



Village of Whitefish Bay

155 W Fairmount Ave • Whitefish Bay, Wisconsin 53217 • (414) 962-6690 • Fax (414)962-5651

Drainage Review Application

Permit # _____

Property Owner _____ Date _____
Address _____ Phone _____
Contractor/Design Firm _____ Phone _____
Address _____
City _____ State _____ Zip _____

Project Description

1. Briefly describe project scope and extents.

Existing Building Square Footage _____ Proposed Building Square Footage _____
Net Building Impervious Area Square Footage Change _____
Existing Property Impervious Square Footage(hardscapes) _____
Proposed Property Impervious Square Footage(hardscapes) _____
Net Lot Impervious Square Footage Change(Include Hardscapes) _____
Existing Basement Depth _____ Proposed Basement Depth _____

Documents required

- _ Site plan with scale provided in pdf document or paper form not to exceed 11”X17” in size
 - _ Existing and proposed structures
 - _ Existing and proposed contours with 1’ intervals
 - _ All downspout and sump locations labelled with direction of discharge displayed
 - _ Legal Description
 - _ Properly orientated with North arrow
 - _ Display any utility easements
 - _ Include adjacent street names with ROW widths
 - _ If benchmark exists at property provide location and elevation of benchmark using NAD83 as datum
 - _ Adequate legend for plans
 - _ If applicable, signed and stamped structural calculations for retaining wall

- _ Erosion control plan filed with Building Inspection
- _ Shoring plan
- _ Traffic control plan
- _ Include scale on all sheets
- _ Include grading notes
- _ Provide quantities of cut or fill(fill requires additional permit)
- _ When connecting to storm provide invert and rim elevations of structures
- _ Provide floor to area ratio (FAR) for property
- _ Trees greater than 18” identified

Additional details

- o Village code requires downspouts and sumps to discharge at least 6 foot from structure
- o When storm sewer is available the Village may direct contractor to tie sumps directly to it
- o All pipes below grade shall be SDR-35 PVC or better
- o Follow state and local plumbing codes
- o Obtain proper plumbing and ROW permits
- o Do not regrade or fill in a manner that will direct additional sheet flows to neighboring properties
- o Be aware of Village ordinance 10-19 that states “Whenever storm or drainage water flows from the property of one owner or owners onto the property of another owner or owners to the damage of the latter property, the owner or owners of the property first mentioned shall connect his or their property with the storm sewer or with the street gutter in such manner as the Village Manager shall require. In the event that the owner or owners of such property first mentioned shall fail to comply with the orders of the Village Manager after ten days notice by registered mail to the last known address of such owner or owners so to do, the Village Manager shall cause said work to be done and certify the cost thereof to the Village Clerk-Treasurer who shall extend such cost against the property first above mentioned upon the next tax roll of said Village.”
- o This review application is in place to protect contractors and property owners from future issues that could arise due to drainage changes. This review is not meant to hinder projects but to protect developer, neighboring properties, and the Village of Whitefish Bay.
- o Minimal slope on grass areas shall be 1%, on asphalt 0.50%, on concrete 0.40%.
- o Provide detailed erosion plan to occur during construction.
- o Contact Staff Engineer for Final Inspection at (414) 962-6690 ext. 123.

Official Use Only:	
Signature approving Engineer	date
Previous ERU _____	
New ERU(Impervious divided by 3045 sf) _____	
SWU Bill _____	