



Community Development Department
Planning & Zoning

Jeff Retzlaff, Community Development Director
N112W17001 Mequon Road, PO Box 337
Germantown, WI 53022-0337
(262) 250-4735

SITE PLAN REVIEW

Pursuant to Section 17.43 of the Municipal Code

The Village of Germantown requires developers of commercial and industrial property to appear before the Plan Commission prior to obtaining building permits. Some residential developments may also require site plan approval. Site plan approval is not required for construction in Germantown's single- and two-family districts or for interior remodeling in other districts. The site plan review process is summarized below.

Initial Consultation: Recommended but not mandatory

Submission to Plan Commission: See Plan Commission Meeting Dates & Deadlines (approximately 8 weeks prior to meeting).

Internal Review by Planning, Engineering, Fire and Police Departments. Modifications to plans may be required after review.

Plan Commission Meeting: The Village recommends the applicant attend the meeting.

A decision is rendered. Technical corrections may need to be completed before a Building permit is issued

The purpose of site plan review is two-fold: first, the Plan Commission serves as the architectural review body for the Village. By promoting high-quality, visually compatible design, the Plan Commission can assure Village residents that new development will fit in with the character of the rest of the Village. The Site Plan Review process also ensures the long-term provision of adequate public facilities. This includes assessing stormwater management, water and sewer facilities and maintaining acceptable impacts on the environment and public safety. The goal is a win-win situation for both the developer and the Village.

SUBMITTAL REQUIREMENT:

All applications submitted to the department requiring Plan Commission review and approval shall include a complete digital copy (in .PDF format) of all applications and supporting documents (including all plans, reports, surveys, etc.) that is either imprinted on a CD submitted at the time of the application, or sent via e-mail attachment within 3 days after the date of application.

GETTING ON THE SCHEDULE

You must submit the following:

- SITE PLAN at a scale no smaller than 1" = 30'
- ARCHITECTURAL PLANS AND ELEVATIONS
- LANDSCAPE PLAN
- LIGHTING PLAN
- DIGITAL COPY OF ENTIRE SUBMITTAL

All submissions must be complete and received in the Planning Department by 4PM on the deadline date.

HOW LONG WILL IT TAKE?

Typically, the site plan review process takes about three to four weeks, depending on how many applications are submitted for a particular date. While every attempt is made to place a complete application on the next agenda, it may not always be possible. In addition, if the Plan Commission requires modifications beyond simple technical corrections, the process may take longer. The applicant should allow ample time for the approval process, in case resubmissions are necessary.

HOW MUCH WILL IT COST?

The cost of Site Plan Review depends on the scope of the project. Minor approvals cost \$810. New construction is charged by size -- a project up to 10,000 square feet is charged \$1,430, projects 10,000 square feet to 50,000 square feet are charged \$2,410, industrial projects greater than 50,000 square feet cost \$3,980, and commercial construction greater than 50,000 square feet cost \$3,980. Also a Fire Department Plan Review Fee cost \$125.

PRELIMINARY CONSULTATION?

The Village encourages applicants to schedule a brief meeting with Village staff to go over their applications and get feedback, especially if the applicant is new to the Germantown development process. This meeting is not mandatory, however, staff can help save time and frustration by guiding the applicant through the necessary approvals a project will require. An appointment should be scheduled before coming in.

CAN I APPEAL A DECISION?

An applicant may appeal a decision of the Plan Commission or Village staff within 30 days of being notified of the denial. All appeals must be made to the Board of Zoning Appeals. Typically, the submission deadline for the Board of Zoning Appeals is one month prior to the next scheduled meeting. Applications to the Board of Zoning Appeals must be made through the Village Clerk. The application fee is \$650.

HOW MANY COPIES?

The Village requires applicants to submit one (1) full size sets of all drawings, as well as one (1) 11"x17" reduced set. Site plans should be at a scale no smaller than 1:30 and architectural plans no smaller than 1/8"=1'-0". Cut sheets must be provided for all proposed site lighting.

CAN I REAPPLY?

An applicant may reapply for site plan approval as often as necessary, however, each "attempt" that is a substantial change to the Site Plan requires a resubmittal fee. The applicant should contact the Village Planner to discuss if any fees are required.

WHAT IF I REVISE THE PLANS?

Any major revisions to the site, architectural, landscape or lighting plans after initial approval must be approved by the Plan Commission or building permits will not be issued. A developer should check with the Village Planner to determine whether a particular change to the approved plans constitutes a "major" revision. Generally, any fundamental change to the site layout, building size or placement, materials or primary function should be considered major revisions.

CAN THE APPROVAL EXPIRE?

Upon obtaining final approval from the Plan Commission, a project must be completed within three years, or the approval will lapse. The Plan Commission may renew the approval upon reapplication. A Certificate of Occupancy will not be granted until the approved improvements are 100% complete.

