

**Town of Rome**  
**1156 Alpine Dr.**  
**Nekoosa, WI 54457**  
**(715) 325-8012**

For obtaining a building permit for a **NEW ONE OR TWO FAMILY DWELLING** the following must be done before the Town's Inspector can issue a Building permit.

1. Sanitary Permit - You must have a sanitary permit issued from Adams County Planning and Zoning office. Their phone # is (608) 339-4222. If you already have a septic system on your property and it is more than 2 years old, you would need what is called a "re-connect permit" from the County.
2. County Zoning Permit - If your building project is located within 1,000 feet of a lake or flowage or within 300 feet of any river or stream, then you would be required to apply for a "Shoreland-Zoning" permit from Adams County Planning and Zoning.
3. Town of Rome Zoning Permit - You must apply for and have approved a zoning permit from the Town Zoning Administrator (715) 325-8019.
4. Two (2.) sets of building plans must be submitted to the Town of Rome.

**EACH SET OF PLANS SHALL CONTAIN THE FOLLOWING;**

- a. Plot plan showing the location of the building in relation to other buildings, wells, surface waters, property lines, and septic systems. An Erosion Control Plan shall be included on the plot plan. and shall show the direction of all slopes on the site. Where the land will be disturbed, the slopes shall be indicated in one of 3 categories- less than 12% slope, 12% to 20% slope, or more than 20% slope. The plan shall indicate initial erosion control measures planned based on the slopes prior to construction.
  - b. Floor plans for each floor level that show the size and location of all rooms, doors, windows, structural features (**including braced wall lines**), exits, and stairs. The use of each room shall be indicated. The location of plumbing fixtures, chimneys, and heating and cooling appliances, **including heating distribution layout.**
  - c. Elevations which show the exterior appearance of the building, indicate the location, size, and configuration of doors, windows, roof, chimneys, exterior grade, footing and foundation walls, and include the type of exterior finish.
  - d. Energy Calculations - ResCheck, RemRate, or other data, calculations, and information to determine if the building will meet the thermal envelope requirements of the WI Uniform Dwelling Code. ResCheck is a free program available at <http://www.energycodes.gov/>
5. Building Permit Application -You will need to submit a completed Wisconsin Uniform Building Permit Application (fill-in form available at [www.romewi.com/PDF\\_files/Building/udcinteractiverome120706.pdf](http://www.romewi.com/PDF_files/Building/udcinteractiverome120706.pdf)), along with the permit fees and other municipal fees that may be required at the time of construction. Permits for the mechanical installations of the dwelling (i.e. HVAC, electrical, and plumbing) may be combined on the building permit application. If this is done however, we would require that the Master Plumber in charge of your project sign a "Plumbing Installation Affidavit" attesting to the fact that he is the plumbing contractor doing the work.
  6. Signed "Cautionary Statement" if the owner is taking out the building permit. Other than the property owner, only a State certified contractor may take out local building Permits for work performed on one and two-family dwellings.

All this information and forms are available at Town of Rome's Web-site at [www.romewi.com](http://www.romewi.com) along with applications for other types of permits also.

If your project is in the Lake Camelot Association except for the Walden area, you will have municipal water available and are required to install a water meter (available from the utility at no charge)  
Rome Water Utility (715) 325-2600

TOWN OF ROME  
ZONING PERMIT APPLICATION

New One and Two Family Dwellings

I. Date: \_\_\_\_\_ Permit Fee: \$110.00 Permit No.: \_\_\_\_\_

II. Property owned by: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

III. Property description:  
Zoned as: \_\_\_\_\_ Shoreland area: \_\_\_Yes \_\_\_No Wetland area: \_\_\_Yes \_\_\_No  
Address: \_\_\_\_\_  
Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Legal description: \_\_\_\_\_

IV. Property size:  
Width: \_\_\_\_\_ Length: \_\_\_\_\_ No. Acres: \_\_\_\_\_

V. Property use:  
***Present*** use(s) of property & structure(s):  
Principal structure: \_\_\_\_\_  
Accessory structure(s): \_\_\_\_\_  
Land use(s): \_\_\_\_\_

***Proposed*** use(s) of property & structure(s):  
Principal structure: \_\_\_\_\_  
Accessory structure(s): \_\_\_\_\_  
Land use(s): \_\_\_\_\_

***Have you applied for Association Approval? \_\_\_Yes \_\_\_NO \_\_\_Not Applicable***

VI. **Lot lines must be marked and building site must be staked before a zoning permit is issued.** Call 715-325-8019 when ready for setback inspection.

