 hours of an inspection or notification that repair or replacement is needed. Maintain, at the construction site, weekly written reports of all inspections. Weekly inspection reports shall include all of the following: date, time and location of the construction site inspection; the name of individual who performed the inspection; an assessment of the condition of erosion and sediment controls; a description of any erosion and sediment control BMP implementation and maintenance performed; and a description of the present phase of land disturbing construction activity at the construction site.
  8. Allow the Director of Public Works 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. Keep a copy of the erosion and sediment control plan, storm water management plan, amendments, weekly inspection reports, and permit at the construction site until permit coverage is terminated.
  9. The permit applicant shall post the "Certificate of Permit Coverage" in a conspicuous location at the construction site.
- (f) **PERMIT CONDITIONS.** Permits issued under this section may include conditions established by Director of Public Works or designee in addition to the requirements set forth in sub. (e), where needed to assure compliance with the performance standards in Section 22.01(7).
- (g) **PERMIT DURATION.** Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the

date of issuance. The Director of Public Works or designee may extend the period one or more times for up to a maximum total additional 180 days beyond the original 180 day period. The Director of Public Works or designee may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this ordinance.

- (h) **MAINTENANCE.** The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this ordinance until the site has undergone final stabilization.
- (i) **ALTERNATE REQUIREMENTS.** The Director of Public Works or designee may prescribe requirements less stringent for applicants seeking a permit for a construction site with less than 1 acre of disturbance.

**22.01(9) EROSION AND SEDIMENT CONTROL PLAN, STATEMENT, AND AMENDMENTS.**

- (a) **PLAN REQUIREMENTS.** The erosion and sediment control plan required under Section 22.01(7)(b) shall comply with the City of Kaukauna Storm Water Reference Guide and contain at a minimum the following information:
  - 1. Name, address, and telephone number of the landowner and responsible parties.
  - 2. A legal description of the property proposed to be developed.
  - 3. A site map with property lines, disturbed limits, and drainage patterns.
  - 4. Total area of the site and total area of the construction site that is expected to be disturbed by construction activities.
  - 5. Performance standards applicable to site.
  - 6. Proposed best management practices.
- (b) **EROSION AND SEDIMENT CONTROL PLAN STATEMENT.** For each construction site identified under Section 22.01(4)(a)3., an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the Director of Public Works or designee. The control plan statement shall briefly describe the site, including a site map. Further, it shall also include the best management practices that will be used to meet the requirements of the ordinance, including the site development schedule.
- (c) **AMENDMENTS.** The applicant shall amend the plan if any of the following occur:
  - 1. There is a change in design, construction, operation or maintenance at the site which has the reasonable potential for the discharge of pollutants to waters of the state and which has not otherwise been addressed in the plan.
  - 2. The actions required by the plan fail to reduce the impacts of pollutants carried by construction site runoff.

3. The Director of Public Works or designee notifies the applicant of changes needed in the plan.

(d) ALTERNATE REQUIREMENTS. The Director of Public Works or designee may prescribe requirements less stringent for applicants seeking a permit for a construction site with less than 1 acre of disturbance.

**22.01(10) FEE SCHEDULE.**

The fees referred to in other sections of this ordinance shall be established by the Common Council and may from time to time be modified by resolution. A schedule of the fees established by the Common Council shall be available for review in the Engineering Department at the Municipal Services Building.

**22.01(11) INSPECTION.**

If land disturbing construction activities are being carried out without a permit required by this ordinance, the Director of Public Works or designee may enter the land pursuant to the provisions of ss. 66.0119(1), (2), and (3), Wis. Stats.

**22.01(12) ENFORCEMENT.**

- (a) The Director of Public Works or designee may issue a stop-work order if any of the following occurs:
1. Any land disturbing construction activity regulated under this ordinance is being undertaken without a permit.
  2. The erosion and sediment control plan is not being implemented in a good faith manner.
  3. The conditions of the permit are not being met.
  4. Any land disturbing construction activity is in violation of the ordinance.
- (b) If the responsible party does not cease activity as required in a stop-work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the Director of Public Works or designee may revoke the permit.
- (c) If the responsible party, where no permit has been issued, does not cease the activity after being notified by the Director of Public Works or designee, or if a responsible party violates a stop-work order posted under sub. (a), the Director of Public Works or designee may request the city attorney to obtain a cease and desist order in any court with jurisdiction.
- (d) The administering authority, or the board of appeals may retract the stop-work order issued under sub. (a) or the permit revocation under sub. (b).

- (e) After posting a stop-work order under sub. (a), the Director of Public Works or designee may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this ordinance. The Director of Public Works or designee may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the Director of Public Works or designee, plus interest at the rate authorized by Common Council, shall be billed to the responsible party or recovered from the surety bond, cash escrow, or irrevocable letter of credit. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to subch. VII of ch. 66, Wis. Stats.
- (f) Any person violating any of the provisions of this ordinance shall be subject to a forfeiture of not less than \$25 nor more than \$500 and the costs of prosecution for each violation. Each day a violation exists shall constitute a separate offense.
- (g) Compliance with the provisions of this ordinance may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist order before resorting to injunctive proceedings.

