

**Manure Storage/Transfer Construction/Closure Permit Application Form**  
**For Construction of New Facilities, Substantial Alteration of Existing Facilities,**  
**Repair or Replacement of Failing & Leaking Facilities & Closure of Manure Storage Facilities**

**Door County, Wisconsin**

**Door County Soil & Water Conservation Department**  
**PO Box 670, Sturgeon Bay, WI 54235**

**Phone: 920-746-2214; Fax: 920-746-2369; E-mail: SWCD@co.door.wi.us**

Use of this form is required by the Soil and Water Conservation Department (SWCD) for any Manure Storage/Transfer activities pursuant to Door County Ordinance 2004-15, *Agricultural Performance Standards and Animal Waste Storage Ordinance*. Please print or type using blue or black ink.

**1. Operator**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number ( ) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**2. Property Owner(s)\* of the Project Site** (If additional or different than operator)

Name _____	Name _____
Address _____	Address _____
City, State, Zip Code _____	City, State, Zip Code _____
Telephone Number ( ) _____	Telephone Number ( ) _____

\*If there are additional persons who hold title to the property, provide information on an attached sheet.

**3. Property Description(s)\* of the Project Site**

_____ ¼ _____ ¼, Section _____ T. _____ N., R. _____ E.	_____ ¼ _____ ¼, Section _____ T. _____ N., R. _____ E.
Town, City, Village of _____	Town, City, Village of _____
Tax Parcel Number _____	Tax Parcel Number _____

\*If there are additional parcels, provide information on an attached sheet.

**4. Project Information:**

Provide a description of the proposed activity.

\_\_\_\_\_

\_\_\_\_\_

Provide a description of the type and size of structure or activity:

Type: \_\_\_\_\_ Size: \_\_\_\_\_ gallons or cubic feet  
 (please circle)

**Permit Fee (as calculated in Section 7):**

**Initial Fee: \$** **Final Fee: \$**

**5. Construction Plan**

The following information shall be contained in the construction, modification, repair or closure plan. The permit application shall not be considered complete until all information is sufficiently provided.

**a) General Location Plan Map.**

The following information shall be identified on a (non-enlarged or reduced) photocopy of a United States Geological Survey (USGS), 7.5 minute quadrangle map (or a portion thereof).

Dept use only	The General Location Plan Map shall include the following:	
<input type="checkbox"/>	<input type="checkbox"/>	1. The location of the manure storage facility and its location in relation to buildings, homes, property lines, roads, wells, public or private drainage ditches, and creeks, flowages, rivers, streams, lakes or wetlands within five hundred (500) feet of the proposed facility.
<input type="checkbox"/>	<input type="checkbox"/>	2. The scale of the drawing and the north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	3. Date the general location plan map was prepared.

**b) Engineering Drawing (required for construction, substantial alteration, repair or replacement of manure storage facilities).**

Description: **2 (Two) copies** of an engineering design drawing of the manure storage facility and associated systems.

Dept use only	The Site Plan Map and Narrative shall include the following:	
<input type="checkbox"/>	<input type="checkbox"/>	1. Specific design components that shall comply with USDA-NRCS Technical Standard for Waste Storage Facility (313), and additional applicable Technical Standards.
<input type="checkbox"/>	<input type="checkbox"/>	2. A recoverable benchmark(s) including elevation(s) expressed in feet and tenths.
<input type="checkbox"/>	<input type="checkbox"/>	3. The scale of the drawing and the north arrow. The engineering design drawing shall be drawn to a scale no smaller than one (1) inch equals one forty (40) feet.
<input type="checkbox"/>	<input type="checkbox"/>	4. The date the engineering design drawing was prepared.

**c) Narrative of General Criteria (required for construction, substantial alteration, repair or replacement of manure storage facilities).**

A narrative of the general criteria required within USDA-NRCS Technical Standard for Waste Storage Facility (313), and additional applicable Technical Standards, including, but not limited to, Critical Area Planting (342), Fence (382), Roof Runoff Structure (558), and Manure Transfer (634) where they apply. The narrative must include a description and assurance of the operator's ability to utilize the animal waste produced and stored on the property in compliance with the USDA-NRCS Standard for Nutrient Management (590).

**d) Closure Plan (required for closure of idle, failing, or leaking manure storage facilities; including voluntary closures of existing systems).**

Dept use only	Closure Plan Map and Narrative shall include the following:	
<input type="checkbox"/>	<input type="checkbox"/>	1. A description of the method and specifications in transferring manure into and from the manure storage facility to ensure proper closure of transfer systems.
<input type="checkbox"/>	<input type="checkbox"/>	2. Provisions to remove or permanently plug the manure transfer system serving the manure storage facility.
<input type="checkbox"/>	<input type="checkbox"/>	3. Provisions to remove and properly dispose of all accumulated manure in the manure facility in compliance with USDA-NRCS Standard for Nutrient Management (590).
<input type="checkbox"/>	<input type="checkbox"/>	4. For all earthen waste impoundments, plan requirements and provisions shall be in compliance and consistent with USDA-NRCS Technical Standard for Closure of Waste Impoundments (360).
<input type="checkbox"/>	<input type="checkbox"/>	5. <i>Safety provisions.</i> Manure storage facility closures and conversions shall implement safety measures to ensure the protection of the public from hazardous conditions.
<input type="checkbox"/>	<input type="checkbox"/>	6. <i>Use conversion option.</i> The manure storage facility may be converted to other uses, where as it is demonstrated the conversion will not result in a degradation of ground and/or surface waters or be a threat to public health, safety or general welfare. A detailed description of intended alternative use must be described for all manure storage facility conversions for determination if conversions will be allowed.