VII. **Submit plot plan showing those applicable of the following:**

- |   |   |
|---|---|
| 1. Lot and dimensions.  | 5. Existing & proposed use of each structure.   |
| 2. Existing & proposed structures.  | 6. All setbacks (lot line, adjacent structures, road, well, septic {tank & drainfield}, surface water). |
| 3. Abutting roads, lakes, streams.  | 7. Building plans for new construction.   |
| 4. Existing & proposed driveways, parking areas, open space, landscaping. | 8. Elevations of existing & proposed structures.  |
|   | 9. # of persons occupying each structure.   |

VIII. The undersigned hereby applies for a zoning permit, and agrees that all work will be done in accordance with County zoning, Town of Rome zoning, building code, and/or subdivision ordinances, and all laws of the State of Wisconsin.

IX. By signing this application you give permission to Town officials to inspect the property listed in item III.

X. Signature of owner / agent: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Approved Date: \_\_\_\_\_ \_\_\_\_\_ Denied Date: \_\_\_\_\_

Signature of department official: \_\_\_\_\_

Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73	<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>  <b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]	Application No.  Parcel No.
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<b>PERMIT REQUESTED</b>	<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:
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Owner's Name	Mailing Address	Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address
Dwelling Contractor (Constr.)		
Dwelling Contr. Qualifier	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC		
Electrical		
Plumbing		

<b>PROJECT LOCATION</b>	Lot area Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W
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Building Address	Subdivision Name	Lot No.	Block No.
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Zoning District(s)	Zoning Permit No.	Setbacks:	Front ft.	Rear ft.	Left ft.	Right ft.
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<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>																												
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Fuel</td> <td style="width:10%;">Nat Gas</td> <td style="width:10%;">LP</td> <td style="width:10%;">Oil</td> <td style="width:10%;">Elec</td> <td style="width:10%;">Solid</td> <td style="width:10%;">Solar</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
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Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
<b>2. AREA INVOLVED (sq ft)</b>	<b>4. CONST. TYPE</b>	<b>7. WALLS</b>	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>																												
<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;"></th> <th style="width:10%;">Unit 1</th> <th style="width:10%;">Unit 2</th> <th style="width:10%;">Total</th> </tr> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				Porch				Totals				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD <b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)
	Unit 1	Unit 2	Total																													
Unfin. Bsmt																																
Living Area																																
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Porch																																
Totals																																
		<b>8. USE</b>	<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>																												
		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	\$ _____																												

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.

**APPLICANT (Print):** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.  See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/> County of <input type="checkbox"/> State →	State-Contracted Inspection Agency#:	Municipality Number of Dwelling Location
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other Permits \$ _____ Zoning Permit \$ _____ Total \$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		Name _____ Date _____ Tel. _____ Cert No. _____

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division  
P O Box 2509  
Madison, WI 53701-2509

(Part of Ply 4 for Applicants)

**Cautionary Statement To Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLUMBING INSTALLATION AFFIDAVIT**

**PROJECT OWNER:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**STREET ADDRESS OR LOT # AND SUBDIVISION:** \_\_\_\_\_  
\_\_\_\_\_

