

**CITY OF VERONA**

**PUBLIC WORKS/SEWER & WATER COMMITTEE AGENDA**

**MONDAY, MARCH 27, 2023**

**5:15 P.M.**

**VERONA CITY CENTER, ROOM D122**

**111 LINCOLN STREET**

**VERONA, WI 53593**

**Agenda Items**

1. Call to order.
2. Roll call.
3. Approval of the minutes of the March 13, 2023, meeting of the Public Works/Sewer and Water Committee.
4. Discussion and action regarding Municipal Separate Storm Sewer System (MS4) 2022 annual report.
5. Discussion and action regarding Erosion control and stormwater management permit and roadway / utility plan review application.
6. Adjourn.

Evan Touchett  
Chairperson

*Notice is hereby given that a majority of the City Council may be present at the meeting of the Public Works/Sewer & Water Committee to gather information about a subject over which they have decision-making responsibility.*

POSTED: Verona City Hall  
Verona Library  
Miller's Market

ALL AGENDAS ARE POSTED ON THE CITY'S WEBSITE AT [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

**CITY OF VERONA**

**MINUTES**

**PUBLIC WORKS/SEWER & WATER COMMITTEE**

**MONDAY, MARCH 13, 2023**

1. The meeting was called to order by Mr. Touchett at 5:20pm.
2. Roll Call: Present: Evan Touchett, Mara Helmke, Rye Kimmett. Also present: Theran Jacobson, Director of Public Works; Carla Fischer, City Engineer.
3. MOVED by Touchett, seconded by Helmke, to approve the minutes of the February 13, 2023, meeting of the Public Works/Sewer and Water Committee. Motion carried 3-0.
4. MOVED by Touchett, seconded by Kimmett, to recommend awarding Project 2023-101, Verona Asphaltic Street Rehabilitation Project in the amount not to exceed \$319,311.93. Motion carried 3-0.
5. MOVED by Touchett, seconded by Helmke, to recommend approving offer to purchase for lands necessary on Parcel 1 for Transportation Project Plat 286-2022-113 under Project ID 2022-113, CTH PD. Motion carried 3-0. The committee did not go into a closed session.
6. MOVED by Touchett, seconded by Helmke, to recommend approving offer to purchase for lands necessary on Parcel 3 for Transportation Project Plat 286-2022-119 under Project ID 2022-119, CTH PD. Motion carried 3-0. The committee did not go into a closed session.
7. MOVED by Touchett, seconded by Helmke, to adjourn at 5:29pm. Motion carried 3-0.

Note: These minutes were prepared by Theran Jacobson, Director of Public Works. These minutes are based on the notes of the recorder and are subject to change at a subsequent meeting.

## **Public Works/Sewer & Water Committee**

Listed below is an explanation of the items on the Public Works/Sewer & Water Committee agenda.

### **Item (4) Municipal Separate Storm Sewer System (MS4) 2022 annual report.**

AECOM has prepared the 2022 annual report for the maintenance activities on the storm water utility. The report will be submitted to the Wisconsin Department of Natural Resources on or before March 31, 2022 and is to be presented to the committee. The report summarizes the following activities:

- Public education and outreach
- Storm sewer outfall illicit discharge inspections and documentation
- Construction permits issued and inspections
- Street & curb side material management
- Updated mapping

Included in the packet is the executive summary submitted to the WDNR which lists all the attachments included with the report. There are a few financial items to be filled in but those will be completed prior to the submittal.

### **Item (5) Erosion control and stormwater management permit and roadway / utility plan review application.**

AECOM and City staff have been working on preparing the permit form and checklist to assist applicants and reviewer on what the requirements and application materials to be included with the submittals. If the application is complete that will initial the review process. The goal is to reduce review time and improve the quality of submittals. The requirements that are referencing code sections will need to be updated as code section numbers change due to Ordinance modifications. The stormwater ordinance will be presented to the committee in April 2023. Staff is requesting that the City Engineer have the ability to modify this permit form as necessary if and when code provisions change or other relevant language with the forms requires clarification.