#### **22.01(13) APPEALS.**

- (a) **BOARD OF APPEALS.** The board of appeals created pursuant to s. 62.23(7)(e), Wis. Stats.:
  1. Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Director of Public Works or designee in administering this ordinance except for cease and desist orders obtained under Section 22.01(12)(c).
  2. Upon appeal, may authorize variances from the provisions of this ordinance which are not contrary to the public interest and where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship; and
  3. Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances.
- (b) **WHO MAY APPEAL.** Appeals to the board of appeals may be taken by any aggrieved person or by any office, department, board, or bureau of the City of Kaukauna affected by any decision of the Director of Public Works or designee.

#### **22.01(14) SEVERABILITY.**

If a court of competent jurisdiction judges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of the ordinance shall remain in force and not be affected by such judgment.







# EROSION CONTROL AND STORMWATER MANAGEMENT PERMIT APPLICATION

<b>Applicant Information</b>			
Applicant Name (Indiv., Org. or Entity)		Authorized Representative	Title
Mailing Address		City	State      Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
<b>Landowner Information (if different than Applicant)</b>			
Name (Organization or Entity)		Contact Person	Title
Mailing Address		City	State      Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
<b>Other Contact Information (check one):</b> <input type="checkbox"/> Engineer / Consultant <input type="checkbox"/> Contractor / Builder <input type="checkbox"/> Agent / Other			
Name (Organization or Entity)		Contact Person	Telephone (include area code)
Mailing Address		City	State      Postal Code
<b>Project or Site Location</b>			
Site Name (Project):		Parcel Numbers:	
Address / Location:		Plat / CSM / Lot No.:	
<b>Permit Type &amp; Fees (check all that apply)</b>			
<input type="checkbox"/> Erosion Control < 1 acre or 43,560 sq.ft. Disturbed Area (EC1)		<input type="checkbox"/> Stormwater Management < 20,000 sq.ft. Impervious Area (SM1)	
<input type="checkbox"/> Erosion Control ≥ 1 acre or 43,560 sq.ft. Disturbed Area (EC2)		<input type="checkbox"/> Stormwater Management ≥ 20,000 sq.ft. Impervious Area (SM2)	
Total Disturbed Area .....		sq.ft. x \$0.0002 / sq.ft. (EC2) = \$ .....	
New Impervious Area .....		sq.ft. x \$0.0025 / sq.ft. (SM2) = \$ .....	
Base Fee: \$200 (EC1), \$250 (EC2), \$200 (SM1), \$500 (SM2) = \$ .....			
<b>Total Application Fee = \$ .....</b>			
Duration of Land Disturbance .....		weeks x \$25 / week (EC1, EC2) = \$ .....	
Start Date.....		Base Fee: \$250 (EC2), \$500 (SM2) = \$ .....	
End Date.....		<b>Total Inspection Fee = \$ .....</b>	
<b>TOTAL PERMIT FEE (Application Fee + Inspection Fee) = \$ .....</b>			
<b>Certification &amp; Permission</b>			
<p><b>Certification:</b> I hereby certify that I am the landowner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease &amp; desist orders.</p> <p><b>Permission:</b> As landowner of the property, I hereby give the Director of Public Works or designee, permission to enter and inspect the property to evaluate this permit application, determine compliance with ordinances, and perform corrective actions after issuing proper notice to the landowner.</p>			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	
<b>LEAVE BLANK – FOR MUNICIPAL USE ONLY</b>			
Date Application Received:		Fee Received \$	Receipt No:
Construction Site ID / Permit No:		Date Issued:	Issued By:

PLEASE CONTACT CITY OF KAUKAUNA ENGINEERING DEPARTMENT AT 920-766-6305 WITH QUESTIONS.





# STORM WATER COMPLAINT FORM

## COMPLAINT FORM SUBMITTED BY

Name:	<input type="checkbox"/> Anonymous
Date:	
Address:	
Telephone:	
Email:	
Should we contact you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## LOCATION OF COMPLAINT

Site Name (Project):	Construction Site ID No:
Address/Location:	
Landowner Name:	

## DESCRIPTION OF COMPLAINT (CHECK ALL THAT APPLY)

<input type="checkbox"/> Automobiles (fluid leak, car washing)	<input type="checkbox"/> Storm Water Management (flooding, pond maintenance)
<input type="checkbox"/> Pet Waste	<input type="checkbox"/> Illicit Discharge (spill/ hazardous material)
<input type="checkbox"/> Household Hazardous Waste (dumping)	<input type="checkbox"/> Illicit Discharge (improper waste disposal)
<input type="checkbox"/> Household Practices (garbage, recycling)	<input type="checkbox"/> Illicit Discharge (dry weather flow / discharge)
<input type="checkbox"/> Fertilizers & Pesticides	<input type="checkbox"/> Illicit Discharge (illegal plumbing connection)
<input type="checkbox"/> Leaves & Grass Clippings	<input type="checkbox"/> Illicit Discharge (failing lateral/ septic system)

<input type="checkbox"/> Stream & Shoreline Management (erosion)	<input type="checkbox"/> Street Sweeping / Catch Basin Cleaning
<input type="checkbox"/> Residential (downspouts, sump pump)	<input type="checkbox"/> Municipal Road Salt & Other Deicers
<input type="checkbox"/> Construction Site Erosion Control	<input type="checkbox"/> Other:

Describe complaint:

**FOLLOW-UP ACTIONS**

Describe follow-up actions: