GENERAL PERMIT APPLICATION INSTRUCTIONS

To apply for this General Permit, submit all of the required information listed below. A complete submittal with detailed plans will allow us to make a decision about your permit application. Permit processing review times begin when the application is received by the Department and is determined to be complete.

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The Department offers the opportunity to apply electronically for all waterway and wetland permits. The Water Permits portal page can be found at http://dnr.wi.gov/Permits/Water/

Informational Requirements:

1. **Application form.** A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form# 3500-53) http://dnr.wi.gov/files/PDF/forms/3500/3500-053.pdf.

2. **Site maps** which clearly illustrate the location and limits of the transportation project, and its relationship to nearby water resources (e.g. lakes, rivers, streams, wetlands), major landmarks and roads.

3. **A list and status of any applicable local, state, and federal authorizations** – Attachment A

4. **Photographs** that clearly show the existing project area. For bridges, arches and culverts, photos should be taken upstream and downstream of the structure, as well as inside and on top of the structure.

5. **Project plans and specifications** reflecting the General Permit Eligibility Standards as listed in the project-specific checklist below. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit. Plans should show:
   - The existing and proposed roadway and/ or structure, including dimensions and structure types
   - Proposed site specific erosion control measures
   - Temporary and permanent disposal location for excavated materials.
   - Details for any stream diversion during construction, if needed, as well as temporary and permanent stabilization
   - Location of waterway and wetlands, including dimensions and area of impact and wetland type
   - Description of the type, composition and quality of material proposed to be used for fill in wetlands.
   - Names and addresses of adjoining property owners

6. **Municipal Highway, Bridges, Arches and Culverts Alternatives Analysis,** if wetlands are proposed to be impacted during the project – Attachment A

7. **Municipal Supplemental Worksheet**, if the proposed project may impact aquatic organism passage – Attachment B. See Eligibility Standard # 23.

8. **Electronic documents.** If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a disk with your application materials, providing a link to an ftp site, or by other electronic methods. If possible, please create a separate file for each component of the application (i.e., forms, photos, maps, plans, etc.). Each file must be less than 15 megabytes in size, and the total size of the files combined must be less than 30 megabytes.

If you are applying electronically, you may be prompted for some of these items separately during the electronic submittal process.

Eligibility Criteria: Projects that do not meet all criteria are not eligible for this general permit. If your project does not qualify for this general permit, you may apply for an individual permit.	
1. Contact the local WDNR Transportation Liaison during the development of the project to have a pre-application discussion.	
2. A municipality is the applicant and the project purpose is a public transportation project to construct, reconstruct or maintain a highway, bridge, arch or culvert associated with a single and complete project.	
3. If the project includes a bridge or culvert that is greater than 36" in diameter, the plans must be signed (Attachment A) and approved by either the County Highway Commissioner or a professional engineer that is a designated agent for the municipality on transportation engineering projects.	
4. Structures over lake outlets and lake systems or any culvert installed with the intent to back up water are not eligible for a general permit.	
5. Projects that are administered (or "let") by WisDOT are not eligible for this general permit.	
6. Projects that are new roads or new crossings of a navigable waterway where there was previously no crossing, are not eligible for this general permit.	
7. Projects that may impact tribal lands or rights, may need additional coordination. Please contact the WDNR Transportation Liaison as soon as possible to begin coordination.	
8. This general permit does not authorize any permanent change in the course of a navigable stream, or removal of material from the bed of any waterway, except for what is necessary to place the structure.	
9. The proposed project avoids and minimizes wetland impacts to the greatest extent practicable.	
10. The discharge will cause only minimal adverse environmental impacts.	
11. Your acceptance of coverage under this permit and your efforts to begin work on the project signify that you have read, understood and agreed to follow all conditions of this permit.	
12. The permit does not authorize the placement of a culvert on a stream that is more than 35 feet wide, measured from ordinary high water mark to ordinary high water mark, unless otherwise approved by the WDNR Transportation Liaison.	
13. Bridges authorized by this permit must be clear-span, with no new piers in the waterway.	
Project Impacts	
14. The project shall not impact more than 10000 square feet (0.23 acre) of wetland or waterway for a single and complete project. Disturbance should include only the amount of wetland fill necessary to properly construct the highway and shall minimize alteration of critical features of waterway or wetland habitats. If the project includes ONLY a bridge, arch or culvert replacement, the project should not impact more than 4356 square feet (0.1 acre) of wetland and disturbance should include only the amount of wetland fill necessary to properly construct and stabilize the bridge, arch or culvert.	
15. Projects that impact wetland must comply with the wetland water quality standards outlined in Wis. Stats. § 281.36(3g)(d) and Wis. Admin. Code § NR 103, including the submission of a narrative describing avoidance and minimization of wetlands and "Municipal Highways, Bridges, Arches and Culverts Alternatives Analysis" found in the WDNR-GP2-2012 General Permit Checklist.	

