



Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884 ext 116 / Fax (608) 437-3190

www.mounthorebwi.info

Parcel Number: _____

FILL PERMIT

Name: _____

Address: _____

City/St/Zip: _____

Location of property: _____

Description: _____

This application shall be submitted to the Building Inspector along with a site plan of the affected area, a statement of the purpose for the filling operation, length of time to complete project, truck routes and schedules of trucks if applicable, and description of fill materials. This permit shall be good for a period not to exceed 12 consecutive months and may be renewed upon review by the Village Building Inspector.

Conditions of approval

- Fill material must be consistent with that described in Chapter 8, Section 12 (e)(2)
- No fill may be placed over any underground utilities
- The proposed filling shall not obstruct natural drainageways and will result in an overall terrain which is compatible with adjoining parcels.
- The filling operation will not create unreasonable noise, traffic or other problems detrimental to the area of such filling
- The owner of the property being filled shall take those measures to control erosion during the filling operation as directed by the Building Inspector or Village Engineer.
- Within 30 days of the expiration of a permit, the owner shall grade the fill site or sites, apply a minimum of 4" of top soil and apply grass seed to all affected areas.

Signature of applicant: _____ Date: _____

Permit Fee: _____ Receipt: _____ Date: _____

Chapter 8.12 SOLID FILL PERMIT

CONDITIONS OF APPROVAL

1. All necessary erosion measures shall be in place prior to beginning fill operations. Erosion measures shall be in place as a condition of the permit and shall be maintained as long as the permit is active.
2. Failure to maintain erosion measures will result in revocation of the permit.
3. An erosion plan must be submitted with the permit application and approved by the Building Inspector or Village Engineer.
4. The Erosion Plan should consist of a site plan showing all property lines and all structures on the site. Slopes of grade and contours, both existing and proposed shall be shown. Required erosion measures will consist of silt fence on all open and exposed grades and any fill piles closer than 10 ft to a property line. Silt fence shall be installed in accordance with "Best Management Practices Handbook". Excessive grades as determined by the Building Inspector or Village Engineer will require additional protection measures consisting of, but not limited to, additional rows of silt fence set 10 ft apart, check dams and rock barriers and other preventative measures.
5. Following is a guideline for the implementation of Erosion measures in order to meet the minimum standard that the Village of Mt. Horeb will require for compliance with erosion protection.

IMPLEMENTATION AND INSTALLATION OF EROSION CONTROL PROCEDURES.

- (a) **General.** Perimeter erosion control measures shall be placed within 24 hours after beginning the excavating. Erosion control measures shall be placed along downslope areas and along sideslope areas as required to prevent or reduce erosion where erosion during construction will result in a loss of soil to waters of the state, public sewer inlets or off-site. The best management practices as defined in Comm 20.07 (8m) or alternative measures that provide equivalent protection to these practices may be utilized to satisfy the requirements of this section. When the disturbed area is stabilized, the erosion control measures may be removed.
- (b) **Stabilization by seeding and mulching.** Slopes greater than or equal to 12%, with a downslope length of 10 feet or more, are not considered stabilized with seeding and mulching unless used in conjunction with a tackifier, netting, or matting. Asphalt emulsion may not be used as a tackifier.
- (c) **Tracking.** Sediment tracked by construction equipment from a site onto a public or private paved road or sidewalk shall be minimized by providing a non-tracking access roadway. The access roadway shall be installed as approved on the plot plan, prior to framing above the first floor decking. The sediment cleanup provisions of par. (d) are unaffected by the presence or absence of an access roadway.
- (d) **Sediment cleanup.** Off-site sediment deposition occurring as a result of a storm event shall be cleaned up by the end of the next work day following the occurrence. All other off-site sediment deposition occurring as a result of construction activities shall be cleaned up at the end of the work day.
- (e) **Public sewer inlet protection.** Downslope, on-site public sewer inlets shall be protected with erosion control procedures.
- (f) **Building material waste disposal.** All building material waste shall be properly managed and disposed of to prevent pollutants and debris from being carried off the site by runoff.

MAINTENANCE OF EROSION CONTROL PROCEDURES.

General. During the period of construction or filling at a site, all erosion control procedures necessary to meet the performance standards of this section shall be properly implemented, installed and maintained by the permit applicant or subsequent landowner. If erosion occurs after construction activities or filling activities have ceased, some or all of the erosion control procedures shall be maintained until the site has been stabilized.

Village of Mt. Horeb – Code of Ordinances

Section 8.12 SOLID FILL REGULATIONS.