WHERE DO I APPLY?

All applications to the Plan Commission are submitted to the Planning Department at the Germantown Village Hall. Submissions may be made in person or by mail.

PARTIAL APPROVALS?

The Village will not accept partial submissions. All drawings must be submitted and deemed complete or the submission will not be placed on the agenda. A complete submission includes site, architectural, landscape and lighting plans. The Village reserves the right to remove a project from the Plan Commission agenda if staff feels information is lacking or missing.

Questions? Contact the Village Planner at:

Village of Germantown
N112W17001 Mequon Road
PO Box 337
Germantown, WI 53022-0337
Phone: (262) 250-4735

SITE PLAN REVIEW CHECKLIST

Pursuant to Section 17.43 of the Municipal Code

This checklist provides a summary of requirements found in the Municipal Code. It is intended purely as a guide for developers and should not substitute for a full review of the Code and applicable regulations.

GENERAL INFORMATION

- ~ Provide Completed Checklist with submittal
- ~ Names and addresses of owner/developer/designer
- ~ Graphic scale, north arrow
- ~ Location sketch
- ~ Size of site (gross and net acreage)
- ~ Existing zoning
- ~ Adjacent zoning and uses
- ~ Number of residents (subdivisions)
- ~ Number of employees

EXISTING SITE INFORMATION

- ~ Dimensions of site and lot lines (pipes found, pipes set, monuments)
- ~ Existing grades (2' contours minimum)
- ~ Adjacent property grades (within 10' minimum of property lines)
- ~ Adjacent structures (within 20' minimum of property lines)
- ~ Drainage systems and structures
- ~ Natural features (woods, streams, lakes, ponds, outcroppings)
- ~ Wetland boundaries (provide date of staking)
- ~ Floodplain elevation and boundaries
- ~ Environmental concerns (underground tanks, etc)
- ~ Roads, curbs, parking lots, pavement areas
- ~ Structures (location, size)
- ~ Rights-of-Way (existing/ultimate)
- ~ Easements (drainage, utility)
- ~ Existing utilities (sanitary, water, electric, gas, telephone)
- ~ Benchmark locations and elevations
- ~ Location of fences, wells, borings, etc.

ARCHITECTURAL PLANS

- ~ Existing building location
- ~ Existing building elevations/materials
- ~ Proposed use (use list from Section 17.45)
- ~ Statement of design intent (narrative)
- ~ Proposed floor plans (dimension)
- ~ Square footage (total and individual rooms/stores)
- ~ Proposed elevations (dimension)
- ~ Proposed building height

- ~ Proposed materials and colors (material sample board required for new construction)
- ~ Proposed signage (elevations, color, square footage, height, construction material, lighting)
- ~ Details of any special features

PROPOSED SITE PLAN

- ~ Grading and spot elevations
- ~ Erosion control measures (silt fencing, hay bales, rip-rap, tracking mat, stockpile locations)
- ~ Stormwater management
 - S stormwater management design report
 - S general drainage pattern
 - S swales w/ arrows for direction of flow
 - S pond design with outfalls
 - S culverts (location/size)
- ~ Utilities (size, invert elevations, length, slope, etc.)
 - sanitary
 - water
 - stormsewer
- ~ Building location (dimension)
- ~ Building elevation (finished grade)
- ~ Location of proposed signage
- ~ Details of outside storage (including trash receptacles)
- ~ Setbacks (clearly marked and dimensioned)
- ~ Vehicular entrances (dimension to centerline of nearest intersection)
- ~ Streets (dimension and direction for one-ways)
- ~ Curve radii
- ~ Sidewalks (dimension)
- ~ Parking areas (show striping/spot elevations)
- ~ Parking setback from property line
- ~ Loading areas (dimension)
- ~ Lot coverage
 - S Square footage total
 - S Impervious surfaces total (%)
 - S Green space total (%)
 - S Percent permitted (over/under %)
- ~ Municipal utility connections
 - S Sanitary sewer (pipe size/elevations)
 - S Water (size, valve location, elevations)
 - S Location of hydrants
- ~ Easement for public water mains

LIGHTING PLAN

- ~ Major improvements for context
- ~ Location/nature of existing fixtures
- ~ Location of proposed fixtures
- ~ Photometric report (to scale on plan)
- ~ Manufacturers cut-sheets of all fixtures
- ~ Lighting schedule
 - S key to plan
 - S number/type of fixtures
 - S output (wattage)
- ~ Installation details as appropriate