**e) Other Information.**

Any other additional information required by the Door County Soil and Water Conservation Department to protect water quality and determine compliance with the Agricultural Standards and Prohibitions.

**6. Construction Plan Preparation/Certification.**

Construction supervision provided? Yes \_\_\_\_\_ No \_\_\_\_\_ By \_\_\_\_\_ Title \_\_\_\_\_.

Construction supervision provided for:  Layout  Installation  Redline

Component(s):			
Prepared/Approved:	Title:	Phone:	Date:
Component(s):			
Prepared/Approved:	Title:	Phone:	Date:
Component(s):			
Prepared/Approved:	Title:	Phone:	Date:
Component(s):			
Prepared/Approved:	Title:	Phone:	Date:

**7. Permit Fee Worksheet. (Record in Section 4)**

Initial Fee

- Based on estimated total cost calculated or concurred with by the Door County Soil and Water Conservation Department in accordance with the plan requirements outlined in Section 1.43 (1) of the Agricultural Performance Standards and Animal Waste Storage Ordinance.
- Shall be submitted before work begins. Notification will be provided by the Soil and Water Conservation Department to commence with planned work.
- The initial fee shall be equal to 1% of the estimated total project cost, plus a 20% contingency.

**Example:** Estimated Cost for Manure Transfer

Earthwork:	\$2,500
Pump/Pipe:	\$17,500
Concrete:	\$500
<b>Total:</b>	<b>\$20,500</b>

<i>Initial Fee:</i>	<i>\$205</i>
<i>20% Contingency:</i>	<i>\$41</i>
<b>Initial Fee:</b>	<b>\$246</b>

Estimated Costs

- Estimated costs calculated by the SWCD will be based on average cost methods determined through experience of past projects, input from colleagues and inquiry to contractors and suppliers within the area.
- Estimated costs prepared outside the SWCD and submitted for review will be analyzed through the same average cost method.

Final Costs/Final Fee

- Option 1: Upon project completion, the total cost of the project will be assessed and the difference will be calculated with respect to the initial estimate. Final project costs will be based on actual bills comprised of all costs incurred by you to complete any work. Relevant costs will include all reasonable costs of labor, equipment and supplies provided by both contracted labor and the landowner. It is your responsibility to submit all such actual bills and costs to the SWCD. The final fee shall be equal to 1% of the final project cost.
- Landowners incurring costs above the estimated cost plus contingency will be required to pay the difference.

**Example:**

Estimated Cost:	\$20,500
Initial Fee:	\$246
Actual Cost:	\$25,500
<b>Remaining Fee</b>	<b>\$9</b>

- Landowners incurring costs under the estimated cost plus contingency will be reimbursed the difference.
- Option 2: If the project was constructed substantially as described in the application and construction plans you may elect to not submit actual bills and the initial estimate plus contingency shall be the final fee.

**Landowner Submittal:**

<b>Estimated Total Project Cost:</b>	\$
<b>Initial Fee:</b>	\$

**LEAVE BLANK – FOR DEPARTMENT USE ONLY**

**SWCD Review:**

<b>Revised Estimated Total Project Cost:</b>	\$
<b>Revised Initial Fee:</b>	\$

**SWCD Calculation:**

<b>Final Total Project Cost:</b>	\$
<b>Final Fee:</b>	\$
<b>Amount Due:</b>	\$
<b>Amount to be Reimbursed:</b>	\$

**PROPERTY OWNERS STATEMENT.**

The undersigned hereby makes application for a permit to construct an animal waste facility on the property herein described. The work to be performed is described in the attached plan. The undersigned agrees that all such work as well as the utilization of all animal waste produced and stored on the property shall comply with all applicable standards outlined in the Door County Agricultural Performance Standards and Animal Waste Storage Ordinance and with all other applicable County Ordinances and the laws and regulations of the State of Wisconsin; This includes the development and implementation of a nutrient management plan compliant with the USDA/NRCS Nutrient Management Standard (590), which is to be updated and submitted annually to the Door County SWCD.

The undersigned also agrees to certify in writing, upon installation of the facility, that the facility was installed as planned. Deviations from the original plan must be reviewed and approved by the Soil and Water Conservation Department

\_\_\_\_\_  
Signature of Owner/Operator

\_\_\_\_\_  
Date Signed

**Landowner Certification if Landowner(s) is Different than the Operator**

I hereby certify that I concur with the construction/closure plan and will allow its implementation.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Date Signed

\*If there are additional persons, who hold title to the property, provide dated signature on an attached sheet.

**LEAVE BLANK – FOR DEPARTMENT USE ONLY**

<b>Construction/Closure Plan Received by:</b>	<b>Date</b>	<b>Initial Fee Received by:</b>	<b>Date</b>
<b>Construction/Closure Plan Reviewed by:</b>	<b>Date</b>	<b>Initial Fee Verification Completed by:</b>	<b>Date</b>
<b>Comments:</b>			
<b>Construction/Closure Permit Issued by:</b>		<b>Date Permit Issued:</b>	
<b>Construction/Closure Denied by:</b>		<b>Date Permit Denied:</b>	
<b>Reason for denial:</b>			
<b>Construction/Closure Certification received:</b>			
<b>Final Fee Calculated and received:</b>			