



11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone (262) 236-2936
Fax (262) 242-9655

www.ci.mequon.wi.us

ENGINEERING\PUBLIC WORKS

FILL PERMIT INSTRUCTIONS

The filling of land is regulated by the City of Mequon Code of Ordinances Sections 58-598/606, Engineering Requirements and Sections 58-671/677, Erosion and Storm Water Runoff. A filling permit shall be necessary under most circumstances.

- Step 1:** Application form filled out and submitted by owner or agent. Applicant provides necessary information, plat of survey or diagram of proposed plan, and fee.
- Step 2:** The request for filling will be referred to the Department of Community Development for Planning Commission review and approval if amount of fill or earth moving exceeds 1000 cubic yards.
- Step 3:** Staff conducts an on-site inspection and/or reviews storm-water drainage and topographic maps, DNR Wetland Inventory maps, flood plain maps and as-built record drawings for potential conflict with city utilities.
- Step 4:** Staff prepares and provides applicant with approval letter with applicable conditions or denial. Copy of permit will be forwarded to Building Inspection and address file.
- Step 5:** Staff conducts periodic inspections depending upon the amount of fill requested or type of grading work.