



Washington County, WI Online Permit Applications

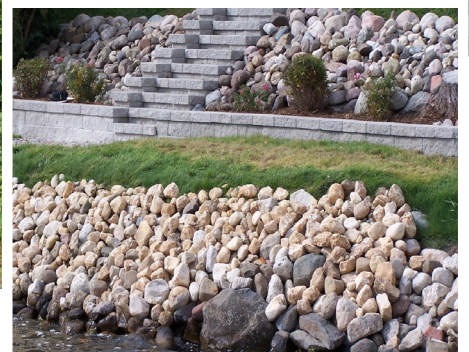
Sanitary

Erosion Control & Stormwater

Shoreland Zoning

Users Manual

For Convenient, Fast & Secure Permit Processing
Submit Your Permits & Payments Online!
Visit: <https://permitapp.washcowisco.gov>



Developed by Washington County (Dated 01/19/2024)

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Permitting Application Website: <https://permitapp.washcowisco.gov/>

Creating an Account

1. This is the main login page. If you do not yet have a user account, there is a link at the bottom of the page to create a new one.



Washington County - Permits

Login

User Name:

Password:

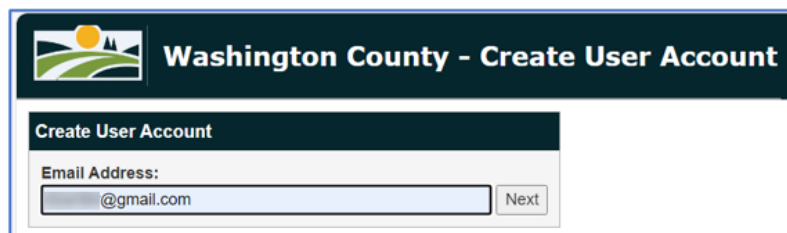
[Forgot Password](#)

Washington County, Wisconsin

If you do not have a user account, [click here](#) to create one.

To create a new user account

2. To create a new user account, enter your email address, which will become your user ID.

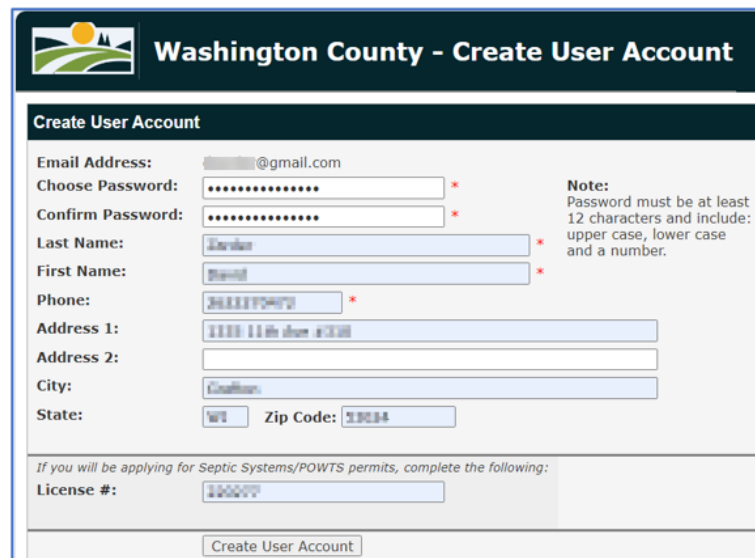


Washington County - Create User Account

Create User Account

Email Address:

3. Fill in the required fields for the new user account. If you will be creating POWTS permit applications, you must specify your license # at the bottom of the page. If you are not, leave blank.



Washington County - Create User Account

Create User Account

Email Address:

Choose Password:

Confirm Password:

Last Name:

First Name:

Phone:

Address 1:

Address 2:

City:

State: Zip Code:

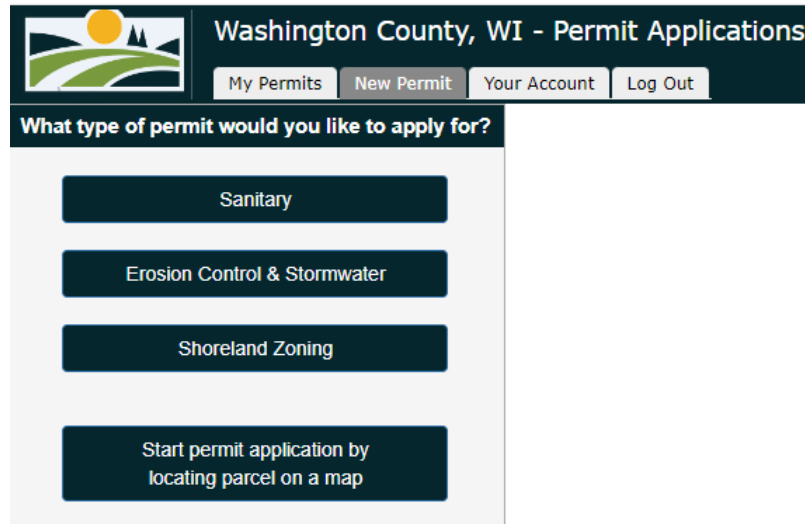
Note: Password must be at least 12 characters and include: upper case, lower case and a number.

If you will be applying for Septic Systems/POWTS permits, complete the following:

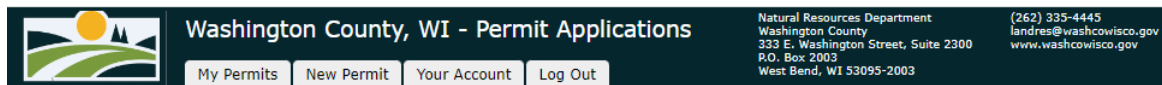
License #:

Applying for a New EC Permit

1. To create a new EC permit application, go to the **New Permit** tab and press the **Erosion Control & Stormwater** button.



2. The first step in creating the permit application is to select the parcel. You can search our parcel database by any of the criteria provided on this page. In this example, I am searching by the owner's last name. The matching parcels appear, each with a **Select** button next to them. Pressing the appropriate **Select** button will add that parcel to the permit application and take you to the main application form.





To begin a new Erosion Permit Application, search for a parcel:

Search For a Parcel

Address: Owner Last Name: Owner First Name: Tax Key #: Legal Description: [Search](#)

Select a parcel to add to a new permit application:

		Tax Key	Owner Name	Municipality	Site Address
Select		291_11190940222	MARY DAMKOT	C. WEST BEND	1100 MEDITERRANEAN AVE
Select		291_11192430303	MARY DAMKOT	C. WEST BEND	1100 GREEN VALLEY PL

If you select a parcel at a location where Washington County does not administer erosion control permits, a pop-up will appear. Click OK and contact your municipality for an ECSM permit.


permitapp.washcowisco.gov says

The county does not administer erosion control permits for this municipality. Please consult with your municipal representative for this permit.

OK

Washington County Online ECSM Permitting Application

3. This is the main permit application form. Answer the 7 questions on this page, then scroll down to find the **Save Changes** button at the bottom of the page.

**Washington County, WI - Permit Applications**

Natural Resources Department
Washington County
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003

(262) 335-4445
landres@washcowisconsin.gov
www.washcowisconsin.gov

My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$0.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: Status: Draft Created: 2024-01-29		

Determine Permit Type

Questions 1-3 are for smaller land disturbance projects. This Erosion Control Permit has a lower fee and less detailed application and plans.
Questions 4 is land disturbance projects over an acre. This Erosion Control Permit has a higher fee and less detailed application and plans.
Questions 5-7 are for larger land development projects. This Erosion Control and Stormwater Management Permit has a higher fee and a detailed application, plans, and review.

Does your project:

1. Disturb 4,000 square feet of total land surface?

☐ Yes ☐ No

2. Involve 400 cu. yd. of excavation, filling, or any combination thereof?

☐ Yes ☐ No

3. Disturb 300 lineal feet of road ditch, grass waterway, or other drainage flows?

☐ Yes ☐ No

4. Result in land disturbing construction activity of One Acre or More?

☐ Yes ☐ No

5. Include a subdivision plat that meets the definition criteria under §236.02(12), Wis. Stats?

☐ Yes ☐ No

6. Result in the addition of 20,000 sq ft of impervious surfaces or more in total area?

☐ Yes ☐ No


7. Involve the construction of roads or driveways (serving 2 or more houses)?

☐ Yes ☐ No

Save Changes

Washington County Online ECSM Permitting Application

4. When you press the **Save Changes** button on the application form above, you will arrive at the Permit Application page. Fill out the name for your project and contact information for persons working on the project.



Washington County, WI - Permit Applications

My Permits

New Permit

Your Account

Log Out

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landres@washcowisconsin.gov
www.washcowisconsin.gov

Permit Application #: 421

Parcel

Permit Application

Attachments

Fees

Signature

Submit Application

Payment

Amount Due: \$50.00

Permit Application

County: WASHINGTON

Permit Type: <1 Ac. EC

Permit #: Not yet assigned

Application #: 421

Site ID:

Status: Draft

APPLICANT: (If not the owner)

The name that will appear on the permit. If not the primary owner, must represent the owner. Must agree to all statements below and sign. If not the project engineer, will receive copies of all communications relating to the plan review and permit process.

Name:

Addr #1:

Addr #2:

City: WEST BEND

State: WI Zip: 53090 Phone:

E-mail:

Site Address

Add a Parcel

Municipality: T. BARTON

Subdivision:

Block:

Lot:

CSM #:

Parcel #

Quarter: Qtr-Qtr:

Section: 6

Town: 11 N

Range: 19 E

Project Information (Please create a Name for your Project)

Project Name:

Project Type: Erosion Control

ENGINEER: (Required for Stormwater Management Projects)

The primary contact for the preparation of erosion control & stormwater management plans. All plan review comments will be addressed to this contact. For all stormwater plans and engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of a permit; and 3) oversee and certify final construction of all practices.

☐ Not decided at this time

Name:

Company:

Addr #1:

City:

State: Zip: Phone:

E-mail:

Client ID:

LANDSCAPER:

Primary contact for implementing all seeding/erosion control practices in the field.

☐ Not decided at this time

Name:

Company:

Addr #1:

City:

State: Zip: Phone:

E-mail:

Client ID:

EXCAVATOR:

Primary contact for all site grading activities.

☐ Not decided at this time

Name:

Company:

Addr #1:

City:

State: Zip: Phone:

E-mail:

Client ID:

5. At the bottom of the page, there is a list of attachments you will need to submit. The permit fee is listed in the lower right hand corner. Click Save Changes.

1. Plan Requirements All Small Site Erosion Control Plans shall contain the following:

☐ Application Fee (click Fees tab for detail)

☐ Survey Plan or site sketch of sufficient clarity and detail to show erosion control provisions.

☐ Project Narrative or description explaining the details of your project.

Please include the following in either the Site Survey Plan or Project Narrative:

- Locations of existing and proposed dwellings with respect to property lines and the limits of land disturbance activities.

- Direction of slope before and after land disturbance, and the size of the upslope drainage area.

- Locations of all temporary best management practices to control erosion from the site.

- Indicate existing ground cover on site (i.e. grass, trees, exposed soil, etc.).

- For underground utility placement indicate length of project in feet.

- Construction timeline (provide estimated dates)

- Provide details to revegetate the site (i.e. seeding mixture, use or location mulching or matting).

- List of Construction Contacts (see above)

Save Changes

Delete This Permit Application


Fees

Fee Description	County Amount	State Amount	Total Amount
< 1 Ac. EC Application Fee	\$0.00		\$0.00
TOTAL			\$0.00

Page 6 of 21

Washington County Online ECSM Permitting Application

- When you press the **Save Changes** button on the application form above, click on the **Attachments** tab, where you can upload required documents and add any relevant notes. Click on the blue **Add Attachment or Note** icon.

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My PermitsNew PermitYour AccountLog Out


Permit Application #: 421ParcelPermit Application**Attachments**FeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

Applications Should Include the Following
Project NarrativeSite Plan including Erosion Control and Stormwater Management PracticesStormwater Report

Date / Time	Doc	Created By	Note
<div>Add Attachment or Note</div>			

- Pressing the **Add Attachment or Note** button above will display this page that allows you to upload a file and also attach a note to it, if needed. Please select the appropriate **Document Type** when uploading files.

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My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit Application**Attachments**FeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 334 Site ID: Status: Draft Created: 2024-02-12		

Applications Should Include the Following
Project Narrative
Site Plan including Erosion Control and Stormwater Management Practices
Stormwater Report

File to Upload: Choose File Site Report.pdf

Document Type: Site Plan


Note:

Update

☐ Send email notification

Washington County Online ECSM Permitting Application

8. After you upload a document, it will appear in the list, as highlighted in red outline below.

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My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00


Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

Applications Should Include the Following

Project Narrative
Site Plan including Erosion Control and Stormwater Management Practices
Stormwater Report

Date / Time	Doc	Created By	Note	Add Attachment or Note
2024-01-29 14:53:28		@gmail.com	Document: Project Narrative.docx Document Type: Small Site Narrative A written description of proposed construction	
2024-01-29 14:52:12		@gmail.com	Document: WashCo-Logo_Full_CMYK_NEW2019_W_Margins.png Document Type: Small Site Site Plan Site Plan with construction details of building my shed	

9. Go to the **Fees** tab to check the fees that are appropriate for your application. This will automatically populate but double-check this is the correct permit you want to apply for. Scroll to the bottom of the **Fees** page to press the **Save Changes** button.

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Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00


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County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

	Fee Description	County Amount	Amount	Total Amount	Amount
<input checked="" type="checkbox"/>	< 1 Ac. EC Application Fee	50.00		50.00	50.00
<input type="checkbox"/>	> 1 Ac. EC Application Fee	75.00		75.00	
<input type="checkbox"/>	ECSM Application Fee	100.00		100.00	
<input type="checkbox"/>	Plan Review & Inspection Fee per hour	65.00		65.00	
<input type="checkbox"/>	Failure to Obtain a Permit	All Fees 4X			
				TOTAL	50.00

All fees are automatically calculated based on permit type selected on previous screen.
Additional Fees will be assessed at the end of the project for staff time spent on Plan Review and Inspections; refer to Fee Schedule for current rate.

Save Changes

10. After you press the **Save Changes** button on the **Fees** page, the selected fees will be displayed, as shown here.



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My Permits

New Permit

Your Account

Log Out

Permit Application #: 421

Parcel

Permit Application

Attachments

Fees

Signature

Submit Application

Payment

Amount Due: \$50.00

Permit Application

Applicant's Mailing Address

Parcel or Site Information

County: WASHINGTON

Permit Type: Erosion Control & Stormwater

Permit #: Not Yet Assigned

Application #: 421

Site ID: 841

Status: Draft

Created: 2024-01-29

Applicant's Mailing Address


Parcel or Site Information

Permit Fees Have Been Updated:

Fees

Fee Description	County Amount	State Amount	Total Amount
< 1 Ac. EC Application Fee	50.00		50.00
TOTAL			50.00

11. Next, go to the **Signature** tab to sign your name. Use the mouse or a stylus to draw your signature and then press the **Save** button.



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My Permits

New Permit

Your Account

Log Out

Permit Application #: 421

Parcel

Permit Application

Attachments

Fees

Signature

Submit Application

Payment

Amount Due: \$50.00

Permit Application

Applicant's Mailing Address

Parcel or Site Information

County: WASHINGTON

Permit Type: Erosion Control & Stormwater

Permit #: Not Yet Assigned

Application #: 421

Site ID: 841

Status: Draft

Created: 2024-01-29

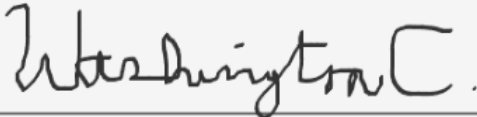
Applicant's Mailing Address

Parcel or Site Information

Applicant Signature

Sign below

Your signature below will be used to finalize this application and that the information included in this application and on the attached maps, plans and other exhibits are true and correct to the best of your knowledge; and that you are authorized to apply for this permit as the landowner or their representative. Using your mouse click and drag to sign in the box below.



Clear


Save

Undo last stroke

Washington County Online ECSM Permitting Application

12. Select Agree, type in your name, and select the date. To send your permit application to Washington County staff for review, use the [Submit Application](#) tab.

Important: Once you click submit, you can no longer make changes to the application form, although you may continue to use the [Attachments](#) tab to upload more documents or add notes.

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Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		


Certification


I hereby certify that all information submitted is true and correct. I further understand and agree to the following:

- A permit issued under this application will be in my name and that I am representing ownership of the property
- The County must respond to all permit applications within 20 working days of submittal of a completed application, application fees, and all required support documents
- A financial guarantee will be required as a condition of the County issuing my permit
- A permit may be withheld or temporarily revoked if the County determines that necessary site stabilization measure may be unachievable due to late-season construction
- All contacts listed on this form are subject to ordinance enforcement
- Erosion and sediment control measures shall be installed prior to any other land disturbing activities
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance
- Plan review and inspection fees will be assessed at the end of the project according to the current Fee Schedule and must be paid in full

☒ Agree ☐ Disagree Enter Your Name: First Name Last Name Date: 01/01/2024

Are you sure that you want to submit this permit application?






The following documents have been attached to this permit application:

- WashCo-Logo_Full_CMYK_NEW2019_W_Margins.png
- Project Narrative.docx

Washington County Online ECSM Permitting Application

13. Once your permit application has been submitted, you will arrive at the [Payment](#) tab. This page has instructions on the various ways that you can pay the permit fees. Notice that there is a green button that will allow you to pay via credit card, if desired.

**Washington County, WI - Permit Applications**

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My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignaturePaymentAmount Due: \$50.00

Permit Application		Applicant's Mailing Address	Parcel or Site Information
County:	WASHINGTON		
Permit Type:	Erosion Control & Stormwater		
Permit #:	Not Yet Assigned		T. BARTON
Application #:	421		
Site ID:	841		
Status:	Confirm Fee & Plans		
Created:	2024-01-29		

Permit Fees	
Fee Type	Fee Amount
< 1 Ac. EC Application Fee	50.00
Total Fees	50.00

Previous Payments / Receipts			
Date	Type	Ref #	Paid Amount
Total Paid			0.00
Total Amount Due			50.00

Making Payment

Permit application #421 has been submitted and is waiting for Washington County staff to verify the fees and plans.

Do you want to make payment of **\$50.00** now by credit card?

Pay Permit Fees Via Credit Card

If you are unsure of fee amount, or want to pay another way, you will be invoiced later via email.

Payment can be made in any of the following ways:

- Stop in at our office to make a payment, please bring a copy of this email for reference.
- Mail a check to the address shown below and reference Application # 421.
Washington County
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
- Call (262) 335-4445 to make a credit card payment, please have Application # 421.
- Use the green button to pay by credit card.

14. If you do press the green **Pay Permit Fees Via Credit Card** button, a new browser tab will be opened, and you will be redirected to our 3rd party credit card payment processor. Notice that this page will display the individual fee(s) associated with your application, as well as your contact information.

Step 1: Select Payments
Step 2: Review and Submit
Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Description
+ Sanitation payment of \$50.00 on Account App # 410~Aerobic Treatment Unit~ATU (24-25)~28020500-371006~county
+ Sanitation payment of \$300.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020500-371006~county
+ Sanitation payment of \$100.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020600-213022~state

Cardholder Information

First Name: Last Name:





Address Line 1: Address Line 2:

City: State: Zip Code:

Phone Number: Email Address:

Payment Information

Payment Method: *

Card Number: *    

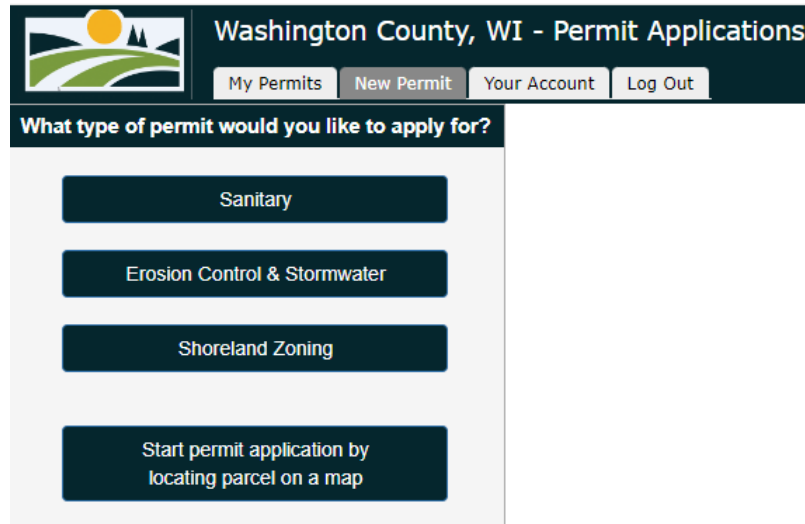
Expiration Date: * (in mm/yy format)

CVV: * Where is this number?

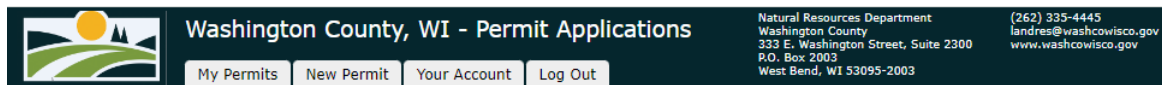
Cancel
Continue

Applying for a New ECSM Permit

1. To create a new ECSM permit application, go to the **New Permit** tab and press the **Erosion Control & Stormwater** button.



2. The first step in creating the permit application is to select the parcel. You can search our parcel database by any of the criteria provided on this page. In this example, I am searching by the owner's last name. The matching parcels appear, each with a **Select** button next to them. Pressing the appropriate **Select** button will add that parcel to the permit application and take you to the main application form.





To begin a new Erosion Permit Application, search for a parcel:

Search For a Parcel

Address: Owner Last Name: Owner First Name: Tax Key #: Legal Description: [Search](#)

Select a parcel to add to a new permit application:

		Tax Key	Owner Name	Municipality	Site Address
Select		291_11190940222	ERICK DAMKOT	C. WEST BEND	2216 MEDITERRANEAN AVE
Select		291_11192430303	ERICK DAMKOT	C. WEST BEND	2053 GREEN VALLEY PL

If you select a parcel at a location where Washington County does not administer erosion control permits, a pop-up will appear. Click OK and contact your municipality for an ECSM permit.


permitapp.washcowisco.gov says

The county does not administer erosion control permits for this municipality. Please consult with your municipal representative for this permit.

OK

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Questions 4 is land disturbance projects over an acre. This Erosion Control Permit has a higher fee and less detailed application and plans.
Questions 5-7 are for larger land development projects. This Erosion Control and Stormwater Management Permit has a higher fee and a detailed application, plans, and review.