**BUILDING PERMIT NUMBER THAT HAS BEEN ISSUED FOR THIS PROJECT:** \_\_\_\_\_

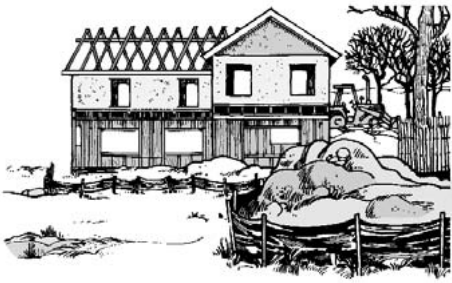
PURSUANT TO WISCONSIN STATE STATUTES 145.06, PARAGRAPHS 1 THROUGH 4, WHICH IN ESSENCE STATES THAT A MASTER PLUMBER MUST BE IN CHARGE OF THE INSTALLATION OF INTERIOR PLUMBING OF A NEW SINGLE FAMILY DWELLING, AND THAT IT IS UNLAWFUL FOR ANY LICENSED MASTER PLUMBER, TO ALLOW THE USE OF HIS LICENSE, DIRECTLY OR INDIRECTLY, FOR THE PURPOSE OF OBTAINING LOCAL PERMITS FOR OTHERS, OR TO ALLOW THE USE OF HIS LICENSE BY OTHERS TO INSTALL PLUMBING WORK, I THE UNDERSIGNED, DO HEREBY STATE THAT I AM IN CHARGE OF THE INSTALLATION OF THE INTERIOR PLUMBING FOR THE NEW SINGLE FAMILY DWELLING LISTED ABOVE.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**MP NO.:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Erosion Control for Home Builders

**By controlling erosion, home builders help keep our lakes and streams clean.**

**E**roding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



## **Taxes**

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

## **Lower property values**

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

## **Poor fishing**

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

## **Nuisance growth of weeds and algae**

Sediment carries fertilizers that fuel algae and weed growth.

## **Dredging**

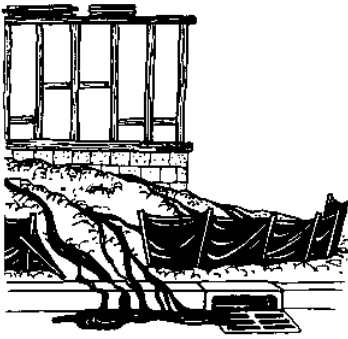
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre. If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

## **Controlling Erosion is Easy**

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



**A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).**

## **WARNING! Extra measures may be needed if your site:**

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

## **Straw Bale or Silt Fence**

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

## **Soil Piles**

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

## **Access Drive**

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

## **Sediment Cleanup**

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

## **Sewer Inlet Protection**

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

## **Downspout Extenders**

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

## **Preserving Existing Vegetation**

- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

## **Revegetation**

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

## **Seeding and Mulching**

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.

# Standard Erosion Control Plan

## for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

### Instructions:

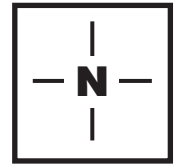
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

