

## Sample Letter to Downstream Communities

Dams to be repaired or reconstructed must submit a dam failure analysis as part of the application to this grant program. As part of the review process, the land use controls in the inundation area downstream of the dam are reviewed in light of the existing development. Based on that review it is possible that the community(ies) responsible for floodplain zoning in the inundation area may need to adopt an additional map in order to secure the hazard rating for the dam.

If the dam failure analysis has already been approved, appropriate land use controls put in place downstream of the dam and the hazard rating assigned you do not need to do any additional work for your grant application.

If you are just starting the dam failure analysis process or do not yet have the letter from the department assigning the hazard rating you should take the following steps:

1. Work with your engineering consultant to define the community(ies) that may be affected by the hydraulic shadow of the dam.
2. Send the zoning administrator for each affected community (city, village or county) a registered letter containing the following information, at a minimum.

“This letter is to inform [community] that a change in land use controls may be necessary downstream from the [dam name] on [river/stream name] to secure the hazard rating for the dam pursuant to ch NR 333, Wis. Admin. Code. This information letter is required for [your municipalities name] to apply for a grant from the Department of Natural Resources to address safety deficiencies at the [dam name]. If a zoning change is needed, you will be contacted by DNR staff concerning what information needs to be adopted in a time frame to complete the adoption process.”

3. Submit a copy of your letter(s) to affected communities and receipt of delivery with your grant application.

For questions, contact:

Bill Sturtevant, State Dam Safety Engineer  
Department of Natural Resources-WT/3  
P.O. Box 7921  
Madison, WI 53707-7921  
Phone: 608-266-8033  
E-mail: [William.Sturtevant@wisconsin.gov](mailto:William.Sturtevant@wisconsin.gov)