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

--	--	--	--	--	--	--	--

Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type?  Annual Report  Other

**Project Name:** 2022 Annual Report

**County:** Dane

**Municipality:** Verona City

**Permit Number:** S058416

**Facility Number:** 30911

**Reporting Year:** 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  Yes  No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report

- Municipal Property SWPPP
  - Municipally Property Inspection Report
  - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Verona City

**Facility ID # or (FIN):** 30911

**Updated Information:**  Check to update mailing address information

**Mailing Address:** 111 Lincoln St

**Mailing Address 2:**

**City:** Verona City

**State:** WI

**Zip Code:** 53593      xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

**First Name:** Theran

**Last Name:** Jacobson

Select to **update** current contact information

**Title:** Director of Public Works

**Mailing Address:** 410 Investment Ct

**Mailing Address 2:**

**City:** Verona

**State:** WI

**Zip Code:** 53593      xxxxx or xxxxx-xxxx

**Phone Number:** 608-845-6695      Ext:      xxx-xxx-xxxx

**Email:** theran.jacobson@ci.verona.wi.us

**Additional Contacts Information (Optional)**

**Individual with responsibility for:  
(Check all that apply)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Kyle

**Last Name:** Geisler

**Title:** Str. Superintendent

**Mailing Address:** 410 Investment Ct

**Mailing Address 2:**

**City:** Verona

**State:** WI

**Zip Code:** 53593      xxxxx or xxxxx-xxxx

**Phone Number:** 608-497-2075      Ext:      xxx-xxx-xxxx

**Email:** kyle.geisler@ci.verona.wi.us

**Individual with responsibility for:  
(Check all that apply)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Carla

**Last Name:** Fischer

**Title:** City Engineer

**Mailing Address:** 1350 Deming Way

**Mailing Address 2:** Ste 100

**City:** Middleton

**State:** WI

**Zip Code:** 53562      xxxxx or xxxxx-xxxx

**Phone Number:** 608-828-8128      Ext:      xxx-xxx-xxxx

**Email:** carla.fischer@aecom.com

Individual with responsibility for:  
(Check all that apply)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Zach

Last Name: Topel

Title: Engineer

Mailing Address: 1350 Deming Way

Mailing Address 2: Ste 100

City: Middleton

State: WI

Zip Code: 53562 xxxxx or xxxxx-xxxx

Phone Number: 262-902-0260 Ext:  xxx-xxx-xxxx

Email: zach.topel@aecom.com

### Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name: Theran

Last Name: Jacobson

Select to **update** current contact information

Title: Director of Public Works

Mailing Address: 410 Investment Ct

Mailing Address 2:

City: Verona

State: WI

Zip Code: 53593 xxxxx or xxxxx-xxxx

Phone Number: 608-845-6695 Ext:  xxx-xxx-xxxx

Email: theran.jacobson@ci.verona.wi.us

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes  No

Public Education and Outreach Madison Area Municipal Storm Water Partnership (MAMSWaP)

Public Involvement and Participation MAMSWaP



Illicit Discharge Detection and Elimination AECOM

---

Construction Site Pollutant Control AECOM

---

Post-Construction Storm Water Management AECOM

---

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes  No

## Missing Information

DRAFT

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group)  Yes  
 No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input type="checkbox"/> Stream and shoreline management	<input type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input checked="" type="checkbox"/> Other: <input type="text" value="Water Quality"/>	<input type="checkbox"/> Other

- d. Will additional information/summary of education events be attached to the annual report?  Yes  
 No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

- a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit

activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	8/8/2022		
<b>Project/Event Name</b>	City Common Council Meetings		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Event Start Date</b>	1/3/2022		
<b>Project/Event Name</b>	Plan Commission Meetings		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input type="radio"/> No
<b>Event Start Date</b>	4/11/2022		
<b>Project/Event Name</b>	Public Works Committee Meetings		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input type="radio"/> No

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation

Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	2/26/2022 <input type="checkbox"/> NA (Individual Permittee).		
<b>Project/Event Name</b>	Upper Sugar River Watershed Volunteer Days		
<b>Delivery Mechanism</b>	<u>Other hands-on event</u>		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

A summary of Verona's PI is included as an attachment. The agendas and meeting minutes for the PW Committee, CC, and PC meetings are included as attachments. More info on the USRWA Volunteer Days is included.

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

- How many total outfalls does the municipality have?   Unsure
- How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?   Unsure
- From the municipality's routine screening, how many were confirmed illicit discharges?   Unsure
- How many illicit discharge complaints did the municipality receive?   Unsure
- From the complaints received, how many were confirmed illicit discharges?   Unsure
- How many of the identified illicit discharges did the   Unsure

municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality  Unsure use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Written Warning (including email)	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Notice of Violation	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Civil Penalty/ Citation	<input type="text" value="0"/>

Additional Information: City identified a private discharge to Badger Mill Creek on 04/07/22. ...