LANDSCAPING PLAN

- ~ Major improvements for context (building, drives, walks)
- ~ Proposed outdoor amenities (benches, paths, etc.)
- ~ Existing vegetation
 - S Species
 - S Size
 - S Approximate canopy in plan
- ~ Vegetation to be destroyed
 - S List and show location
- ~ Proposed method of saving existing vegetation during construction
- ~ Proposed landscape features (berms, fountains)
- ~ Existing/proposed lighting
- ~ Irrigation/watering systems (locate outlets)
- ~ Plant lists or schedules
 - S Keyed to plan
 - S Number of each species
 - S Size when planted (caliper)
- ~ Installation details/staking

MODEL SUBMITTAL INCLUDES THE FOLLOWING PLANS:

1. Cover / Title Page
2. Existing Conditions Survey
3. General Site Plan
4. Grading, Paving & Erosion Control Plan
5. Utility Plan
6. Site Details (curbing, catch basins, detention ponds, pavement, erosion control and sign details)
7. Landscape Plan
8. Landscape details (planting schedule, berming cross-sections, method of installation)
9. Lighting Plan
10. Floor Plan
11. Exterior Building Elevations
12. Building Material Sample Board
13. Digital Copy

In addition to the items on this list, Village Staff and/or the Plan Commission may require additional drawings and data to be submitted for approval.

If any public improvements or work is to be done in the Public Right-of-Way, the Village will require that a Developer's Agreement be submitted and approved by the Village Board.



Engineering Department Memorandum

To: Applicant for Site Plan
From: Kevin R. Driscoll, PE, Village Engineer
Date: October 1, 2024
Re: Engineering Department Permits Required

After review of your site plans and the potential approval of your site plan by the Planning Commission and Village Board, additional permits are required by the Engineering Department.

The Village of Germantown Code of Ordinances requires the following permits:

1. *Driveway Permit (8.03)*
2. *Permit for Street Excavation in the Right of Way (8.06)*
3. *Stormwater Permit (27.09)*
4. *Erosion Control Permit (29.09)*

The Engineering department permits can be found at the following link:

<https://www.germantownwi.gov/177/Permits>

In addition, the individual permits are listed below, and copies of the respective permits are attached:

1. <https://www.germantownwi.gov/DocumentCenter/View/8423/Driveway-Culvert-Permit>
2. <https://www.germantownwi.gov/DocumentCenter/View/773/Right-of-Way-Permit-Application>
3. <https://www.germantownwi.gov/DocumentCenter/View/172/buildingInsp-ErosionControl>
4. <https://www.germantownwi.gov/DocumentCenter/View/8069/Stormwater-Management-Permit-Application>

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: December 2023

Date: _____

Permit No. _____

Fee Schedule: (For Office Use Only)

Zoning Districts Type 1: Rd-2, Rm-1, Rm-2, Rm-3, EH, MHP, I, PD, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, and M-4	\$100.00	___ Paid
Zoning Districts Type 2: A-1, A-2, Rs-1, Rs-2, R s-3, Rs-4, Rs-5, Rs-6, and Rs-7	\$ 50.00	___ Paid
Paving an existing access (or other minor modifications)	N/C	-

➤ Zoning Districts Type 1 Requirements:

- 45 feet maximum width at roadway including flared end sections.
- 40 feet maximum width at the right-of-way.
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and business.

➤ Zoning Districts Type 2 Requirements:

- 25 feet maximum width at roadway including flared end sections.
- 12 feet minimum width
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and house.

** See back for driveway detail.*

Check All Applicable Items

- Driveway Approach
- Curb Removal & Replacement
- New Driveway Installation
- Existing Driveway Reconstruction
- Driveway Culvert w/ Required Apron End Sections

Note: Driveway culverts are owned by the property owner who is responsible for the care and maintenance of the pipe/flared end walls and maintaining flow thru the culvert.

Location: _____
(Address or Tax Key Number)