Does your project:

1. Disturb 4,000 square feet of total land surface?

☐ Yes ☐ No

2. Involve 400 cu. yd. of excavation, filling, or any combination thereof?

☐ Yes ☐ No

3. Disturb 300 lineal feet of road ditch, grass waterway, or other drainage flows?

☐ Yes ☐ No

4. Result in land disturbing construction activity of One Acre or More?

☐ Yes ☐ No

5. Include a subdivision plat that meets the definition criteria under §236.02(12), Wis. Stats?

☐ Yes ☐ No

6. Result in the addition of 20,000 sq ft of impervious surfaces or more in total area?

☐ Yes ☐ No


7. Involve the construction of roads or driveways (serving 2 or more houses)?

☐ Yes ☐ No

Save Changes

Washington County Online ECSM Permitting Application

4. When you press the **Save Changes** button on the application form above, you will arrive at the Permit Application page. Fill out the name for your project and contact information for persons working on the project.



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Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	APPLICANT: (If not the owner) The name that will appear on the permit. If not the primary owner, must represent the owner. Must agree to all statements below and sign. If not the project engineer, will receive copies of all communications relating to the plan review and permit process.	Site Address	Parcel #
County: WASHINGTON Permit Type: <1 Ac. EC Permit #: Not yet assigned Application #: 421 Site ID: Status: Draft	Name: <input type="text"/> Addr #1: <input type="text"/> Addr #2: <input type="text"/> City: WEST BEND State: WI Zip: 53090 Phone: <input type="text"/> E-mail: <input type="text"/>	<div>Add a Parcel</div> <div>Municipality: T. BARTON Subdivision: Block: Lot: CSM #:</div>	Quarter: Qtr-Qtr: Section: 6 Town: 11 N Range: 19 E

Project Information *(Please create a Name for your Project)*
Project Name:
Project Type: Erosion Control

ENGINEER: (Required for Stormwater Management Projects)
The primary contact for the preparation of erosion control & stormwater management plans. All plan review comments will be addressed to this contact. For all stormwater plans and engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of a permit; and 3) oversee and certify final construction of all practices.
☐ Not decided at this time
Name:
Company:
Addr #1:
City:
State: Zip: Phone:
E-mail:
Client ID:

LANDSCAPER:
Primary contact for implementing all seeding/erosion control practices in the field.
☐ Not decided at this time
Name:
Company:
Addr #1:
City:
State: Zip: Phone:
E-mail:
Client ID:

EXCAVATOR:
Primary contact for all site grading activities.
☐ Not decided at this time
Name:
Company:
Addr #1:
City:
State: Zip: Phone:
E-mail:
Client ID:

5. At the bottom of the page, select if you are requesting an ECSM permit or a Preliminary Review letter. There is a list of attachments you will need to submit. The permit fee is listed in the lower right hand corner. Click **Save Changes**.

1. Type of Permit Request *Items listed under each type show what is needed to process application.*

Erosion/Stormwater Permit
Required Submittals: *(Use Attachments tab above)*

- Application Fee (click Fees tab for detail)
- Final Site Plan Set (Scale: 1" = 100')
- Stormwater Report¹
- Hydrology Summary

Estimated Construction Costs: ² \$1,000

List of Construction Contacts (see above)

¹ A **Stormwater Report** should be limited to narrative (explaining the overall scope and nature of stormwater management on the site) and completed Stormwater Computation Table and Detention Basin Design Table worksheets. These worksheets are available at the Land and Resources division and should be submitted in lieu of the lengthy reports produced by typical hydro-engineering software.
² For the purposes of this application, **estimated construction costs** shall include the cost of site excavation and materials and installation costs of erosion control and stormwater management items (e.g. seeding, matting, pipe structures, rip-rap, etc.)

Plan Review and Inspection Fees (PRI) are billed at \$65.00/hour. PRI fees are assessed upon completion of the project for all staff time spent reviewing plans prior to permit issuance, as well as, time spent conducting site inspections. If the project continues into the following year, end of year billing will occur for any outstanding PRI fees. The number of staff hours on the project determines the total fee amount. Permits will not be closed out until PRI Fees are paid in full.

Save ChangesDelete This Permit Application

Fee Description	County Amount	State Amount	Total Amount
ECSM Permit Application	100.00		100.00
TOTAL			100.00


Preliminary Review Letter
Required Submittals: *(Use Attachments tab above)*

- Application Fee (click Fees tab for detail)
- Preliminary Site Plan (Scale: 1" = 100')
- Preliminary Stormwater Report

An optional step to facilitate other plan review/approval processes. It allows the developer to obtain conceptual/general review comments on plans prior to committing the resources needed to complete final design/construction plans. Preliminary Review Letters are encouraged for subdivision, plats, and other large projects.