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Verona's consultant, AECOM, performs annual dry weather monitoring to check for Illicit Discharge, see attachment for the reports AECOM prepared in 2022.

## Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?   Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?   Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?   Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure
- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> No Authority                                 |                                 |
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="96"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="96"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="4"/>  |

- Civil Penalty/ Citation
- Stop Work Order
- Forfeiture of Deposit
- Other - Describe below

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Written warnings include all failed inspections through PermiTrack. Verbal warnings were estimated to be the same as the written warnings. These warnings typically took place either on site or over the phone for items needing correction.

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ?   Unsure  
\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities?  Yes  No  Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ?   Unsure  
Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis?  Yes  No  Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs?   Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year?   Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

- No Authority
- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Forfeiture of Deposit
- Complete Maintenance
- Bill Responsible Party
- Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

The answer to sub-section e is Yes, the permit site is looking for a number so 1 was entered. A summary of the private stormwater sites inspected during 2022 is included as an attachment.

**Missing Information**

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

**Minimum Control Measures - Section 6 : Complete**

**6. Pollution Prevention**

Storm Water Management Best Management Practice Inspections  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices.   Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ?   Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year?   Unsure
- d. What elements are looked at during inspections (250 character limit)?

Vegetation, discharge structures, inflow structures, and basins are photographed from set locations.

- e. How many of these facilities required maintenance?   Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or*

attach supplemental information on the attachments page.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review)  Not Applicable

- g. How many municipal properties require a SWPPP?   Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year?   Unsure
- i. Have amendments to the SWPPPs been made?  
 Yes  No  Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

Inspection frequency language was updated to the affirmative. For example "should" has been replaced with "shall."

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Please see the attached updated SWPPPs.

Collection Services - Street Sweeping / Cleaning Program  Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?  
 Yes  No  Unsure
- m. If known, how many tons of material was removed?   Unsure
- n. Does the municipality have a low hazard exemption for this material?  Yes  No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes - Explain frequency \_\_\_\_\_  
 No - Explain \_\_\_\_\_  
 Not Applicable

Collection Services - Catch Basin Sump Cleaning Program  Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year?  Yes  No  Unsure
- q. How many catch basin sumps were cleaned in the reporting year?   Unsure
- r. If known, how many tons of material was collected?   Unsure
- s. Does the municipality have a low hazard exemption for this material?  Yes  No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
 Yes- Explain frequency \_\_\_\_\_



- No - Explain \_\_\_\_\_
- Not Applicable

Collection Services - *Leaf Collection Program*  Not Applicable

- u. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure
- v. Does the municipality notify homeowners about pickup?  Yes  No  Unsure
- w. Where are the residents directed to store the leaves for collection?
  - Pile on terrace  Pile in street  Bags on terrace  Unsure
  - Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?  
Weekly during the fall.
- y. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)   Unsure
- ab. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	254	524	371	525	148

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	0	1450	1580	2165	500

- ac. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

Training Date	Training Name	# Attendance

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

## Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?  Yes  No  Unsure

If yes, describe what training was provided (250 character limit):

PermiTrack Training for Construction Site Pollutant Control and Post-Construction Storm Water Management

When: 03/03/2022

How many attended: 7

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Public Works Committee Meetings, City Council Meetings, Plan Commission Meetings

Municipal Officials

Technical Review Committee Meetings - provide recommendations to Plan Commission.

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Staff Meetings

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

Yes  No  Unsure

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities

Storm pipes

Vegetated swales

Outfalls

Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

DRAFT

Do not close your work until you SAVE.

**Final Evaluation - Complete**

**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

**Element:** Public Education and Outreach

11266	5800	6000	<u>Storm water utility</u>
-------	------	------	----------------------------

**Element:** Public Involvement and Participation

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

**Element:** Illicit Discharge Detection and Elimination

2613	3985	4200	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

**Element:** Post-Construction Storm Water Management

14086	29090	30000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Pollution Prevention

307550	619092	650000	<u>Storm water utility</u>
--------	--------	--------	----------------------------

**Other (describe)**

Storm Sewer System Map

14569	5875	6000	<u>Storm water utility</u>
-------	------	------	----------------------------

**Other (describe)**

Storm Water Quality Management

14310	14605	15000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other (describe)**

Annual Report and Water Quality Studies

8015

8460

9000

Storm water utility

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Public Involvement and Participation is included with Public Education and Outreach.