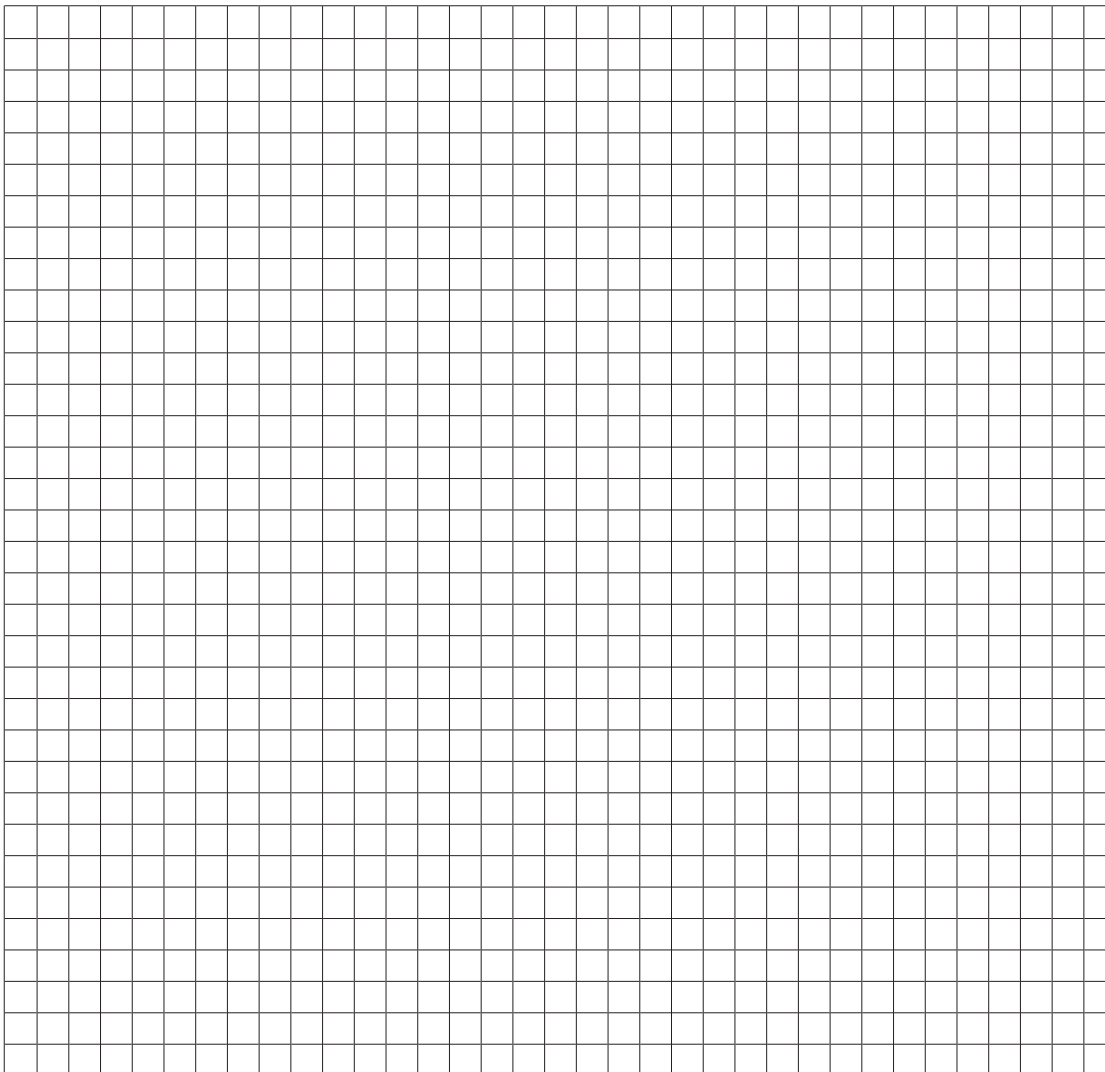
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate north by completing the arrow.



### SITE DIAGRAM

Scale: 1 inch = \_\_\_\_ feet



### EROSION CONTROL PLAN LEGEND

--- PROPERTY LINE

—▶ EXISTING DRAINAGE

—▶ TD TEMPORARY DIVERSION

—▶ FINISHED DRAINAGE

--- LIMITS OF GRADING

—■ SILT FENCE

—● STRAW BALES

GRAVEL

VEGETATION SPECIFICATION

TREE PRESERVATION

STOCKPILED SOIL

COMPLETED

NOT APPLICABLE

# EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

## Site Characteristics

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing drainageways, streams, rivers, lakes, wetlands or wells.          |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of storm sewer inlets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed buildings and paved areas.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | The disturbed area on the lot.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate gradient and direction of slopes before grading operations.                |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate gradient and direction of slopes after grading operations.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Overland runoff (sheet flow) coming onto the site from adjacent areas.                 |

## Erosion Control Practices

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Location of temporary soil storage piles.<br>Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of access drive(s).<br>Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of sediment barriers around on-site storm sewer inlets.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of diversions.<br>Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).<br>Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of practices that will control erosion on areas of concentrated runoff flow.<br>Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of other planned practices not already noted.   |

COMPLETED

NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

## Management Strategies

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method:  Seed  Sod  Other \_\_\_\_\_
- Expected date of permanent re-vegetation: \_\_\_\_\_
- Re-vegetation responsibility of:  Builder  Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15?  Yes  No

Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

# EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

## LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

## UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

### CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

### FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

## STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

### CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

### FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

*Erosion Control for Home Builders* (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



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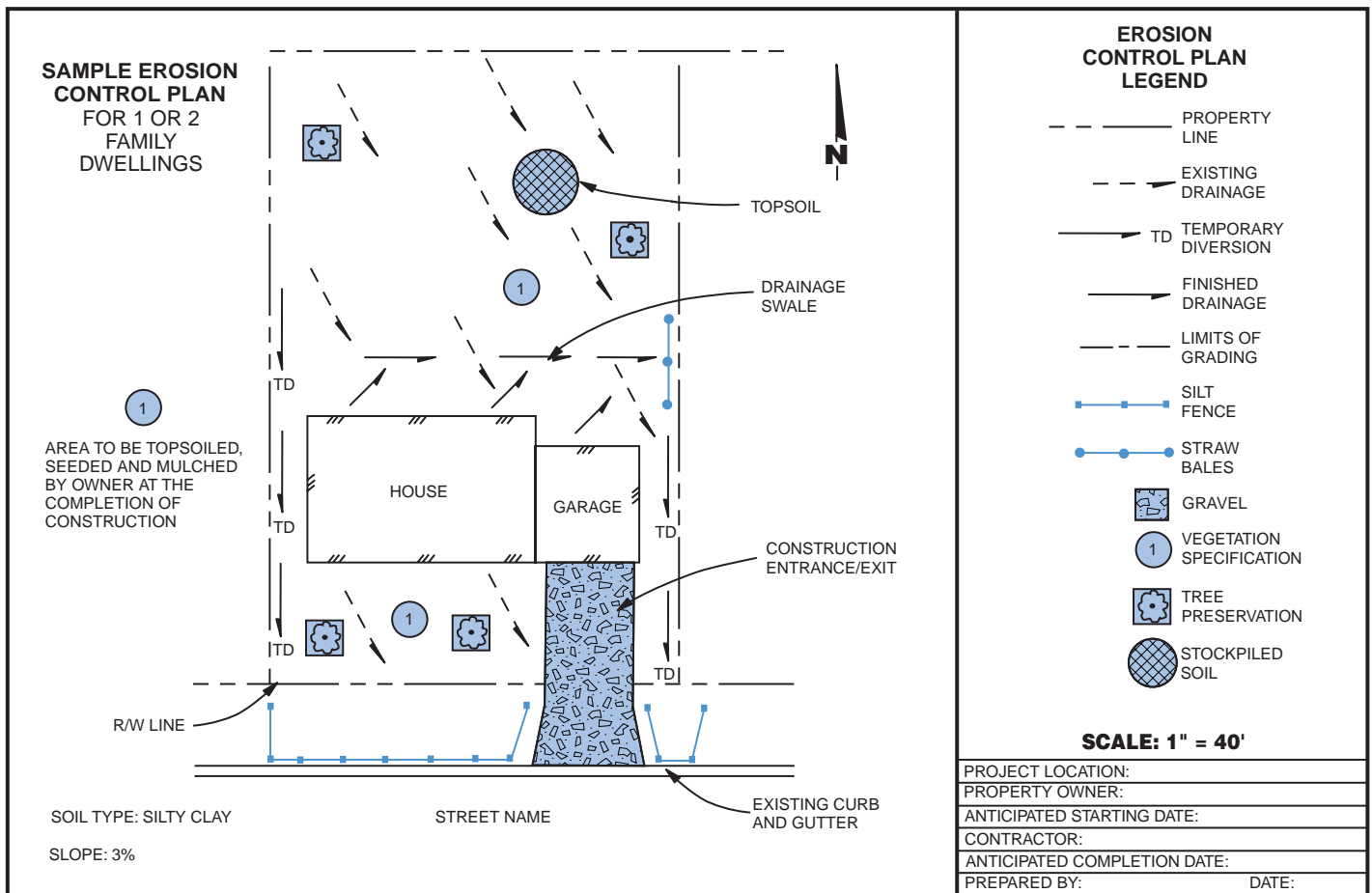
**GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites**

**DNR WT-458-96**

**R-03-02-2M-10-S**

Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.





### Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

### Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

### De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

### Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

### Typical Lawn Seed Mixtures

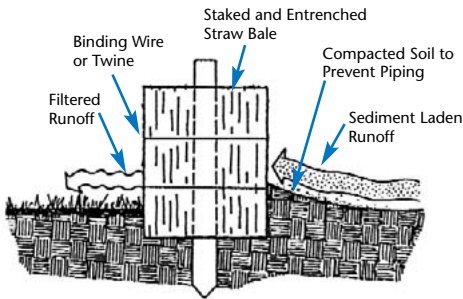
Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%
Seeding rate (lb./1000 sq. ft.)	3-4	4-5

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

## COMMONLY USED EROSION CONTROLS

### Straw Bale Fences

#### Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

#### How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



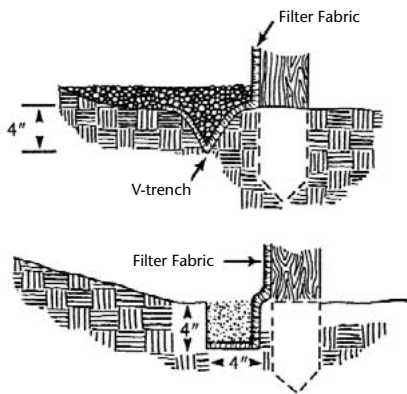
3. Anchor bales using two steel rebar or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

### Silt Fences

#### Cross Sections of Trenches for Silt Fences

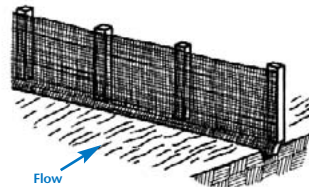


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

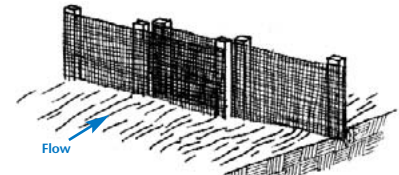
#### How to Install a Silt Fence



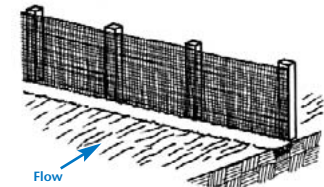
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



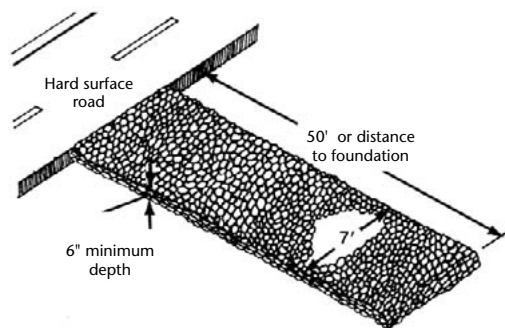
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

### Access Drive

#### How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

This publication is available from county UW-Extension offices or from Extension Publications, 630 W. Mifflin St., Madison, WI 53703. (608) 262-3346.

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Author: Carolyn Johnson, UW-Extension.

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GWQ001 Erosion Control for Home Builders

DNR WT-457-96

R-1-00-10M-25-S





## Right-of-Way Permit

ANY QUESTIONS CONCERNING THIS PERMIT SHOULD BE DIRECTED TO THE SUPERINTENDENT OF HWYS/PUBLIC WORKS AT 715-325-8017.

Important notice: This application is for administrative purposes only. You will not receive notification or be contacted about your driveway or Landscaping unless there is a problem or if a culvert is needed. Requirement of road base material shall be installed prior to construction of new dwelling or access to any properties. All granted permits shall follow all policies and procedures of the Town of Rome. No exclusion will be granted. All concrete, asphalt paved, access driveways and landscaping shall be inspected prior to installation and a re-inspection after installation. Failure to comply with Chapter 4 may result in the driveway or landscaping having to be replaced.