1. **PERMIT REQUIRED.** No person shall transfer to, dump or place upon lands within the Village any solid fill materials without first obtaining a permit.
 - (a) **Application.** Application for a permit shall be made in writing by the owner of the lands to be filled or his designated agent to the Village Building Inspector. The application shall set forth and include the following:
 1. Map or drawing sufficient to show the location of the fill site or sites and the natural drainage ways across the site or sites.
 2. Proposed routes for transporting fill.
 3. Number, type, size, and weight of trucks to be used.
 4. Proposed plan which shall include the intent and purpose of the filling operation, the estimated length of time to complete the operation, a proposed trucking schedule, a plan for maintenance and appearance during inactive periods and a plan for cleaning and maintenance, including a description of plan measures for controlling dust, mud, ice, storm water, and tracking. Fill material is described as earth containing less than 25% by volume of concrete, building stone or asphalt. General building materials, appliances and other metal objects, brush, garbage, or other organic matter and any chemical, petroleum or otherwise hazardous products are unacceptable fill materials.
 - (b) **Hours and Duration.** The permit shall not authorize filling between the hours of 7 PM and 7 AM on weekdays or at any time on weekends or statutory holidays. The permit shall be for a period not to exceed 12 consecutive months. Renewal permits may be granted subject to the applicant meeting all the application requirements for an initial permit.
 - (c) **Fee.** Each application shall be subject to a fee that shall be determined by the Village Board and amended from time to time via Resolution. In addition to the fee required, each applicant shall reimburse the Village for all professional fees, including reasonable engineering, planning consultant, and legal review fees, incurred by the Village in connection with such application.
 - (d) **Issuance.** The Building Inspector may issue a permit when he/she is satisfied that all criteria of this section, including the following, have been met:
 1. The fill material meets the requirements as hereinafter set forth.
 2. Fill will not be placed over underground utilities.
 3. The proposed filling will not obstruct natural drainageways and will result in an overall terrain which is compatible with adjoining parcels.
 4. The filling operation will not create unreasonable noise, traffic, or other problems detrimental to the area of such filling.
 - (e) **Restrictions.** A permit may restrict the hours of filling or the number of trucks involved based upon, among other factors, noise, location of the filling operation, and the traffic and pedestrian conditions along the truck routes or in the area of the filling.
2. **FILL MATERIAL.** Acceptable fill material shall consist of earth containing less than 25% by volume of concrete, building stone, or asphalt. General building materials, appliances, or other metal objects, brush, garbage or other organic matter and any chemical, petroleum, or otherwise hazardous products are unacceptable fill materials.
3. **WEIGHT OF TRUCKS.** The Village Building Inspector shall review the proposed truck routes and the weight of trucks to be used and, because of weight, may restrict or prohibit the use of such trucks on certain streets as a condition to issuing a permit.
4. **NOTICE TO ADJACENT PROPERTY OWNERS.** The Village Building Inspector shall notify the owners of all property adjacent to the property to be filled of the fact of application at least 3 working days before a permit is issued.
5. **EROSION CONTROL.** The owner of the property being filled shall take those measures to control erosion during the filling operation which the Village Engineer directs.
6. **GRADING AND SEEDING.** Within 30 days from the expiration of a permit, the owner shall grade the fill site or sites, apply a minimum of 4" of top soil and apply grass seed to the site or sites. All of such work shall be done under the supervision and according to the specifications of the Village Engineer.
7. **OTHER PERMITS.** A permit shall not be effective until all other applicable County, State or federal licenses or permits have been first obtained and copies provided to the Village. This section shall not limit the right of such other jurisdictions to regulate solid fill.

VILLAGE OF MT. HOREB

FILL PERMIT CHECKLIST

- Site plan of affected area submitted and approved
 - Show property lines of affected property
 - Existing and/or proposed drainageways within affected site
 - Approximate grade changes within affected site
 - Routes to and from site for truck traffic

- Purpose of fill operation – Describe purpose and intent of fill operation

- Duration of project – Anticipated dates of activity beginning and ending

- Truck routes and size and schedules of trucks

- Description of fill material:
 - earth containing less than 25% by volume of concrete, building stone, or asphalt.
 - General building materials, appliances, or other metal objects, brush, garbage or other organic matter and any chemical, petroleum, or otherwise hazardous products are prohibited

- Erosion plan submitted and approved
 - should consist of a site plan showing all property lines and all structures on the site.
 - Slopes of grade and contours, both existing and proposed
 - Location of silt fence on all open and exposed grades and any fill piles closer than 10 ft to a property line.
 - Silt fence in accordance with “Best Management Practices Handbook”.
 - Excessive grades provided additional protection measures
 - additional rows of silt fence set 10 ft apart
 - check dams and rock barriers
 - other preventative measures as determined by the Building Inspector or Village Engineer..

- Erosion measures in place prior to commencing fill operation.

- Notice to adjacent property owners delivered

- All other applicable permits, County, State, and Federal as required.

Permit issued on _____

Expires 12 months after issuance.

May be renewed after progress and performance review by Building Inspector.