**Water Quality**

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

**Storm Water Quality Management**

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  Yes  No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

**Additional Information**

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Municipal Facility SWPPP

 File Attachment

### Storm Sewer System Map

 File Attachment

### Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

# City of Verona

## Erosion Control & Stormwater Management Permit and Roadway / Utility Extension Plan Review Application

*For Office Use Only*

Permit Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Latitude/Longitude: \_\_\_\_\_  
Coordinates to 6 decimal digits req'd. (e.g. 43.002512, -89.424248)

Site Address: \_\_\_\_\_ Parcel ID(s): \_\_\_\_\_

Landowner Name, Phone & Email: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

Applicant Name, Phone & Email: \_\_\_\_\_

Designer Name, Phone & Email: \_\_\_\_\_

Contractor Name, Phone & Email: \_\_\_\_\_

Erosion Control Inspector Name, Phone & Email: \_\_\_\_\_

**Type of Review/Permit:** (check multiple if needed)  Erosion Control Permit <sup>1</sup> (\$90 base fee <sup>2</sup>)  Stormwater Management Permit <sup>1</sup>  Roadway / Utility Extension Plan Review <sup>1</sup>

<sup>1</sup> For Erosion Control Permit, include Attachment 1. For Stormwater Management Permit, include Attachment 2. For Roadway / Utility Extension Plan Review, include Attachment 3.

<sup>2</sup> Submit permit fee to: Verona Public Works Department, Attn: Assistant Director of Public Works, 410 Investment Court, Verona, WI 53593. Include the following on check memo line: "Permit Number ####-##, Acct 602-00000-48900". Fee shall be submitted at time of permit issuance.

### Disturbance and Impervious Area Summary

Total Disturbed Area (this project): _____ ft <sup>2</sup>	Total Impervious Area added since 8-22-01: _____ ft <sup>2</sup> <small>(includes gravel)</small>
Total New Impervious Area (this project): _____ ft <sup>2</sup> <small>(includes gravel)</small>	Total Impervious Area (after project): _____ ft <sup>2</sup> <small>(includes gravel)</small>
Total Redeveloped Impervious Area (this project): _____ ft <sup>2</sup>	

### Applicant Acknowledgements:

1. Landowner/Applicant have reviewed and agree to follow all requirements set forth in Section 15, Chapter 2 of the Verona Municipal Code – Construction Site Erosion and Stormwater Runoff Control Ordinance.
2. Landowner/Applicant hereby grant the City of Verona and its designee(s) entrance to project property for inspection and/or curative action (s. 15-2-16).
3. Landowner/Applicant agree to keep a copy of the approved permit(s) and plan(s) available on the site at all times until final completion.
4. All fees must be paid to the City prior to starting work.
5. Landowner / Applicant agree to the permit conditions attached to this permit.

Landowner or Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If applicant is not the landowner, a notarized statement authorizing the applicant to act as the landowner's agent must be attached.*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
title

Conditionally Approved by City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Submit 1 electronic copy of Permit Application, Report, and Plans (11"x 17" max. size) to:  
**AECOM**  
 Attn: Carla Fischer, [Carla.Fischer@aecom.com](mailto:Carla.Fischer@aecom.com) ; Luke Melotik, [Luke.Melotik@aecom.com](mailto:Luke.Melotik@aecom.com)