Washington County Online ECSM Permitting Application

6. When you press the **Save Changes** button on the application form above, you will arrive at the **Attachments** page, where you can upload required documents and add any relevant notes. Click on the blue **Add Attachment or Note** icon.

**Washington County, WI - Permit Applications**

Natural Resources Department
Washington County
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003

(262) 335-4445
landres@washcowisconsin.gov
www.washcowisconsin.gov

My PermitsNew PermitYour AccountLog Out


Permit Application #: 421ParcelPermit Application**Attachments**FeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

Applications Should Include the Following
Project Narrative
Site Plan including Erosion Control and Stormwater Management Practices
Stormwater Report

Date / Time	Doc	Created By	Note
			Add Attachment or Note

7. Pressing the **Add Attachment or Note** button above will display this page that allows you to upload a file and also attach a note to it, if needed. Please select the appropriate **Document Type** when uploading files.

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Permit Application #: 421ParcelPermit Application**Attachments**FeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

Applications Should Include the Following
Project Narrative
Site Plan including Erosion Control and Stormwater Management Practices
Stormwater Report

File to Upload: Choose File WashCo-Logo_Full_CMYK...EW2019_W_Margins.png
Document Type: Small Site Site Plan
Note:
Site Plan with construction details of building my shed
Update

Washington County Online ECSM Permitting Application

8. After you upload a document, it will appear in the list, as highlighted in red outline below.



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www.washcowisco.gov

My Permits | New Permit | Your Account | Log Out


Permit Application #: 421 | Parcel | Permit Application | **Attachments** | Fees | Signature | Submit Application | Payment | Amount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		

Applications Should Include the Following
Project Narrative
Site Plan including Erosion Control and Stormwater Management Practices
Stormwater Report

Date / Time	Doc	Created By	Note	Add Attachment or Note
2024-01-29 14:53:28		@gmail.com	Document: Project Narrative.docx Document Type: Small Site Narrative A written description of proposed construction	
2024-01-29 14:52:12		@gmail.com	Document: WashCo-Logo_Full_CMYK_NEW2019_W_Margins.png Document Type: Small Site Site Plan Site Plan with construction details of building my shed	

9. Go to the **Fees** tab to check the fees that are appropriate for your application. This will automatically populate but double-check this is the correct permit you want to apply for. Scroll to the bottom of the **Fees** page to press the **Save Changes** button.



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My Permits | New Permit | Your Account | Log Out

Permit Application #: 421 | Parcel | Permit Application | Attachments | **Fees** | Signature | Submit Application | Payment | Amount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		


Fee Description	County Amount	Amount	Total Amount	Amount
<input type="checkbox"/> < 1 Ac. EC Application Fee	50.00		50.00	
<input type="checkbox"/> > 1 Ac. EC Application Fee	75.00		75.00	
<input checked="" type="checkbox"/> ECSM Application Fee	100.00		100.00	100.00
<input type="checkbox"/> Plan Review & Inspection Fee per hour	65.00		65.00	
<input type="checkbox"/> Failure to Obtain a Permit	All Fees 4X			
			TOTAL	100.00

All fees are automatically calculated based on permit type selected on previous screen.

Additional Fees will be assessed at the end of the project for staff time spent on Plan Review and Inspections; refer to Fee Schedule for current rate.

Save Changes

10. After you press the [Save Changes](#) button on the [Fees](#) page, the selected fees will be displayed, as shown here.



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My Permits

New Permit

Your Account

Log Out

Permit Application #: 421

Parcel

Permit Application

Attachments

Fees

Signature

Submit Application

Payment

Amount Due: \$50.00

Permit Application

County: WASHINGTON
Permit Type: Erosion Control & Stormwater
Permit #: Not Yet Assigned
Application #: 421
Site ID: 841
Status: Draft
Created: 2024-01-29


Applicant's Mailing Address

Parcel or Site Information

Permit Fees Have Been Updated:

Fee Description	County Amount	State Amount	Total Amount
< 1 Ac. EC Application Fee	50.00		50.00
TOTAL			50.00

11. Next, go to the [Signature](#) tab to sign your name. Use the mouse or a stylus to draw your signature and then press the [Save](#) button.



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My Permits

New Permit

Your Account

Log Out

Permit Application #: 421

Parcel

Permit Application

Attachments

Fees

Signature

Submit Application

Payment

Amount Due: \$50.00

Permit Application

County: WASHINGTON
Permit Type: Erosion Control & Stormwater
Permit #: Not Yet Assigned
Application #: 421
Site ID: 841
Status: Draft
Created: 2024-01-29

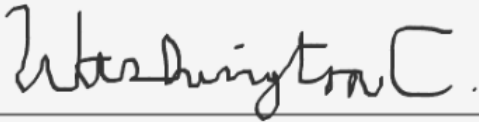
Applicant's Mailing Address

Parcel or Site Information

Applicant Signature

Sign below

Your signature below will be used to finalize this application and that the information included in this application and on the attached maps, plans and other exhibits are true and correct to the best of your knowledge; and that you are authorized to apply for this permit as the landowner or their representative. Using your mouse click and drag to sign in the box below.



