



TOWN OF GRAFTON BERM PERMIT REQUIREMENTS

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In order for an application to be complete, the following items are required at the time of submittal:

(Please note that if any one element is not included, the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met)

- Signed, completed Berm Permit Application Form
- Signed, completed Berm Permit Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
 - o Plan set for existing and proposed conditions, as described below
- Electronic copy of entire submittal package

Read through Section 9.1.5.05 of the Town of Grafton Code of Ordinances for general provisions, restrictions and application requirements.

BERM DEFINED

- As used in the Town Code of Ordinances, the term “berm” shall include any mound or wall of earth extending vertically higher than four feet from the natural grade for the particular lot. A berm is determined as starting at the base where natural grade changes.
- This Chapter would not apply to the following:
 - o Temporary topsoil piles on construction-sites
 - o Mound septic systems
 - o Topsoil piles stored at the site of a commercial landscaping business and intended to be used offsite.
 - o Landscaping areas not meeting requirements under Subsection 9.1.5.05(A)(1), above.
 - o Berms under four feet (4’) in residential districts and under six feet (6’) in all other zoning districts

PERMIT REQUIRED

- No berm may be located, erected, moved, reconstructed, extended, enlarged, reduced, converted, or altered without obtaining all permits required, and without being in conformity with the provisions of the Town Code of Ordinances.
- Berms exceeding four (4’) feet in vertical height from the natural ground grade for residential properties, and six feet (6’) in vertical height above natural grade for commercial, industrial and agricultural can be issued a zoning permit by the Town Engineer upon compliance with the requirements of this Chapter, and approval by the Plan Commission.
- In addition to obtaining a zoning permit under Subsection 9.1.5.05(B)(2) above, any berm exceeding the requirements for a zoning permit in residential, commercial, industrial and agricultural properties noted in Subsection 9.1.5.05(B)(2), above shall also be required to obtain approval from the Plan Commission.
 - o The Plan Commission shall have the authority to approve the height, location, and landscaping of the berm.
 - o The Plan Commission shall also notify neighbors adjacent to and across the street from property containing the proposed berm of the proposal prior to review.
 - o The Plan Commission, in determining whether to approve the zoning permit, shall apply the same standards as applied under Subsection 9.1.4.01 and Subsection 9.1.4.03.

ALL berm permit applications must include the following information:

- Applications for a berm permit shall be made on forms provided by the Town and shall contain or have attached thereto the following information:
 - Name, address, and telephone number of the applicant.
 - Location of building, structure, or lot to which or upon which the berm is to be erected.
 - Name of person, firm, corporation, or business locating, erecting, moving, reconstructing, extending, enlarging, reducing, converting, or altering the berm.
 - Written consent of the owner or lessee of the land upon which the berm is located or proposed to be located.
 - Plans and attachments.
- The following plans must be submitted for Town staffs and Plan Commission reviews and must, at a minimum, include the following:
 - Berm plan depicting location, setbacks, property lines, proposed and existing grade contours.
 - Proposed type of fill material.
 - Planting plan including grasses, shrubbery and tree types with spacing. It is recommended that the landscape plantings be spaced randomly to help visually breakup the continuous line of the berm and the berm be constructed in such a way as to be undulating and serpentine in appearance. It is also recommended at least four inches (4") of topsoil be placed on all berms in addition to suitable plantings.
 - Proposed schedule for all phases of work.
 - Additional Information as may be required by the Town Engineer of the Town Plan Commission.
- General Regulation Applicable to All Berms Receiving Permits:
 - Location:
 - The berm shall be located at least ten feet (10') from a road right-of-way.
 - An earthen berm shall not be constructed to obstruct the view of vehicular traffic for ingress and egress from any Town or other public road, private driveway, walkway or bike trail.
 - Berms shall not be placed in drainage ways, floodplains, wetland or conservancy zoned areas.
 - All berms shall be constructed such that the slope shall not exceed a 3:1 slope. The berm must be of no greater grade than would be allowable to be mowed with a riding lawn mower, or some similar device.
 - All berm construction shall not impede surface water drainage or disturb existing drain tile systems.
 - All berm construction shall adhere to the Town's construction-site erosion control Chapter where applicable.
 - All berms shall be completed, including all landscaping, within one (1) year of the date of the issuance of the zoning permit provided for in Subsection 9.1.5.05(A)(2).
 - Permit Conditions. All berm permits shall require the permittee to:
 - Notify the Town Engineer within two (2) working days of commencing any land development and land disturbing activity;
 - Obtain permission in writing from the Town Engineer prior to modifying the berm plan;
 - Maintain all road drainage systems, storm water drainage systems, best management practices and other facilities identified in the berm plan;
 - Allow Town personnel or other agents authorized by the Town to enter the site for the purpose of inspecting compliance with the berm plan or for performing any work necessary to bring the site into compliance with the berm plan; and
 - Keep a copy of the berm plan on the site.
 - If berm development or berm activities are being carried out without a permit, Town personnel shall enter the land pursuant to the provision of Secs. 66.0119 and 66.123, Wis. Stats.

FEES

- Fees shall be established by the Town Board in a fee schedule (see Title 1, Chapter 3) and may, from time to time, be modified by Town Board resolution. Fees shall be related to costs involved in handling permit applications, reviewing berm plans, conducting site inspections, and administering the berm permit program.
- The permittee shall pay a fee equal to the actual cost to the Town for all engineering work, incurred by the Town in connection with the enforcement of this Chapter.

REVIEW TIMELINE

Initial Application

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

Subsequent Application

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

SUBSEQUENT REVIEW

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punchlist of items that must be addressed prior to approval and issuance of a berm permit.

Please note that a review of punchlist items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Berm Permit Application form, with the Nature of Request marked as Staff review of punchlist items. On the back side of the application form, the applicant should check the Berm Permit Review under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punchlist items are addressed, Staff will issue an Approval Report. If the punchlist items have not been addressed, another punchlist will be generated and an additional subsequent application required.

A Staff Approval Report is required prior to the issuance of a Berm Permit. All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing their application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

Signature of Applicant: _____

Date: _____