## Permit Conditions:

- **Pre-application Meeting** - A pre-application meeting shall be scheduled with City Engineer ([Carla.Fischer@aecom.com](mailto:Carla.Fischer@aecom.com)) prior to initial submittal to discuss proposed project and schedule. The meeting may be held virtually.
- **Work in City R/W** - Landowner/Applicant shall coordinate City inspection for any construction work within the City R/W. Provide a minimum of 72 hours' notice to [Eric.Schulz@ci.verona.wi.us](mailto:Eric.Schulz@ci.verona.wi.us). Please include location and type of work, as well as schedule. All work outside of Owner's property shall remain in right of way, temporary limited easements, and/or permanent easements. Plat shall be finalized and recorded. Any work completed outside of City right of way due to plat changes in the future are subject to change. Any disturbance of property not owned by Owner requires written approval from that property's owner.
- **Street Access** - Curb ramps are not permitted unless engineering plans specifically identify a curb ramp approved as part of the permit.
- **Dane County, WDNR, Army Corps of Engineers, CARPC, MMSD, etc. Permits and Approvals** - Landowner/Applicant is responsible for checking with appropriate agencies for determining applicable permits. Copies of any applicable permits must be provided to the City prior to commencing land disturbance.
- **Property Transfer** - If there is a transfer of property ownership prior to completion of the permit requirements, the permittee shall notify the City and coordinate either a new permit application or permit transfer to identify the responsible owner. If this step is not completed, the permit can be revoked by City Engineer.
- **Digger's Hotline** - Permittee shall be responsible for calling in all necessary underground utility locates for the construction work and keeping the locates current/up-to-date. Digger's Hotline for the area is **1-800-242-8511**.
- **Work Restrictions / Trucking Routes** - All traffic control and staging plans shall be submitted to and approved by City Engineer or assigned designee prior to commencing work.
- **Traffic Control** - Any road / lanes closures shall be approved by City of Verona Director of Public Works or assigned designee. No traffic disruptions to Arterial and Collector roads shall occur between the hours of 7:00am and 8:30am and 4:00pm to 6:00pm without prior approval from City of Verona Director of Public Works or assigned designee. No traffic disruptions to adjacent business or residential deliveries shall occur. Traffic control shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and WisDOT standards. See WisDOT manual, <https://wisconsin.gov/Documents/doing-bus/real-estate/permits/wzsb.pdf>.
- **Job Site Safety** - The Permittee and Permittee's Contractor are responsible for all job site safety and shall ensure that they communicate all applicable emergency contact information to the City and County emergency management services (EMS) departments.
- **Erosion Control** - R/W surfaces shall be thoroughly cleaned before the end of each working day. All inlets, culverts, or other storm sewer structures subject to drainage shall be protected with silt screen protection device specifically designed for that structure. Framed inlet protection is required for all curb inlets (see <https://lwr.dane.gov/tools/Framed-Inlet-Protection-Guidance>). Any deposits of dirt, mud, rock, debris, or other material entering the storm sewer system shall be promptly and thoroughly cleaned out. If not clean by the end of the day, the City reserves the right to coordinate the work and charge back all equipment use and labor deemed necessary by the City to the Permittee. All erosion control measures shall be installed in accordance with the City of Verona Standard Specifications, current edition. The City reserves the right to require additional erosion control measures as conditions warrant.
- **Restoration** shall be completed as noted in the construction schedule unless otherwise authorized by the City Engineer. All public improvements (ie: curb and gutter, sidewalks, driveways, topsoil, vegetative cover, terrace trees, underground utilities, storm water conveyance and detention facilities, etc.) shall be installed and/or restored in accordance with the City of Verona Standard Specifications, [current edition](#). Contractor shall restore all disturbed areas to pre-project conditions or better.
- **Pavement Replacement** - Damage to any concrete / asphalt pavement shall be the responsibility of the contractor to repair and replaced to City of Verona Standards at the discretion of the Director of Public Works or designee. Limits of repair must be approved by City construction representative prior to start of work. No asphaltic pavement seams are allowed within two feet of the wheel path. All asphaltic pavement patches within two feet of the curb flange shall extend to the curb flange. All asphaltic pavement thickness shall match existing. All asphaltic pavement shall be hot mix; no cold patch is allowed. All concrete repairs shall follow WisDOT specifications for joint repair, panel replacements, or equivalent.
- **Utilities** - All work shall be directional bored under existing pavement sections to remain in place unless requested by applicant and approved by the City of Verona Director of Public Works or assigned designee. All compaction shall be done with a hydraulic plate compactor attached to an excavator. Hand-operated plate compactors are not allowed. No service disruption shall occur to any City of Verona owned utilities such as traffic signals, water utility, sanitary utility, and stormwater utility unless approved by the City of Verona Director of Public Works or assigned designee. Any disruption and / or damage to City of Verona owned utilities such as traffic signals, water utility, sanitary utility, and

stormwater utility shall be the responsibility of the contractor to repair and replace to City of Verona Standards at the discretion of the Director of Public Works or designee.