Owner : _____ Contractor: _____

Address: _____ Address: _____

Phone No: _____ Phone No: _____

Email: _____ Email: _____

Driveway Approach Width at Property Line: ____ feet

Is Culvert Required: Yes No

Driveway / Culvert Permit

Terms of Agreement

1. The application shall contain a description of the proposed work in the right-of-way, culvert requirements including size and length, intersection clearances, distances to nearest driveways, and details of the proposed installation. Attach a plat of survey with sketches of buildings on property, driveway, and dimensions to applicable features (property line, driveway width, etc).
2. The Village Engineer may require scale drawings or other information prior to granting a permit.
3. EXPIRATION. Permits for existing driveway reconstruction shall remain valid for 60 days from the date of issuance and permits for new driveway installation shall remain valid for one (1) year from the date of issuance, after which the permit shall expire.
4. Owner/Agent shall call (262)250-4721 to schedule an appointment for inspection two (2) business days before commencing any work.
5. PENALTIES. Persons who violate the terms of the permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
6. The Applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.
7. The Applicant agrees to hold harmless and indemnify the Village of Germantown, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.
8. The Applicant shall call the Diggers Hot Line prior to the commencement of excavation.
9. It shall be the sole responsibility of the Contractor to install and maintain sufficient warning signs and/or barricades to protect the work, workers, and to warn the public. All warning devices shall conform to the Manual on Uniform Traffic Control Devices (latest edition).
10. Culvert size will be determined by the Village Engineer or representative so as to allow for proper drainage.
11. All driveways and culverts will be a minimum of 5 feet from parallel property lines.
12. Slopes forming the sides of the access shall not be steeper than 4 to 1 (25%) or that of the slopes forming the sides of the roadway, whichever is less.
13. Retaining walls are prohibited in the public right-of-way.
14. Pavement of accesses shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter.
15. Should the property owner choose to extend their concrete driveway into the right of way to the edge of the existing road, they do so at their own risk. The Village will not be responsible for any damage to the concrete pavement for any reason (snowplow operations, etc.)

1112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: December 2023

Also, should the concrete approach need to be removed for **any** village project in the future, such as drainage, road improvements or utility installations, the approach will be replaced with asphalt.
The Village **will not** replace the approach with concrete pavement.

16. Vertical face curb and gutter (where existing) shall be removed for the new access and replaced with new curb and gutter. At the discretion of the Village Engineer, an approved contractor may be allowed to remove only the curb head on mountable curb by using a machine mounted concrete saw in lieu of removing and replacing the curb and gutter.
17. Existing Village Property including road surfaces, curbs, shoulders, slopes, ditches, and vegetation shall be restored to its original condition by the applicant. The agent/owner shall restore the right-of-way to the satisfaction of the Village Engineer within the permit period.
18. On new construction for parcels with water service, curb stops shall not be located within 5-feet of the driveway.
19. For Driveway Elevation Certification contact the Engineering Department at Village Hall.

OWNER'S AGREEMENT:

The undersigned hereby agrees to perform the work according to the appropriate specifications and standards on file in the Engineering Department. The applicant also agrees to repair or replace any work that does not conform to said specifications and standards. All work performed under this permit is subject to the provisions in Section 8.03 and Section 17.45 of the Municipal Code of Germantown, Wisconsin.

Owner or Agent: _____ Date: _____
(Signature)

Office Use Only (To Be Completed by the Village of Germantown)

Culvert Specifications

Diameter: ___ inches Type: Round Elliptical Arch

Length: ___ feet

Allowed Pipe Material: Corrugated Metal or Reinforced Concrete Pipe

No plastic or HDPE pipe is allowed for driveways.

All culverts will have metal flared end sections, of the same diameter attached at both ends of the culvert.

