

Storm Water Management

Preliminary Storm Water Review Letter – Submittal Guidance

Authority: Chapter 26-20 of the Walworth County of Ordinances

- (a) **Purpose and intent.** A preliminary storm water review letter is prepared by the county land conservation division to ensure that early site planning of any new development accounts for compliance with the county storm water management performance standards, preliminary storm water planning will help resolve spatial, soil or drainage limitations, identify storm water management opportunities early in the site-planning phase and prevent conflict with other permit requirements or recording of land divisions.
- (b) **Applicability.** A preliminary storm water review letter from the Walworth County Land Conservation Division is required prior to the approval of a preliminary plat, certified survey map, conditional use permit or zoning amendment by the county zoning agency, if the proposed land division or use will result in one or more of the following land development or land disturbing activities:
- (1) Land disturbance or the removal of vegetative cover for an area greater than one acre.
 - (2) Construction of a new public or private road servicing more than five residences.
 - (3) The addition of one-half of an acre of impervious surfaces to a site.
- (c) **Application** for a preliminary review letter. To request a preliminary storm water review letter, the applicant shall submit a complete application to the Walworth County Land Conservation Division and include the following:
- (1) A complete and signed application on a form provided by the Walworth County Land Conservation Division for that purpose.
 - (2) An application fee.
 - (3) A scaled site plan map submitted for the for the review of a conditional use permit, certified survey, subdivision plat, zoning amendment or other applicable required action.
 - (4) A preliminary storm water management plan prepared in accordance with section 26-20(d).
- (d) A **preliminary storm water management plan** shall contain the following items:
- (1) On a scaled site plan, titled Preliminary Storm Water Management Plan, delineate and label existing and proposed watersheds, sub-watersheds and primary flow paths of storm water runoff flowing into the site, through the site and discharge points, off of the site
 - (2) On a scaled site plan, titled Preliminary Storm Water Management Plan, show the location of lakes, streams, channels, ditches, and other watercourses on and immediately adjacent to the site. Delineate the limits of the 100-year floodplain. Show the location of wells and well head protection areas. Provide the name of the ultimate receiving water.
 - (3) **If wetlands are present, mark and label the wetland delineated boundary lines, consistent with WDNR Program Guidance for Wetland Screening and/ or Wetland Delineation Procedures.**
 - (4) On a scaled site plan, titled Preliminary Storm Water Management Plan, show the location(s), and label the description, and provide the preliminary design of proposed storm water best management practices required to meet County and State Storm Water Performance Standards.
 - (5) On a scaled site plan, titled Preliminary Storm Water Management Plan, show the location and a provide a description of the type(s) of storm water collection and conveyance systems, proposed for the site.
 - (6) On a scaled site plan, titled Preliminary Storm Water Management Plan, shown the locations and preliminary dimensions of proposed drainage or storm water management easements **or outlots for the planned storm water management best management practices.**
 - (7) On a scaled site plan, titled the location of soil borings and soil profiles evaluations and data sheets to determine feasibility of any proposed storm water best management practice and compliance with technical standards.
 - (8) On a scaled development plan, preliminary plat map, or a scaled drawing show the preliminary location of access roadways or lanes to perform maintenance of storm water best management practices.
 - (9) Preliminary hydrology and hydraulic calculations reflecting changes in land use.
 - (10) Proposed ownership and maintenance responsibilities for all proposed storm water best management practices.

Storm Water Management

Chapter 26-20 of the Walworth County of Ordinances

Preliminary Storm Water Review Letter- Page Two

- (11) Drafting date and the name and contact information for the Wisconsin-licensed engineer preparing the preliminary storm water management plan and information.
 - (12) Setback requirements from wells, structures, steep slopes, wetlands, waterways, roads, right-of-ways and other features related to the location of storm water best management practices.
- (e) Preliminary storm water review letter application **process**.
- (1) The county land conservation division shall have ten business days from the date the Walworth County Land Conservation Division received a complete application for a preliminary storm water review letter to issue a review letter to the applicant and the Walworth County Land Use Division.
 - (2) If within the ten working days, the Walworth County Land Conservation Division determines that the application for a preliminary review letter is not complete or additional information is needed, the Walworth County Land Conservation Division shall have ten days from the date the additional information is received, to review and act on the application.

Preliminary Storm Water Management Review Letter Application

Walworth County Land Conservation Division
100 W. Walworth – Room 222
Elkhorn, WI 53121
Phone: 262.741-4972 Fax: 262.741-4973

Authority: Chapter 26, Article I. Storm Water Management
Walworth County Code of Ordinances
Website: www.co.walworth.wi.us

Applicant: _____
Print Name

Project Engineer: _____
Print Name

Address: _____

Address: _____

City _____ **State** _____ **Zip** _____

City _____ **State** _____ **Zip** _____

Phone: _____ **Cell:** _____

Phone: _____ **Cell:** _____

email: _____

email: _____

Project Description: _____

- Required Submittal Items:**
- | | |
|---|---|
| <input type="checkbox"/> Site Development Plan | <input type="checkbox"/> Preliminary Storm Water Management Plan (see Submittal Guidance) |
| <input type="checkbox"/> Soil investigation and evaluation | <input type="checkbox"/> Preliminary Storm Water Practice Maintenance Agreement |
| <input type="checkbox"/> Wetland Screening/Wetland Delineation | <input type="checkbox"/> Other (describe) _____ |
| <input type="checkbox"/> Application Fee: \$400.00 (Non-shoreland) \$450.00 (Shoreland, Not Waterfront) \$450.00 (Waterfront) | |

Project Location: Municipality: _____ **Tax Key Parcel (s) #:** _____

Project Site Address: _____ **Shoreland:** Yes No **Waterfront:** Yes No

Name of the initial downstream receiving water from the project site: _____ (Lake/stream name)

Wetlands present on site? Yes No **Waterways present on site?** Yes No

Total Land Disturbance Proposed: _____ sq. ft. **Total Impervious Surface Proposed:** _____ sq. ft.

The applicant understands that the issuance of a preliminary storm water review letter creates no legal liability, expressed or implied of the Walworth County Land Use and Resource Management Department. The applicant/landowner understands that this is a preliminary review of the proposed storm water management plan and does not authorize any land disturbing construction or development activities on the parcel.

The applicant/landowner understands by submitting this application, Walworth County staff may enter upon the parcel, as described above, for the purpose of obtaining information necessary to review the preliminary storm water management plan and prepare the review letter consistent with the Walworth County Code of Ordinances.

I authorize: _____ **Phone #** _____
(Print)

to serve as my representative for the purpose of preparing the preliminary storm water review letter.

Applicant Signature: _____ **Date:** _____

Office Use Only:

Preliminary Storm Water Review by: _____ Review Letter Application # _____

Preliminary Review Letter Issued: (date) _____

Conditional Use Permit Petition for Zoning Amendment

Land Division Other _____