16. The permit does not authorize the replacement or reconstruction of a bridge, arch or culvert on a wild river designated under Wis. Stat. § 30.26 and Wis. Admin. Code ch. NR 302, or where similar federal, state or local regulations prohibit the construction.	
17. Project activities will not take place in or result in adverse impacts to Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, southern sphagnum bogs, boreal rich fens, or calcareous fens.	
18. Project will not result in a deleterious impact to any publicly owned trails or property	
19. The project will not result an adverse impact on navigation, and must allow for portage to anyone legally navigating the waterway. All bridges shall either maintain a clearance of not less than 5 feet, or comply with requirements of NR 320 (NR 320.04(3)), Wis. Adm. Code.	
20. For bridge, arch or culvert projects, to minimize adverse impacts on fish movement, fish spawning, and egg incubation periods, the project may not occur during the following time periods: **a. September 15th through May 15th for trout streams; and the Root River (Racine County), Kewaunee River (Kewaunee County), and Strawberry Creek (Door County) upstream to the first dam or barrier.** b. **March 1st through June 15th for ALL other waters.** Note: Per Wis. Admin. Code § NR 1.02 (7), the Department identifies and classifies trout streams to ensure adequate protection and proper management of this unique resource. To determine if a waterway is a trout stream, you may check WDNR Trout Maps. *The timing restrictions described above apply to work below the ordinary high water mark (OHWM), on waterways that have standing or flowing water. The timing restrictions listed may be waived or modified by the regional WDNR Transportation Liaison.*	
Design of the Project	
21. The grade-line of any existing overflow sections passing a portion of the regional flood will not be raised and the existing highway water-crossing must have a history of adequately passing flood water, be free of significant controversy concerning public rights in navigable waters, and shall conform to the requirements of Wis. Admin. Code ch. NR 116, Wisconsin's Floodplain Management Program.	
22. The proposed road grade and structure must have water passing characteristics at least as effective as the existing road grade and structure.	
23. Appropriate culvert sizing and invert elevations will be determined using the Municipal Supplemental Worksheet for Sizing and Setting Bridges, Arches and Culverts (Attachment B). Plans should show the existing structure, as well as the proposed structure.	
24. Project shall not result in a significant obstruction to aquatic organism passage (AOP). The local WDNR Transportation Liaison will be able to assist you with determining if the existing or proposed structure is an obstruction, and whether designing for AOP is necessary. Please follow these general guidelines for designing a structure so that it allows passage for aquatic organisms: a. The proposed structure should be as wide as bankfull width (see definitions). Structures cannot be designed or installed in a way that results in higher water surface elevations upstream of the crossing compared to downstream. b. The crossing needs to be sized and set at an elevation so that water depths, widths, and velocities at the culvert inlet and outlet match the natural water depths, widths, and velocities in the natural stream channel. c. The structure needs to be set flat for low gradient streams, i.e., less than 1% gradient. The inlet and outlet invert elevation of the culvert needs to be set below the natural stream bottom flow line elevation. Structures need to be set low enough to allow streambed material to deposit in the bottom of the culvert, or where appropriate, natural streambed material can be added.	

Construction of the Project	
25. Any dredging that is necessary to bury the culvert will be limited to greatest extent possible and deposition of sand, gravel, or stone will only occur immediately underneath and within 2 feet of the culvert.	
26. Unless the waterway is dry for the duration of the construction activities, you must install a cofferdam and diversion channel or cofferdam and pump bypass system upstream and downstream of your construction area, unless otherwise directed by WDNR Transportation Liaison. Protection of the stream during construction must be shown on plans.	
27. Cofferdams and temporary channels must be constructed of non-erodible material and secured with rock bags at the bottom of the channel and top of the banks. No earthen cofferdams will be authorized.	
28. The temporary diversion of the stream must be shown in the plans and placement shall not exceed 5 working days. Stream flow needs to be maintained to downstream throughout construction.	
29. Except for a temporary bypass system during construction, the project will not involve the creation, modification, or enhancement of any dam structures.	

To Apply:
Once your application is complete, submit using the online system, or mail it to the permit intake address based on the county where your project is located. If you have questions or problems filling out or completing the application requirements, contact the **WDNR Transportation Liaison** for your county.

Permit intake addresses and WDNR Transportation Liaison contact information can both be found at the following web link: http://dnr.wi.gov/topic/Sectors/Transportation.html.