- **Construction Schedule Notification** - The permittee shall notify the City Engineer after installation of all practices in an approved erosion control plan and prior to commencing construction. No grading or construction work is allowed until the permit is approved and erosion control measures have been installed. The permittee shall notify the City of any changes to the construction schedule as work progresses.
- **Construction Site Erosion Control Inspections** - The permittee shall inspect the site weekly, and prior to every forecasted rain fall of ½ inch or greater. Inspections shall be completed online using the PermiTrack system (<https://www.mypermitrack.com/sehsvc/login>) until Complete Stabilization is met. City Staff will set up the account, project, and provide training as needed to permittee, consultants, and contractors. If the site will be inactive, but stable, for a prolonged period (e.g. winter shutdown, etc.), Contractor may contact the City to request bumping inspection status to "Inactive" so weekly inspections don't need to be done until construction work resumes.
- **Completion Date / Notice of Stabilization** - The site shall be stabilized by the Completion Date listed on Page 1 of this permit. If the site cannot be stabilized by that date, written notice shall be given to the City along with revised stabilization date, revised Soil Loss spreadsheet(s) and request to extend the Completion Date. If appropriate notification is not given prior to the Completion Date, a new permit application and appropriate fees must be submitted for any remaining disturbed areas. The permittee shall notify the City Engineer within 10 days after achievement of soil stabilization on site and removal of temporary control measures to arrange a confirmation of project completion and stabilization.
- **Approved Plan Sheets** (Include dates, sheet numbers, revision, etc.):
  
- **Special Conditions:**

# Attachment 1: Erosion Control Plan Application Checklist

For Office Use Only

Permit Number: \_\_\_\_\_

Associated Permits: \_\_\_\_\_

Project Name: \_\_\_\_\_

Minimum Erosion Control Plan Requirements	X	Location of Information: Page Number or Attachment
1. <b>Stamp and signature of Wisconsin-licensed Professional Engineer</b>		
2. <b>Pre-application meeting (date: _____ )</b>		
3. <b>Narrative describing proposed development and how standards are being achieved</b>		
4. <b>Site plan with scale</b> that includes: property lines, limits of disturbance, land cover limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all erosion control practices		
5. <b>Construction details of erosion control practices</b>		
6. <b>Contours (existing and proposed)</b> Note: Grading within 5' of the property line requires City Engineer approval		
7. <b>Site watershed map</b> (including runoff draining to site)		
8. <b>Construction Plans</b> (see Title 15, Chapter 2 of Verona Municipal Code)		
9. <b>Culvert sizes</b> (existing and proposed)		
10. <b>Cross sections and profiles of conveyance features</b> (existing and proposed)		
11. <b>Direction of runoff flow from impervious surfaces</b>		
12. <b>Design calculations of conveyance features</b> (velocity and capacity)		
13. <b>Universal Soil Loss Equation (USLE) Erosion calculations</b> (Use Soil Loss & Sediment Discharge Tool from Dane County Water Resource Engineering Division: <a href="https://lwr.dane.gov/tools/usle">https://lwr.dane.gov/tools/usle</a> to document compliance with total off-site permissible annual aggregate soil loss for exposed areas - 5 tons per acre per year. Must correlate to construction schedule.)		
14. <b>Natural Resources Conservation Service (NRCS) Web Soil Survey (WSS) Map of Disturbed Area</b> (include HSGs)		
15. <b>Detailed construction schedule of sequenced activities to minimize area of bare soil and soil leaving the site</b> (note that dates shall be included in narrative and on construction plans and match USLE worksheet(s))		
16. <b>Site stabilization materials and methods</b>		
17. <b>Copies of applications to and permits from other regulatory bodies</b> (WDNR, US Army Corps of Engineers, CARPC, etc.)		

# Erosion Control Plan Notes

## Erosion control performance standards

Proposed design and implementation of erosion control measures shall:

1. Prevent gully and bank erosion.
2. Limit off-site soil loss to an annual cumulative rate of 5.0 tons sediment yield per acre. This standard does not apply to erosion that occurs within the site.
3. Provide stable outlet capable of carrying discharge flow at a non-erosive velocity. Outlet design must consider flow capacity and flow duration. This requirement applies to both the site outlet and the ultimate outlet to stormwater conveyance or waterbody.

