

Filing for a Outagamie County UDC / Erosion & Stormwater Control / Filling & Grading Permit

What permits are required?

Uniform Dwelling Code (UDC) Permits (regulated by the Wisconsin Department of Commerce) apply to single-family and two-family residential construction, and are usually administered by town governments. Some towns have chosen to contract with Outagamie County to administer UDC permits.

Erosion Control & Stormwater Management Permits (regulated under Chapters 23 & 24 of the Outagamie County Code) include a plan and checklist that describes the steps a developer, builder or landowner will take to prevent soil erosion on disturbed sites. Some projects will also require plans to permanently manage runoff from the site after all construction is complete.

Filling and Grading Permits (regulated under Chapter 16 of the Outagamie County Code) are required for most earth moving or land disturbances near waterways, wetlands or floodplains.

When do I need a permit and which application form should I use?

You will need a **UDC Permit** if your project involves land disturbance (including septic system installation) directly associated with the construction of a new one- or two-family residence. *Use the "Erosion Control Plan-Simplified Checklist."*

You will need to apply for an **Erosion Control & Stormwater Management Permit** and submit an **Erosion Control Plan** if your project involves any of the following:

- grading, removal of ground cover or other activity affecting 4,000 square feet or more;
- filling or excavation involving 100 cubic yards of soil or more;
- work within a road ditch or other watercourse for 100 lineal feet or more;
- creating a new public or private road longer than 100 feet;
- utility construction for a distance of 500 feet or more;
- other activities that pose a serious erosion or water pollution risk.

You do not need to submit an Erosion Control Plan for residential construction covered under a UDC Permit. However, you may need an Erosion Control Plan for landscaping, earthmoving prior to foundation excavation, parking, sidewalks and other land disturbances not directly associated with residential building construction, that meets the criteria above. *Use the "Erosion Control Application Checklist" for land disturbance >4,000 square feet, or the "Erosion Control Plan – Simplified Checklist" for land disturbance <4,000 square feet.*

If your project involves earth moving or a land disturbance near a waterway, wetland or floodplain you will usually need a **Filling and Grading Permit**, even if your project is already covered by a UDC permit. Some activities are exempt from Filling and Grading Permit requirements. Check with the Zoning Department to see if your project qualifies for an exemption.

If your project will involve the creation of impervious surface area after September 1, 2004, you will also need to submit a **Stormwater Management Plan** that meets county performance standards. *Use the "Stormwater Management Application Checklist."* Stormwater requirements apply whether or not UDC, Erosion Control or Filling and Grading Permits are required. Other activities that require a stormwater management plan include:

- Construction of agriculture buildings where the new total impervious surface area exceeds 20,000 square feet.
- other activities that pose a serious risk of flooding or damage due to runoff.

What is the review process?

Check with your Town Clerk or with the Outagamie County Zoning Department for information about filing a UDC permit. Erosion Control or Filling & Grading permit applications must be filed with Outagamie County Zoning Department staff for review. Zoning Department staff will inform you of any deficiencies in your application and ask you to make necessary changes. Applications are usually reviewed within 10 days. Once all plans and other permit requirements are met, the Zoning Department will approve your permit. You can pick up the signed permit card at the Zoning Department offices or we can mail it to you by request.

A SIGNED PERMIT CARD MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK CAN BEGIN. THE ZONING DEPARTMENT MAY ISSUE STOP-WORK ORDERS ON SITES WITHOUT APPROVED PERMITS.

For more information about permits, contact:

Outagamie County Planning & Zoning
410 S. Walnut Street, 3rd Floor, County Admin. Bldg.
Appleton, WI 54911 (920) 832-5255

For more information about erosion control and stormwater management plan review, contact:

Outagamie County Planning & Zoning
410 S. Walnut Street, 3rd Floor, County Admin. Bldg., Appleton, WI