

Municipal Transportation Project PRE-APPLICATION MEETING PREPARATION & ADVICE WORKSHEET

A pre-application meeting with DNR staff is REQUIRED for all individual permit applications. This meeting will result in:

- Identification of overall purpose and scope of the proposed project and preliminary scope of alternatives
- Application requirements including wetland delineation (if applicable), practicable alternatives analysis and mitigation requirements (if applicable)
- Expected project schedule
- Written summary of the meeting to serve as a record of what was discussed.

BEFORE THE MEETING – Expectations of the applicant

To make the best use of the time spent in a pre-application meeting, the applicant needs to bring as many of the following resources as possible. These resources are items that are part of the application package. Please provide them to the [WDNR Transportation Liaison](#) in advance of your meeting.

- **Maps** – Plat map, topographic and aerial photo of the proposed transportation project, including waterways
- **Preliminary plans**, sketches (if site not identified on the air photo or topographic map) or similar items describing the tentative proposal, including likely dimensions and potential wetland impact amounts
- Ground **photos** and aerial photos of the proposed transportation project, including adjacent wetlands and waterways
- Wetland delineation Report, if available. An accurate wetland boundary is necessary for most wetland permit applications. If delineation is not available at the time of the pre-application meeting, be ready to provide other information to characterize the wetlands, including size and type of wetlands present.
- [WDNR Wetland Mitigation Summary Sheet](#) (if applicable)
- It is strongly recommended you make contact with your local [US Army Corps of Engineers](#) (ACOE) staff to discuss your proposed application. *It is also strongly recommended that the applicant includes ACOE staff in your pre-application meeting with DNR.*
- If the meeting requestor is an agent for the municipality / applicant, the Department encourages the municipality / applicant to be part of the pre-application meeting.

DURING THE MEETING:

Applicant should be prepared to discuss:

- Description of the project, including the location and estimated acreage of wetlands affected.
- Identify the basic transportation project purpose
- Anticipated proposed timing for the proposed transportation project
- Alternatives to analyze for wetland impacts which includes avoiding and minimizing impacts to wetlands.
- Potential data for the alternatives analysis. (This includes, but is not limited to: safety data, particularly for road projects; engineer and technical data; economic and cost data; logistical data)
- Potential project modifications to address impacts

DNR will discuss with the applicant:

- Anticipated review and required content for a complete application
- Factors taken into consideration when making a decision on a the permit
- Wetland functions and values (flood storage, fish and wildlife habitat, water quality, plant diversity, groundwater recharge/discharge, shoreline protection, aesthetics/recreation/education/science)
- Discussion of [mitigation](#), if necessary

OUTCOME OF THE MEETING AND AFTER

- DNR staff will discuss requirements for application submittal.
- DNR staff will provide written summary of the meeting to serve as a record of what was discussed.

**Municipal Waterway and Wetland permit application materials can be found on the DNR website
(<http://dnr.wi.gov>), Keyword “Transportation”**