## Erosion control practices

Erosion control practices shall be used to prevent or reduce all of the following:

1. The deposition of soil from being tracked onto streets by vehicles.
2. The discharge of sediment from disturbed areas into storm sewer system.
3. The discharge of sediment from disturbed areas into adjacent waterways.
4. The discharge of sediment from drainage ways that flow off the site.
5. The discharge of sediment by dewatering activities.
6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
7. The transport by runoff of chemicals, cement and other building compounds and materials on the construction site during the construction period.

## Implementation

Erosion control practices shall be implemented as shown on the Erosion Control Notes and Details in the current version of the [Verona Standard Detail Drawings](#) or as modified as conditions within this permit.

# Attachment 2: Stormwater Management Plan Application Checklist

Project Name: \_\_\_\_\_

<i>For Office Use Only</i>
Permit Number: _____
Associated Permits: _____

Minimum Stormwater Management Plan Requirements	X	Location of Information: Page Number or Attachment
1. <b>Stamp and signature of Wisconsin-licensed Professional Engineer</b>		
2. <b>Pre-application meeting (date: _____ )</b>		
3. <b>Narrative describing proposed development and how standards are being achieved</b> (redevelopment must meet green infrastructure requirements of Title 15, Chapter 2 of Verona Municipal Code)		
4. <b>Summary table of existing and proposed land cover types with respective areas</b>		
5. <b>Summary tables of peak rate, infiltration and sediment control modeling</b> (see table requirements on next page)		
6. <b>Description of methods to control oil and grease from first ½ inch of runoff or written justification for not providing such</b>		
7. <b>Provisions and practices to reduce the temperature of runoff</b> (the entire City of Verona is a cold water community, as identified in the ordinance)		
8. <b>Detailed model inputs and results</b> (submit electronic copies of all models)		
9. <b>Existing and proposed site watershed maps with Tc flow paths</b> (including runoff draining to site. Proposed design flow rates shall match at all points leaving site in existing condition.)		
10. <b>Site plan</b> (see detailed requirements on next page)		
11. <b>Engineered designs of management practices</b> (reference relevant WDNR technical standards where appropriate)		
12. <b>Soils Information</b> (see detailed requirements on next page)		
13. <b>Detailed construction schedule</b>		
14. <b>Draft maintenance agreement</b> (Use Maintenance Agreement Template: <a href="https://www.ci.verona.wi.us/675/Forms-Permits">https://www.ci.verona.wi.us/675/Forms-Permits</a> and include plan sheets showing stormwater components and treatment facilities)		
16. <b>Copies of applications or permits from other regulatory bodies</b> (WDNR, US Army Corps of Engineers, CARPC, etc.)		

# Stormwater Management Plan Notes

Peak rate summary table (checklist item #5) must include the following:

- Pre-settlement peak flow rates (for New Development, for Redevelopment use existing peak flow rates)
- Post construction peak flow rates with no detention
- Post construction peak flow rates with detention
- Assumed runoff curve numbers (note that maximum pre-settlement curve numbers for New Development are prescribed in Verona Ordinance Sec. 15-2-10(c), for Redevelopment use existing curve numbers)
- Time of concentration used in calculations
- Drawdown time for 1-year design storm

Infiltration summary table (checklist item #5) must include the following:

- Pre-development infiltration volume
- Calculated infiltration volume goal
- Designed post-construction infiltration volume
- Surface drawdown time and total device drawdown time for all storms and average annual rainfall, if applicable.

Sediment control summary table (checklist item #5) must include the following:

- Post construction sediment load generated, with no treatment
- Calculated sediment reduction goal
- Designed post construction sediment load, with treatment

Site plan (checklist item #10) must include and clearly identify the following:

- Scale and north arrow (up and to right only on plan sheets)
- Property lines and lot dimensions
- Extent, area and type of all existing and proposed impervious surface
- Building dimensions and setbacks
- Existing and proposed contours (1-foot interval and labels)
- Existing and proposed drainage features
- Limits of disturbance
- Detailed construction schedule
- Locations and details of natural and artificial water features
- Extent of natural woodland or prairie
- Slopes exceeding 12%
- Flood elevation for the 200-yr design storm and proposed minimum opening elevation (at least 2 feet above)
- Kettles (if present)
- Delineated wetland boundaries (if present)

Soils Information (checklist #12) must include the following:

