

How to Submit a Green Infrastructure (GI) Plan in the City of Mequon

1. Determine if a GI Plan is required

If your project is adding between 5,000 square feet and ½-acre of impervious area, you will need to submit a GI plan. Impervious area includes structures and pavement. This applies to all projects in the City including residential work.

Information on why GI plans are required can be found on page 3 of Milwaukee Metropolitan Sewerage District's (MMSD) [Guidance Manual](#). The guidance manual also contains helpful information on the GI plan process.

If the new impervious area is within a residential subdivision that has an approved storm water management plan (SWMP), then a GI plan may not be required.

Please note that if your project adds more than ½ acre of impervious area OR disturbs more than 1 acre of land, you will need a storm water management plan. If this is the case, this guide does not apply.

If after reading this information you still have questions as to whether a GI plan is required, please contact the Fresh Coast Resource Center at (414) 225-2222. The staff can assist in preparing most GI plan items as well. You can also contact Cole McCraw at cmccraw@ci.mequon.wi.us with other questions.

2. Create and submit a GI plan to the City of Mequon

The GI plan can be prepared and submitted by an applicant or an applicant's consultant. The Fresh Coast Resource Center can assist in planning and preparation of the GI plan. Their website is here: <https://www.freshcoastguardians.com/>. Please note that the Fresh Coast Resource Center cannot assist in preparation of the easement agreement.

a. GI plan requirements

A GI plan must include the following elements per [MMSD Ch. 13.303\(4\)](#) and City ordinances:

- A description of the project and the dimensions for the new impervious surfaces
- A description of the proposed GI with dimensions
- One or more drawings showing the location of new impervious surfaces and proposed GI
- Calculations showing that the volume of detention provided by the GI is equal to or greater than the required detention volume
- GI maintenance plan
- Stormwater Maintenance and Easement Agreement (SWME)

Examples of previously other items can be provided to the applicant by request. A template of the SWME can be found [here](#) on the City website. Please email Cole McCraw at cmccraw@ci.mequon.wi.us to request other examples.

b. GI plan submittal

The GI plan can be electronically submitted as a PDF to the City of Mequon. The document must be submitted using the following naming convention:

ME_[date in mmddyyyy format]_[Project name]_GI_Plan

Example: *ME_07082021_BakerHome_GI_Plan*

3. GI plan review

City staff will review the plan for conformance to City and MMSD requirements. Please note that the applicant is billed per the City fee structure for the review. If the green infrastructure plan requires the use of any hydrology programs, it is reviewed by a consultant and the applicant is billed for the services provided by the consultant. Review will only be started once all required parts are submitted.

After the GI plan is approved by the City, City staff will submit the GI plan to MMSD for their review. MMSD will review the GI plan within 10 working days.

If any changes or clarifications are needed, MMSD notifies the City. The City will then request the revisions from the applicant and resubmit to MMSD when revisions are completed. This resets the 10-working-day review time.

4. GI plan approval

When MMSD approves the GI plan, they provide an electronic approval letter to the City. The City will notify the applicant that the GI plan has been approved.

The City requires that the applicant provide three (3) bound 8.5"x11" hard copies of the GI plan. These will be stamped for approval and routed back to the applicant and engineer.

5. Stormwater maintenance and easement agreement execution and drainage financial guarantee

The stormwater maintenance and easement agreement (SWME) may be executed any time after GI plan approval if the agreement has been approved by the City attorney. This document will be filed with the property and needs to be notarized when signed. The clerk's office at City Hall can notarize the document. Alternatively, the applicant may have it notarized elsewhere. After City signatures, the SWME will be filed with the County.

After GI plan approval, the applicant can submit their drainage financial guarantee to the City. The drainage financial guarantee is an escrow the applicant must provide per [Sec. 58-677](#) that the City holds until the GI device is completed and certified. The required amount is \$0.50 per sq. ft. of added impervious area. This can be in the form of a check, cash, irrevocable letter of credit, or another form approved by the City attorney. The drainage financial guarantee is released after the constructed device is certified that it meets the approved plan requirements. The certification

must be completed by a licensed engineer or surveyor. See [Sec. 58-677](#) for release conditions and [Sec. 58-678\(g\)](#) for certification requirements.

6. Future items

The GI device will need to be recertified two years after initial construction and every five years following. See Mequon [Sec. 58-678](#) for requirements.

Below is a template checklist summarizing items required for GI Plan approval. Contact the City Engineering Division for an updated checklist as items are approved.

Green Infrastructure (GI) Plan Approval

All of the following must be submitted/reviewed/approved prior to receipt of GI approval:

- Submittal of GI Plan
- City GI Plan Approval
- MMSD Submittal
- MMSD Approval
- Submittal of 3 Signed/Stamped Bound Hard Copies (8.5"x11") to be Stamped Approved by the City and distributed to: Applicant, Design Engineer, City
- Submittal of Stormwater Maintenance and Easement Agreement (SWME)
- City Attorney Approval of Stormwater Maintenance and Easement Agreement
- Developer Executed Stormwater Maintenance and Easement Agreement
- Submittal of Drainage Financial Guarantee
- City Attorney Approval of Drainage Financial Guarantee

Green Infrastructure (GI) Device Closure Items

All of the following typically must be submitted/reviewed/approved prior to occupancy issuance:

- Certification of GI Device by Engineer or Surveyor
- Release of Drainage Financial Guarantee
- Payment of All Invoicing