

# DAM REMOVAL GRANT PROGRAM

(ch. NR 336, Wis. Adm. Code)

## INSTRUCTIONS FOR COMPLETING APPLICATION FORM 3500-106

Completion of Form 3500-106 is required by the Department of Natural Resources (DNR) if a municipality, lake district, private dam owner, state agency or other entity who has permission of the owner wishes be considered for a grant under ch. NR 336, Wis. Adm. Code. You may obtain a copy of the application form, as well as a link to Chapter NR 336 Wis. Adm. Code, at the following DNR website: <http://dnr.wi.gov/org/caer/cfa/Grants/DamRemov.html>. If you still have questions after reading through the instructions, the following DNR staff is available to assist:

Bill Sturtevant, State Dam Safety Engineer	608-266-8033
Meg Galloway, Dams and Flood Plain Section Chief	608-266-7014
Eileen Trainor, Dam Grant Manager	608-267-0848

### SECTION-BY-SECTION INSTRUCTIONS

#### APPLICATION TYPE

- ◆ Indicate whether this application is for the *removal of a dam by the owner* or for the *removal of an abandoned dam* by an authorized individual with legal access to the property for the purpose of removing the dam.
  - ◆ *Abandoned dams* are those declared abandoned using the process under s. 30.121(4), Wis. Stats.

#### Section 1 – Applicant Information

- ◆ Indicate whether the applicant is an individual private owner or an organization of some type. Specify the type of organization, such as a nonprofit group, a municipal entity or state agency.
- ◆ Complete all applicant information as instructed on the grant application form.

#### Section 2 – Dam Information

- ◆ Provide the common or local name of the dam, the size of the dam and pool area created by the dam, the name of the waterway that is impounded by the dam, the owner of the dam if different than the applicant, and the location of the dam.

#### Section 3 – Checklist

- ◆ For a dam removal by owner project, indicate if an application to abandon and remove the dam has been submitted by the owner.
- ◆ For an abandoned dam removal project, indicate if the dam has been identified by the DNR as abandoned and whether it has been declared abandoned under s.31.187

#### Section 4 – Estimated Eligible Project Costs

- ◆ Under the Estimated Eligible Project Costs section, group the estimated costs for three categories of expenses. Removal Plans and Construction Related Services includes all engineering and planning expenses leading up to and through the actual removal project. For some small projects there may not be any costs in this category. Removal Operations include the costs of actually removing the dam, and Restoration refers to activity within the original pool area to stabilize the land following the removal of the dam structure.

- ◆ Add the three categories of expenses in order to arrive at the requested grant amount which **may not exceed \$50,000.**
- ◆ The applicant must specify the expected project completion date. The completion date cannot exceed 2 years from the date of application.

### **Section 5 – Attachments**

**Make sure all attachments are complete and submitted along with this application form.**

- For abandoned dams, documentation is needed showing that the applicant or authorized representative has legal access to the property on which the dam is located.
- For dams being removed by an organization on behalf of the owner, documentation is needed showing that the organization is acting as the authorized representative of the owner and that they have legal access to the property on which the dam is located.
- A map is required showing the location of the dam and the adjacent owners and their property boundaries. This map must include information for land owners adjacent to the affected pool area as well as the dam itself.
- A copy of the deed to the property on which the dam is located must be included.
- A description of the project and, at a minimum, the conceptual plan for the removal project. The larger the project, the more detailed plans will become, but this is where costs which are lumped into the three categories on the application form should be broken down and explained in detail.
- The applicant must identify the source and amount outside contributions for the dam removal project as the this grant cannot reimburse for costs paid by sources outside the dam owners resources.

### **Section 6 – Certification**

The certification statement must be reviewed, signed, and dated by the authorized representative. In the case of an abandoned dam removal application, this form is to be signed by the authorized representative who has legal access to the property, for the purpose of removing the dam, on which the dam is located.

**APPLICATION SUBMITTAL: Applications may be submitted on a continual basis.** Grant applications deemed complete will be awarded based on the date the application was received by the Department.

Mail applications to: WI Department of Natural Resources  
Municipal Dam Grant Program – CF/2  
101 South Webster Street  
P.O. Box 7921  
Madison, WI 53707-7921

*NOTE:* If the application is hand-carried to the Department, deliver it the DNR Customer Service Center, 1<sup>st</sup> floor, State Natural Resources Building, 101 S. Webster Street, Madison, WI 53702. Make sure the application is stamped with the date of delivery.

**Faxed applications will not be accepted.**