Please circle:

\*New Driveway: \$25,                      \*Changing Existing Driveway: \$25,                      \* Temporary Access: \$25,  
\*Landscaping: \$25,                      \*Open Cut: \$250,                      \*Open Cut Bond: \$5000,                      \*After fact fee: \$500

Type of material: \_\_\_\_\_

Type of Installation: \_\_\_\_\_

Approximate Length: \_\_\_\_\_ Width \_\_\_\_\_ Cost: \_\_\_\_\_

Applicant Property Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Contractor Name & Address (if different from above)  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Restoration Date \_\_\_\_\_

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Town of Rome in effect at the time of application, and with any special provisions attached hereto, and any and all plans, details or notes attached hereto and made a part thereof.

Bond Provided \_\_\_\_\_ Proof of Liability Insurance \_\_\_\_\_

\*Copies of Bond and Proof of Liability Insurance shall be provided prior to acceptance of the permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>	
Permit # _____	Fees Paid _____
Signature _____	Date _____

# **TOWN OF ROME**

## **DRIVEWAY PERMIT**

**FAILURE TO COMPLY WITH THIS ORDINANCE MAY RESULT IN THE DRIVEWAY HAVING TO BE REPLACED. ANY QUESTIONS CONCERNING THIS PERMIT SHOULD BE DIRECTED TO THE SUPERINTENDENT OF HIGHWAYS/PUBLIC WORKS AT 715-325-8017.**

4.02 (2)(g) All driveways installed, altered, changed, replaced or extended after the affected date of this chapter shall meet the following requirements.

1. The maximum number of driveway openings for vehicular ingress and egress permitted for lots with a width less than one hundred (100) feet shall be one (1) and for lots with a width greater than one hundred (100) feet, two (2) driveway openings may be permitted with approval of the Superintendent of Highways.
2. Vehicular entrances and exits to any business, industry or public lots shall be not less than two hundred (200) feet from any pedestrian entrance or exit to a school, college, university, church, hospital, park, playground, library, public emergency shelter, or other place of public assembly.
3. Openings for vehicular ingress and egress shall not exceed thirty (30) feet at the property line and thirty-five (35) feet at the roadway for all uses except the if curb and gutter are present the maximum curb opening for all residential districts shall be twenty-five (25) feet at the roadway if applicable.
4. Driveways shall be at least ten (10) feet wide for one (1) and two (2) family dwellings, at least eighteen (18) feet for farmsteads, and a maximum of forty (40) feet at the roadway for all other uses, except the maximum curb and gutter opening for all residential districts shall be twenty-five (25) feet if applicable.
5. A driveway access will be determined by the main intersecting road. Any parcel or lot that is located on a corner will be determined by the Superintendent of Hwys/Public Works.
6. No direct private access shall be permitted to the existing or proposed right-of-way of roads, or to any controlled access arterial road without permission of the road agency that has access to control jurisdiction.
7. The surface of the driveway connecting with the roadway shall slope down and away from the road shoulder a sufficient amount and distance to precluded ordinary surface water drainage from the driveway area flowing onto the roadbed. The driveway shall not obstruct or impair drainage in the roadside and ditch areas. The surface shall be no less than a road base grade of material. The use of ditches for a driveway is not permitted.
8. If a concrete driveway is installed in the right-of-way, a fiber expansion joint must be installed at the property line. If the concrete driveway must be removed from within the right-of-way for roadway work, the property owner will be financially responsible for removal and replacement.
9. When the Town determines a culvert is necessary for proper water control, The Town will determine the size, material of the culvert and end walls.
10. The Superintendent of Highways/Public Works may grant temporary access to the above right-of-ways after review and recommendation by road agencies having jurisdiction. Such access permit shall be temporary, revocable and subject to any conditions required and shall be issued for a period not to exceed twelve (12) months.
11. Any repairs or cleaning of the roads adjacent to the installation of driveways shall be at the owner's expense. The owner may contract for the service or the Town of Rome may repair at its discretion.
12. A plot plan showing the placement of the driveway access shall be required along with the permit.
13. Any private driveway leading to a building or structure located 200 feet or more the public right-of-way shall be at least 18 feet in width; shall provide an unobstructed height through out the entire length and width of the driveway of at least 14 feet, and shall have a cul-de-sac or turn around at or near the end of the driveway with a minimum right-of-way radius of 50 feet. Greater dimensions may be required by the Superintendent of Highways if the cul-de-sac or turn around would not be sufficient so as to accommodate firefighting vehicle, apparatus and equipment that might be required to serve the property.