Village Approval

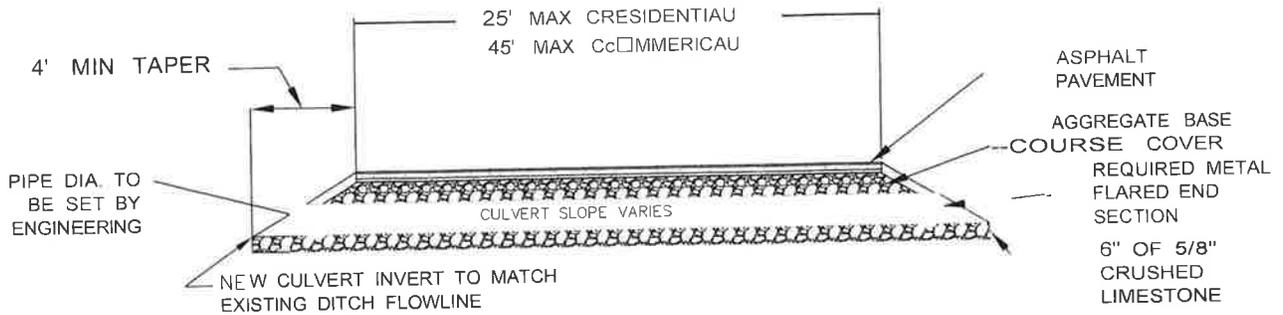
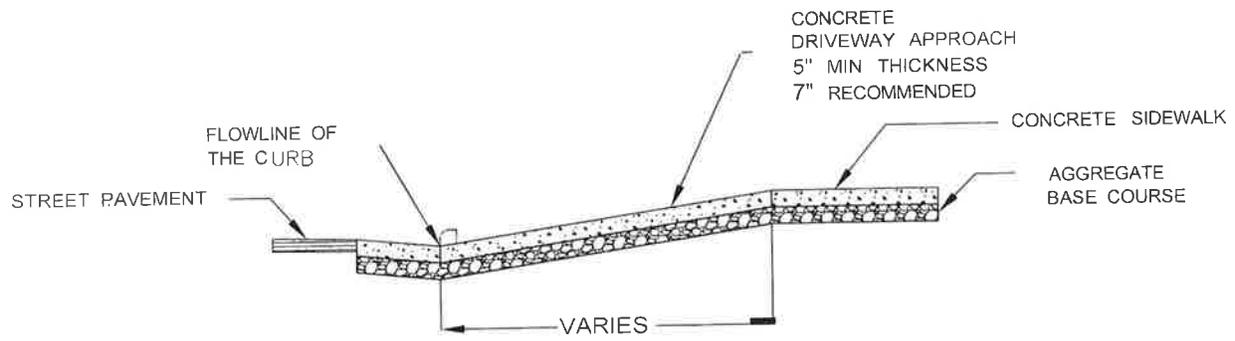
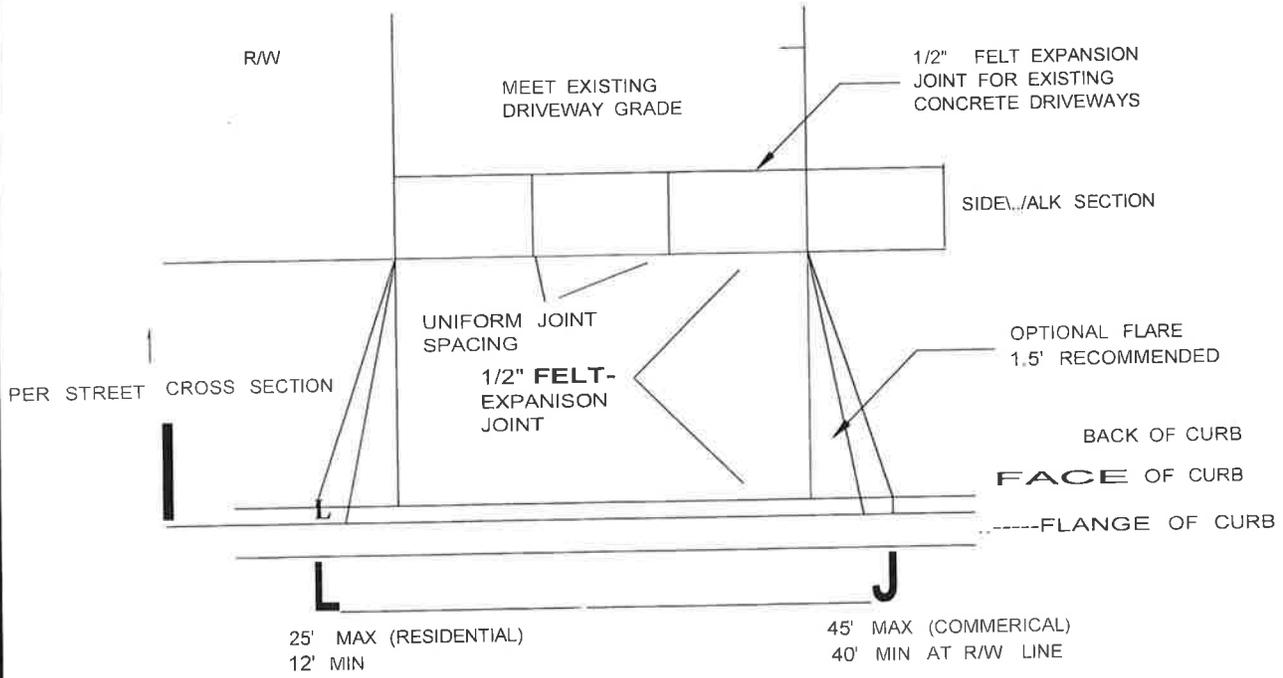
Permission is hereby granted for the above applicant to perform said work in accordance with Germantown specifications and standards. Modification of the curb for the driveway approach must be approved by the Village of Germantown.

Engineering / D.P.W.

Authorization: _____ Date: _____



SAWCUT EXISTING ASPHALT
OR CONCRETE DRIVEWAYS



CROSS SECTION OF AN OPEN DITCH DRIVEWAY WITH CULVERT

RE SED 9/25/2020
RCB

ENGINEERING
noPEPARTMENT
Village
Ger/rrio ntown
...willkorTr1en

**STANDARD DETAIL
DRIVEWAY APPROACH
DRIVEWAY CULVERT**

NOT TO SCALE

Engineering Department
N112W17001 Mequon Road
PO Box 337
Germantown, WI 53022
engineering@germantownwi.gov



Permit No. _____
Date Issued: _____
FEE: _____

VILLAGE OF GERMANTOWN
APPLICATION FOR PERMIT FOR STREET EXCAVATION
IN THE **RIGHT-OF-WAY** (January 2024)

Applicant: _____

Applicant Email: _____

Address: _____

Location of Work: _____

Project Description: _____

Contractor: _____

Address: _____

Phone No.: _____ 24 Hour Contact Phone No.: _____

Plans Prepared By: _____ Copy Enclosed: Yes No

Estimated Construction Date: _____ Estimated Restoration Date: _____

The undersigned understands and agrees that the granting of this permit is subject to the applicant's full compliance with all applicable Village ordinances, rules, regulations, State Statutes, and administrative rules. Applicant shall comply with all permit provisions and conditions as attached to this form and any additional special provisions.