- Depth to bedrock
- Depth to seasonal high water table
- Extent of all soil types, as described in the Dane County Soil Survey
- Site Evaluation for Stormwater Infiltration (Wisconsin DNR Technical Standard 1002), if applicable

**As-built certification of all stormwater management facilities and underground utilities (including but not limited to water, sanitary, storm sewer, electrical, and communications), prepared by a professional engineer must be submitted upon completion of all permitted activity.**

# Attachment 3: Roadway / Utility Plan Review Application Checklist

Project Name: \_\_\_\_\_

- Submittal:
- Preliminary (30%)
- 60%
- Pre-Final (90%)

<i>For Office Use Only</i>
Permit Number: _____
Associated Permits: _____

Minimum Civil Plans, Specifications, and Estimate (PSE) Requirements	Preliminary (30%)		60%		Pre-Final (90%) <sup>b</sup>		For office use only
	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	X
1. <b>Cover Sheet / Location Map / Sheet Index</b>	X		X		X		
2. <b>General Notes</b> (with all project contacts and plan callout abbreviations)	X		X		X		
3. <b>Existing Conditions Map</b>	X		X		X		
4. <b>Removals plan<sup>a</sup></b>			X <sup>a</sup>		X <sup>a</sup>		
5. <b>Erosion control sheets</b>			X		X		
6. <b>Master grading plan</b> (at 60% and 90% submittals, include supplemental grading plan sheets including lot corner and lowest opening elevation sheet)	X		X		X		
7. <b>Intersection spot grade detail sheets</b>			X		X		
8. <b>Curb Ramp Detail Sheets</b> (Show quadrant details that show spot grades and % slopes)			X		X		
9. <b>Plan and Profile sheets (all utilities shown)</b> (Profiles shall be 1" = 40' maximum scale on 11"x17", north to up and left only. Alignment shall increase from left to right on the sheet. To obtain owner approval letters, provide minimum 30% level plans including profiles meeting regulatory standards with notes to verify grades, crossings, conflicts. Detailed design profiles will be required for full plan approval.)	X		X		X		
10. <b>Typical Roadway sections</b>	X		X		X		
11. <b>Traffic Control plan</b>			X		X		
12. <b>Detour plan<sup>a</sup></b> (Max scale of 1"=200'. All road labels, locations, and signage shall be visible)			X <sup>a</sup>		X <sup>a</sup>		
13. <b>Traffic signals<sup>a</sup></b>			X <sup>a</sup>		X <sup>a</sup>		
14. <b>Lighting plan<sup>a</sup></b>					X <sup>a</sup>		
15. <b>Signage plan</b> (can be combined with pavement markings plan)					X		
16. <b>Pavement marking plan</b>					X		
17. <b>Structures plan<sup>a</sup></b>			X <sup>a</sup>		X <sup>a</sup>		

Minimum Civil Plans, Specifications, and Estimate (PSE) Requirements	Preliminary (30%)		60%		Pre-Final (90%) <sup>b</sup>		For office use only
	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	Include with submittal	For Applicant Use	X
18. <b>Construction Details (site specific, City of Verona, and / or WisDOT)</b> (For City of Verona and WisDOT use exact sheets and insert into plan set, no snapshots or clipping)			X		X		
19. <b>Cross sections</b> (Scale 1" = 4'V, 1" = 10'H (11"x17"))			X		X		
20. <b>Construction Quantities and Estimate</b>					X		
21. <b>Construction Specifications</b> (City of Verona Standard Specifications shall be used. If additional specifications are required, they shall be submitted to the City Engineer for review and approval.)			X		X		

**Notes**

<sup>a</sup> if applicable

<sup>b</sup> plans must be stamped and signed by a professional engineer registered in the State of Wisconsin prior to final plan approval

**General Requirements**

1. Applicant engineer shall review plans prior to submittal to City.
2. Incomplete submittal will be return back to applicant for completeness.
3. All sheets shall be 11"x17".
4. No sheet shall have a scale greater than 1" = 40', unless noted in checklist.
5. Sheet listing above is the minimum requirements for a plan submittal.
6. If sufficient design information is submitted with 30% submittal to determine that utilities meet code, Owner Approval Letter can be issued after review comments are addressed. Plans shall be stamped and signed by a professional engineer registered in the State of Wisconsin.
7. No sheet shall have a scale of 1" = 30' or 1" = 60'.