

# How to Apply for a Filling, Excavating, and Berms Permit

## 1. Determine if a Filling, Excavating and Berms Permit is required.

Activities regulated by the City of Mequon Code of Ordinances, Section, 58-598/606 and Engineering Requirements and Sections 58-671/677 require a permit. If after reading this information you still have questions as to whether a permit is required, please contact John Westbrooke at [jwestbrooke@ci.mequon.wi.us](mailto:jwestbrooke@ci.mequon.wi.us) or 262-236-2936.

## 2. Determine if the Permit requires Planning Commission Approval.

Fill or excavation in excess of 1,000 cubic yards and berms in excess of 4.5 feet require Planning Commission approval. These requests are submitted to the Department of Community Development for processing. Please note that there are deadlines related to the monthly meetings.

## 3. Determine if the Project also requires an Erosion Control Permit

Per Section 58-674 Erosion and Stormwater Runoff Control ordinance, any land disturbance greater than 4,000 s.f. will require an Erosion Control Permit.

## 4. Submit the Application Form and Fee

When submitting, please provide the following:

- Fill permit application
- Permit fee
- Site map or plat of survey (with elevation information)
- Haul route map

## 5. Staff and Planning Commission Review

Staff conducts an on-site inspection and/or reviews stormwater drainage and topographic maps, DNR Wetland Inventory maps, floodplain maps and as-built record drawings for potential conflict with city utilities.

Upon initial review, Staff may also require, if necessary:

- WDNR wetland fill permit
- Road bond
- Pre-project video inspection of haul route (conducted by City Staff)

### For projects requiring Planning Commission approval

Staff prepares a report of the review findings for Planning Commission consideration of the project. At the Planning Commission meeting approval, conditional approval, tabling, or denial will be evaluated. Staff prepares and provides applicant with a letter of approval and applicable conditions, or denial.

### For projects not requiring Planning Commission approval

Staff prepares and provides applicant with a letter of approval and applicable conditions, or denial.

## 6. Staff Issues the Permit

Once conditions are met and the permit is approved, a copy of the permit will be forwarded to the applicant and Building Inspections. The fill permit will outline all of the general conditions and any additional requirements.

The applicant should notify Engineering Staff 5 days prior to land disturbing activity.

\*If required, an erosion control permit must be secured before a filling, excavating, and berms permit will be issued.

## 7. Inspections

Staff conducts periodic inspections depending upon the amount of fill requested or type of grading work.

## 8. Permit Closure

Contact the City of Mequon Engineering Division within 5 calendar days of completion for closure inspection. Submit Notice of Termination/Permit Closure form along with final documentation of permitted activities to the City no more than 10 calendar days after final completion. Permit closures are based on the following:

- A. 0-250 C.Y. – Visual inspection by City staff
- B. 251-1,000 C.Y. – Material volume certification (i.e. truck tickets) provided by the applicant and reviewed by City staff
- C. Greater Than 1,000 C.Y. – Record drawings prepared by a Registered Land Surveyor in the State of Wisconsin. Drawings shall conform to the standard specifications for Land Development Grading Record Drawings (Section 8.4).



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Permit No.	_____
Date Filed	_____
Exp. Date	_____
Fees Paid	_____
Permit Closed	_____

PUBLIC WORKS/ENGINEERING

### Permit Application for Filling, Excavating and Berms Engineering Division

PLEASE PRINT CLEARLY

Agent / Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agent Or Owner Contact Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location Or Address Of Work Site: \_\_\_\_\_

Or: Description \_\_\_\_\_ 1/4 Section \_\_\_\_\_ T9N, R \_\_\_\_\_ E

Tax Key No. \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Estimated Date Of Completion: \_\_\_\_\_

Reason For Fill/Removal/Excavation \_\_\_\_\_

Name Of Contact Other Than Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### FEE COMPUTATION

**\$60.00** – 0 – 250 C.Y.

**\$120.00** – 251 C.Y. – 1,000 C.Y.

**PLAN COMMISSION REVIEW FEE** . – > 1,000 C.Y. Total Fee \$ \_\_\_\_\_

Total Cubic Yards To Be Deposited/Removed/Excavated \_\_\_\_\_ C.Y.\*

\* Over 1000 cubic yards and Berms greater than 4 1/2- feet in height requires Planning Commission approval. Separate application to the next available Planning Commission meeting is necessary and review fees will be required upon submittal.  
Per Section 58-674 Erosion and Stormwater Runoff Control ordinance, any land disturbance greater than 4,000 s.f. will require an Erosion Control Permit.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: This is NOT a permit for work. Permit will be mailed to the applicant upon approval.**

---- For Office Use Only ----

Haul Route Map Required  YES  NO  ATTACHED

Erosion Control Permit Required  YES  NO

Department of Community Development Approval \_\_\_\_\_ Date \_\_\_\_\_

Engineering Division Approval \_\_\_\_\_ Date \_\_\_\_\_



www.ci.mequon.wi.us

Permit# \_\_\_\_\_

11333 N Cedarburg Rd

Mequon, WI 53092-1930

Phone (262)236-2934

Fax (262)242-9819

engineering@ci.mequon.wi.us

**PUBLIC WORKS/ENGINEERING**

## **FILLING, EXCAVATING, AND BERMS PERMIT CLOSURE**

**Agent/Contact Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Location/Address of Work:** \_\_\_\_\_

Final Documentation of permitted activities is to be provided to the City no more than 10 calendar days after final completion.

Permit Closures are based on the following:

- A. 0-250 C.Y. – Visual inspection by City staff
- B. 251-1,000 C.Y. – Material volume certification (i.e. truck tickets) provided by the applicant and reviewed by City staff
- C. Greater Than 1,000 C.Y. – Record drawings prepared by a Registered Land Surveyor in the State of Wisconsin. Drawings shall conform to the standard specifications for Land Development Grading Record Drawings (Section 8.4).

This document is to serve as a notice of termination/completion of activities associated with the Filling, Excavating, and Berms Permit. It is here stated and noted that the above-named site and associated landowners and contractors have satisfactorily completed construction and included all necessary documentation.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

I have reviewed the site and final documentation of permitted activities and found that the completed work is satisfactory and permit closure is approved.

\_\_\_\_\_  
City of Mequon Signature

\_\_\_\_\_  
Date