www.co.adams.wi.gov

OFFICE USE ONLY:

File #: \_\_\_\_\_

Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_

State Sanitary #: \_\_\_\_\_

State UDC Seal #: \_\_\_\_\_

Waterfront Yes No

Critical Habitat Area: Yes No

County Zoning District: \_\_\_\_\_

Shoreland Zoning District: \_\_\_\_\_

FIRM / Flood Study Zone: \_\_\_\_\_

Airport Height Zoning: \_\_\_\_\_

Planning & Zoning Department Permit Application

P. O. Box 187 Phone: 608 339-4222
Friendship, WI 53934 Fax: 608 339-4504

\* ADDITIONAL REGULATIONS: (1) Per Sec. 6-1.06 of the Adams County Shoreland Protection Ordinance, all nonconforming shoreline buffer areas shall be brought into compliance by September 30, 2013, unless prior to said date, NR115 as revised, requires less for compliance. (2) The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. The undersigned agrees that all work will be done in accordance with County Zoning, Sanitary, Building Construction and/or Land Division Ordinances and with all laws of the State of Wisconsin applicable to said premises and work. (3) There may be Town or other local regulations or covenants that apply to your project. For your protection, determine if your project is subject to any regulations etc. other than Adams County.

BUFFER RESTORE EROSION CONTROL ZONING SANITARY BUILDING RAZING SIGN TEMP. OCC.

Date: \_\_\_\_\_ Fee: \_\_\_\_\_

COUNTY USE PERMIT { Portable Restroom - Transfer Container - Limited Holding Tank } NON-PLUMBING SANITATION SYSTEM

Type: \_\_\_\_\_

NOTE: Construction must be completed within two (2) years from the issue date of this Permit.

\* SETBACKS: All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals. Please call the Planning & Zoning Dept. to schedule inspection(s) for your project.

PLEASE PRINT CLEARLY & FILL OUT COMPLETELY

Owned By: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_
{First} {Middle Initial} {Last}

Mailing Address: \_\_\_\_\_

Property Description:

Gov. Lot: \_\_\_\_\_ or \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E

Lot: \_\_\_\_\_; Block: \_\_\_\_\_; Addition: \_\_\_\_\_; Subdivision: \_\_\_\_\_

Town of: \_\_\_\_\_ Property Address (if any): \_\_\_\_\_

Lot / Parcel Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Acres / Sq. Ft.: \_\_\_\_\_

Construction Description: \_\_\_\_\_

(New Building, Addition, Electric, Plumbing, HVAC, Moving, Alteration, Sanitation, Sign etc.)

Use: \_\_\_\_\_

(Residence, Accessory Building, Commercial, Industrial, Public etc.)

Type of Construction (if Manufactured Home, list year): \_\_\_\_\_

(Frame, Masonry, Manufactured Home, Manufactured Dwelling, etc.)

Building Description: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

Height: \_\_\_\_\_ No. of Stories: \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_

Signature of Owner or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

(Signature grants consent for Dept. staff to enter premises and \*acknowledgement of notes above)

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

OFFICE USE ONLY:

Zoning: \$ \_\_\_\_\_ Comments / Conditions: \_\_\_\_\_

Sanitary: \$ \_\_\_\_\_

Building: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

State Fee: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Paid (check # or cash): \$ \_\_\_\_\_

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Denied by: \_\_\_\_\_ Date: \_\_\_\_\_