APPLICANT REPRESENTATIVE

By: _____

Date: _____

PERMIT APPROVAL

By: _____

Date: _____

RECORD OF INSPECTION

Date Notified: _____

Date Inspected: _____

Inspected By: _____

Comments: _____

PERMIT PROVISIONS AND CONDITIONS:

1. The Applicant further agrees to indemnify and save harmless the Village of Germantown, its employees, and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
2. The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of construction and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
3. The Applicant shall notify the Engineering Department at engineering@germantownwi.gov or 262-250-4721, at least two (2) business days prior to starting any work.
4. No open cutting for a crossing will be allowed where the pavement is too narrow to always maintain one-way traffic unless the Village of Germantown has granted permission for a detour. Wherever the pavement is opened, the spoil shall be hauled away, and the trench shall be backfilled with coarse aggregate slurry. The pavement removed for a road crossing shall be replaced as per the Village of Germantown specifications.
5. When one-way traffic or a detour is used, the Applicant shall provide and maintain all necessary signs, barricades, flagmen and lights required according to the *Manual on Uniform Traffic Control Devices*. A plan must be submitted for any proposed detour. When a detour is allowed, police, fire, school, and local newspapers shall be notified by the Applicant prior to the work being started.
6. The Applicant shall be responsible for restoring the roadway and the adjacent right-of-way to its original condition. For work performed between April 15th and November 1st, permanent restoration of each project segment shall be completed **within two (2) weeks** of completion of work. Permanent restoration of pavement may be approved by the Village Engineer beyond November 1st based on plant availability and temperatures. For work performed between November 1st and April 15th, temporary cold patching and erosion control matting restoration shall be installed **within two (2) weeks** of completion of work, with permanent pavement and restoration to be completed no later than May 25th. Concrete at a minimum depth of 2" may be used in lieu of temporary cold patch at the discretion of the Village Engineer. The failure of the Applicant to make prompt and satisfactory restorations of the roadway and adjacent right-of-way may cause the Village to arrange for restoration by others at the Applicant's expense.
7. Access to all private drives and public street intersections shall be maintained, and all disturbed areas shall be completely restored to the satisfaction of the Village of Germantown or its representative. If watering is required, it shall be the responsibility of the Applicant. All disturbed lawn areas shall be replaced with a minimum 4" of topsoil with seed and mulch. Driveways shall be replaced in kind.
8. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, and any applicable local regulations.
9. Any route that crosses multiple parcels or is longer than 200' within the right-of-way must be staked prior to calling diggers hotline. Once work is complete all locate flags must be removed. When crossing village owned utilities, they must be potholed to a depth of 2' below new utility installation depth or other approved method of verification to ensure no conflict between utilities.
10. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
11. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.

12. A guarantee letter will be provided by the Applicant for one year from the date of acceptance by the Village of Germantown.
13. Comply with Section 8.06 *Street Excavations* of the Village Municipal Code.
14. A fee of \$500 shall be required per Mun. Ord. Sec. 8.06(2) for each excavation in paved or improved streets, or a fee of \$200 for each excavation within the right-of-way but outside the limits of the pavement. A fee of \$150 for excavating in the road right of way but outside paved or improved streets shall be paid by gas and electric utilities only.
15. Applicant shall file with the Village Clerk a certificate of general liability and property damage insurance per Mun. Ord. 8.06(5).
16. Applicant shall submit to the Public Works department with this Application a surety in the form of a performance bond or check in the amount of \$1,500 payable to the Village of Germantown, to be returned upon satisfactory final inspection.
17. Curb & Gutter removal and replacement shall be the responsibility of the Applicant where specified by Village Engineer.
18. Submit a plan showing road cut location(s). Allow two (2) business days for plan review. Permits shall not be issued prior to acceptance of plans.
19. A copy of the State of Wisconsin Dept. of Transportation Highway Excavation Permit will be submitted to the Village Engineer, if applicable.
20. Any field changes that are deemed necessary by the Village will be at the expense of the Applicant.
21. PENALTIES. Persons who violate the terms of this permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
22. EXPIRATION. Permits shall remain valid for 90 days from the date of issuance, after which the permit expires.