Clear

Save


Undo last stroke

Page 18 of 21

Washington County Online ECSM Permitting Application

12. Select Agree, type in your name, and select the date. To send your permit application to Washington County staff for review, use the [Submit Application](#) tab.

Important: Once you click submit, you can no longer make changes to the application form, although you may continue to use the [Attachments](#) tab to upload more documents or add notes.

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My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignatureSubmit ApplicationPaymentAmount Due: \$50.00

Permit Application	Applicant's Mailing Address	Parcel or Site Information
County: WASHINGTON Permit Type: Erosion Control & Stormwater Permit #: Not Yet Assigned Application #: 421 Site ID: 841 Status: Draft Created: 2024-01-29		


Certification


I hereby certify that all information submitted is true and correct. I further understand and agree to the following:

- A permit issued under this application will be in my name and that I am representing ownership of the property
- The County must respond to all permit applications within 20 working days of submittal of a completed application, application fees, and all required support documents
- A financial guarantee will be required as a condition of the County issuing my permit
- A permit may be withheld or temporarily revoked if the County determines that necessary site stabilization measure may be unachievable due to late-season construction
- All contacts listed on this form are subject to ordinance enforcement
- Erosion and sediment control measures shall be installed prior to any other land disturbing activities
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance
- Plan review and inspection fees will be assessed at the end of the project according to the current Fee Schedule and must be paid in full

☒ Agree ☐ DisagreeEnter Your Name: First NameLast NameDate: 01/01/2024

Are you sure that you want to submit this permit application?





Yes - Submit this application


No - Do not submit this application yet

The following documents have been attached to this permit application:

- WashCo-Logo_Full_CMYK_NEW2019_W_Margins.png
- Project Narrative.docx

Washington County Online ECSM Permitting Application

13. Once your permit application has been submitted, you will arrive at the [Payment](#) tab. This page has instructions on the various ways that you can pay the permit fees. Notice that there is a green button that will allow you to pay via credit card, if desired.

**Washington County, WI - Permit Applications**

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My PermitsNew PermitYour AccountLog Out

Permit Application #: 421ParcelPermit ApplicationAttachmentsFeesSignaturePaymentAmount Due: \$50.00

Permit Application		Applicant's Mailing Address	Parcel or Site Information
County:	WASHINGTON		
Permit Type:	Erosion Control & Stormwater		
Permit #:	Not Yet Assigned		T. BARTON
Application #:	421		
Site ID:	841		
Status:	Confirm Fee & Plans		
Created:	2024-01-29		

Permit Fees	
Fee Type	Fee Amount
< 1 Ac. EC Application Fee	50.00
Total Fees	50.00

Previous Payments / Receipts			
Date	Type	Ref #	Paid Amount
Total Paid			0.00
Total Amount Due			50.00

Making Payment

Permit application #421 has been submitted and is waiting for Washington County staff to verify the fees and plans.

Do you want to make payment of **\$50.00** now by credit card?

Pay Permit Fees Via Credit Card

If you are unsure of fee amount, or want to pay another way, you will be invoiced later via email.

Payment can be made in any of the following ways:

- Stop in at our office to make a payment, please bring a copy of this email for reference.
- Mail a check to the address shown below and reference Application # 421.
Washington County
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
- Call (262) 335-4445 to make a credit card payment, please have Application # 421.
- Use the green button to pay by credit card.

14. If you do press the green **Pay Permit Fees Via Credit Card** button, a new browser tab will be opened, and you will be redirected to our 3rd party credit card payment processor. Notice that this page will display the individual fee(s) associated with your application, as well as your contact information.

Step 1: Select Payments
Step 2: Review and Submit
Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Description
+ Sanitation payment of \$50.00 on Account App # 410~Aerobic Treatment Unit~ATU (24-25)~28020500-371006~county
+ Sanitation payment of \$300.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020500-371006~county
+ Sanitation payment of \$100.00 on Account App # 410~Septic Tank Cell Replacem~CELL_REPLC (24-25)~28020600-213022~state

Cardholder Information

First Name: Last Name:






Address Line 1: Address Line 2:

City: State: Zip Code:

Phone Number: Email Address: *

Payment Information

Payment Method: *

Card Number: *     

Expiration Date: * (in mm/yy format)

CVV: * [Where is this number?](#)

Cancel
Continue