- _____ Permit Fee Submitted
- _____ Insurance Form Submitted
- _____ Performance Bond Submitted
- _____ Guarantee of one-year Submitted
- _____ Copies of Additional Permits Required Submitted
- _____ Plans Submitted

OTHER SPECIAL PROVISIONS:

BY: _____ Title: _____



N112 W17001 Mequon Rd.
 P.O. Box 337
 Germantown, Wisconsin 53022-0337
 Phone: (262) 250-4720 (Engineering)
 FAX: (262) 253-8255

Permit #:

STORMWATER MANAGEMENT PERMIT APPLICATION

Applicant/Agent	Property Owner
Name:	Name:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

Property Address:

Base SWM Permit Application Fee (Non-Refundable):

- \$300.00.
- Waived, if application associated with Planning Department's Site Plan Review Application.

First-Time SWM Plan Report Review Fee (Non-Refundable):

- \$200.00 for First Detention/Infiltration/Retention Pond or Water Quality Device.
- \$25.00 for each Additional Detention/Infiltration/Retention Pond or Water Quality Device. Quantity: (____)
- \$10.00 for each Channel/Culvert/Storm Sewer Branch. Quantity: (____)
- \$500.00 Additional Fee for Optional Expedited Review (3 business days).
- Waived, if application associated with Planning Department's Site Plan Review Application.

Additional SWM Plan Report Review Fee (Non-Refundable):

- \$250.00 for 2nd SWM Plan Review (i.e., review of 1st SWM Plan revision).
- \$500.00 for each Additional SWM Plan Review (i.e., review of 2nd, 3rd, 4th, etc. SWM Plan revision).
- \$500.00 Additional Fee for Optional Expedited Review for each Additional SWM Plan Review (3 business days).

Certification:

I hereby certify that the information contained herein, including all attachments, is true, accurate, and complete to the best of my knowledge. Further, I grant the Village of Germantown's employees and agents to enter the property to review information included with this application, and to make inspections during and after construction. Application and report review times, approval/denial, and final action shall be as set in Chapter 27, Mun. Ord. Applicant/Agent and Property Owner understand other fee mechanisms (i.e., Site Plan Review Fee) are in place for Village review and approval of the Stormwater Management Plan Report. I am aware that this permit expires the date the Village Engineer or designee notifies me that all stormwater management practices have passed final inspection required under subsection (4)(d) and an approved Maintenance Declaration is recorded with the Register of Deeds as required under section 27.11, or after two years of issuance, whichever occurs first.

Applicant/Agent Signature & Date:

Property Owner Signature & Date:

REPORT CHECKLIST

The storm water management plan for a site shall include:

- Detailed report containing a narrative description of the storm water facility design, assumptions, and computations
- Detailed maps showing pre-development and post-development conditions, 24" x 36" sheets
- Signature and seal by a Wisconsin Registered Professional Engineer
- Detailed tabular estimate of construction costs for proposed facilities
- Two complete copies of the entire plan

The report describing the site conditions and detention design shall include the following:

- Full watershed of site with contours
- Sub area boundaries
- Time of concentration determination with lengths and slopes
- Hydrologic soil groups
- Curve numbers
- Existing flood plain and wetlands shown, including setback lines
- Comparison of different agency analysis, if appropriate, in tabular format
- Cross section/details of vegetation proposed on berm, safety shelf, water line areas, etc.
- Detention basin volumes
- Existing and proposed contours in pond area at one foot contour interval
- Stage-discharge curve or table for proposed outfall structure
- Site hydrograph for 100-year and 2-year storm predeveloped condition without detention
- Site hydrograph for 100-year and 2-year storm post-developed condition without detention
- Pond output hydrograph for 100-year and 2-year storm post-developed condition with detention
- Clearly indicate pre-development and post-development site discharge for the 2-year and 100-year storm events.
- Draft copy of long term maintenance plan in recordable format
- Completed copy of this checklist

Project Name: _____

Village staff only:

Permit #: _____

Initial submittal date: _____

Response date: _____

Subsequent response date(s): _____

Approval date: _____

Date sent to MMSD (If applicable) _____

MMSD approval date: _____

Date financial guarantee provided and amount: _____

Facility Certification-date approved: _____

Final maintenance declaration recorded: _____

Financial guarantee released: _____

Engineering Department
N112W17001 Mequon Rd.
PO Box 337
Germantown, WI 53022
(262) 250 - 4721
engineering@germantownwi.gov



Permit: _____
Date: _____
Fee: _____

APPLICATION FOR EROSION CONTROL PERMIT
(JULY 2024)

OWNER INFORMATION: Information about the owner of the site.

Name/Organization: _____ Phone: _____
Address: _____ Email: _____

APPLICANT INFORMATION (IF DIFFERENT): Information about who is applying on behalf of the owner.

Name/Organization: _____ Phone: _____
Address: _____ Email: _____

CONTRACTOR INFORMATION: Information about the primary company performing the work.

Name/Organization: _____ Phone: _____
Address: _____ Email: _____

PLANS SUPPLIED BY: Information about the person or company that is designing the Erosion Control for this project.

Name/Organization: _____ Phone: _____
Address: _____ Email: _____
Checklist Attached (Ord. 29.09)? Yes No
Copy Attached? Yes No

SITE INFORMATION: Fill out all applicable information regarding the location of the site.

Address: _____ Parcel: GTNV
Subdivision & Lot: _____ Zoning: _____
Is the parcel adjacent to a waterway, wetland, or other water body? Yes No

PRIMARY CONTACT: Contact information for the person responsible for maintaining the Erosion Control plan for the project's entire duration.

Name: _____ Phone: _____
Organization: _____ Email: _____

LAND DISTURBANCE INFORMATION: Provide quantities of the work for permit fee calculations and site plan requirements.

Description of Proposed Work: _____

Excavation/Fill: _____ Cubic Yards Trenching: _____ Linear Feet

Grading/Topsoil Stripping: _____ Square Feet Total Area Disturbed: _____ Square Feet

Is there intent to export topsoil from the site pursuant to Ord. 17.441? Yes No

PERMIT FEES: Calculated using the provided values on the previous page.

DESCRIPTION	BASE FEE	AMOUNT
1 & 2 Family New Construction	\$150 per Lot	
Subdivision Development (Residential & Non-Residential)	\$1,000	
	+ \$20 Per Lot	
Multifamily, Commercial, Industrial, Institutional	\$500	
	+ \$10 Per 1,000 Square Feet of Total Disturbed Area (Maximum of \$5,000)	
Other Filling/Grading Unrelated to Development	\$5 Per 1,000 Sq. Ft. of Total Disturbed Area less than 1 Acre	
	+ \$3 Per 1,000 Sq. Ft. of Total Disturbed Area greater than 1 Acre (\$100 Minimum)	
	TOTAL	

PERMIT PROVISIONS AND CONDITIONS:

1. Property Owner/Applicant is responsible for compliance with the Erosion Control Ordinance or COMM 21.125 and Conditionally Approved plan. Owner/Applicant is responsible for the activities of any subcontractors which may affect non-compliance situations.
2. Install Erosion Control Best Management Practices (BMPs) as identified in the approved Erosion Control plan per Village of Germantown Code of Ordinance 29.07.
3. Use of #3 aggregate stone or other approved stone with a minimum 3-inch diameter is required for access drives. Access drive tracking pads shall be at minimum 6-inches deep, at least 30ft to 50ft in length, and at least 14ft to 20ft wide.
4. Remove all offsite sediment from adjacent roadways at the end of each work day. Maintain all road drainage systems and tracking provisions, stormwater drainage systems, BMPs, and other facilities identified in the Erosion Control plan.
5. Repair any siltation or erosion damage to adjoining surfaces and drainageways resulting from land development or other activities.
6. All soil storage stockpiles shall be located at least 25 feet from any downslope road, lake, stream, wetland, ditch, channel, or other water conveyance means.
7. Stockpiles that are left undisturbed for more than 7 days shall be seeded, covered with a tarp, or have sufficient perimeter erosion control BMPs installed on all sides of the stockpile.
8. Inspect all BMPs after each precipitation event greater than 0.5 inches and at least once per week and make any needed repairs.
9. Maintain all BMPs until all disturbed areas are stabilized.
10. The Applicant shall notify the Engineering Department at engineering@germantownwi.gov or 262-250-4721, at least two (2) business days prior to starting any work.
11. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
12. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.
13. In addition to the conditions of approval, this permit must be transferred to the new owner of the property, and the site must be stabilized or protected at the time of occupancy. No occupancy will be granted until the site is stabilized or protected.

SPECIAL PROVISIONS:

If the applicant is not the owner of the parcel, the applicant shall act as the agent for the owner and the owner's permission and acceptance of all conditions shall be in force as soon as the applicant is permitted by the owner to proceed with the work outlines herein.

The Applicant further agrees to indemnify and save harmless the Village of Germantown, its employees, and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.

The undersigned understands and agrees that the granting of this permit is subject to the applicant's full compliance with all applicable Village ordinances, rules, regulations, State Statutes, and administrative rules. Applicant shall comply with all permit provisions and conditions as attached to this form and any additional special provisions.

APPLICANT OR REPRESENTATIVE

Signature: _____

Print Name: _____

Date: _____

PERMIT APPROVAL

Signature: _____

Print Name: _____

Date: _____

COMMENTS FOR OFFICE USE ONLY:

