

Utility Structure, Bridge, Wetland General Permit Application Instructions

To obtain coverage under General Permit (WDNR-GP3-2013), record (non-reporting) or submit (notification or reporting) all of the required information listed below. A complete submittal with detailed plans will allow us to make a decision about your permit application. To qualify for this general permit, your project must meet all eligibility standards listed below and all other terms and conditions outlined in WDNR-GP3-2013. If you have questions during the development of the project or when preparing your notification or application materials, contact the WDNR Bureau of Environmental Analysis and Sustainability.

Wisconsin DNR Bureau of Environmental Analysis and Sustainability: <http://dnr.wi.gov/topic/Sectors/Energy.html>
U.S. Army Corps of Engineers: <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx>

Determine

- Determine if the activity is a non-reporting, notification or reporting application.
- Review the eligibility criteria below
 - If the project does not meet all of the eligibility standards, apply for an Individual Permit

To apply:

- Apply online using our online ePermitting System at <http://dnr.wi.gov/permits/water>
- Include all required attachments. Each document must be less than 15 megabytes and our online system offers a help guide to reduce file sizes,
- Permit processing review times begin when all of the required application materials are received by the DNR. The Department may require additional information to evaluate the project.
- If you have questions regarding your application, refer to the contact information listed at <http://dnr.wi.gov/topic/Sectors/Energy.html>.

Please note, prior to starting any work at the project site, you are responsible for:

- Obtaining all necessary local (e.g. city, town, village or county) permits.
- Obtaining U.S. Army Corps of Engineer permits or approvals, <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>.
- Any other applicable state permits

Receive Notice of General Permit Coverage within 30 days after the WDNR receives your **complete** notification or application packet. You will receive a statement of coverage letter under WDNR-GP-3-2013, unless additional materials are requested or you are notified that your project requires an Individual Permit.

Non-Reporting

The Non-Reporting process may be used for projects that qualify under either the following standards, and all other terms and conditions of WDNR-GP3-2013:

- The total wetland discharge or fill (permanent and temporary) is 400 square feet or less
- The total wetland discharge or fill (temporary) is 0.5 acres or less for maintenance of a previously authorized utility facility, and there is no work impacting any waterway.

No application submittal is necessary, however, you must:

1. Ensure that your proposed project meets all applicable terms and conditions of WDNR-GP3-2013.
2. Maintain records documenting that your project is completed in compliance with WDNR-GP3-2013.

Notification Application

The Notification process may be used for projects that qualify under one or more of the following standards, and all other terms and conditions of WDNR-GP3-2013:

- Placement of a temporary clear span bridge (TCSB) across a navigable waterbody for a maximum of two weeks
- The clean-up of an inadvertent release of drilling fluid below the ordinary high water mark (OHWM) from a directional bore, meeting the eligibility standards 55, 56, and 57.
- More than 0.5 acres and not more than two acres of total temporary wetland discharge or fill associated with the placement of construction matting.
- Maintenance or removal of a previously authorized utility facility below the OHWM, but does not include dredging in excess of two cubic yards, the placement of other miscellaneous structures, or vehicle access below the OHWM.

Required Attachments - Forms or documents you upload in our online ePermitting System

1. Application form. A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form 3500-053).

2. Tables or Maps of project site that include:

- Township, Range, and Section(s)
- Soil Survey Map(s)
- Wetland Indicators Map(s)
- Wisconsin Wetland Inventory Map(s)
- Recent Aerial Map(s)

3. Narrative description certifying the project meets the terms and conditions of WDNR-GP3-2013, on a separate page, please include:

- Project plan(s)
- Description of the jurisdictional work
- Total square feet of wetland fill

4. Endangered and Threatened Resources - Provide documentation that the project will not result in adverse impact to federal or state threatened or endangered resources.

5. Historical and Cultural Resources - Provide documentation that the project will not result in adverse impact to historical or cultural resources.

Reporting Application

Project proponents must ensure that the proposed utility project meets all of the terms and conditions of WDNR-GP3-2013.

Required Attachments - Forms or documents you upload in our online ePermitting System

1. Application form - A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form#3500-053).

2. Application fee - If applicable, payment needs to be submitted through the ePermitting System as part of the application process. The application fee for WDNR-GP3-2013 is \$500, and falls under the All other Wetland General Permits category. A list of fees can be found at: <http://dnr.wi.gov/topic/waterways/documents/PermitDocs/feesheet.pdf>.

3. Ownership Documentation. (i.e. copy of deed, land contract, easement, current property tax statement/receipt, etc.)

4. Photographs that clearly show the on-the-ground conditions of the existing project areas. Remember that too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference. Color images are preferred.

5. Site Maps that clearly illustrate the location and perimeter of the project site, and its relationship to nearby water resources (e.g. lakes, rivers, streams, wetlands), major landmarks and roads. Provide copies of relevant maps with the project location clearly identified. The Department offers a web mapping tool to assist in creating these maps at <http://dnr.wi.gov/topic/surfacewater/swdv/>.

- Location of the project site in relation to other landmarks (e.g. roads, municipalities)
- Wisconsin Wetland Inventory Map(s)
- USGS Topographic Map(s)
- Recent aerial photograph of the clearly labeled site within waterways and wetlands.

6. Plans and specifications that show what you intend to do. Plan drawings should be clear and to scale. Be sure to draw all plans as accurately and detailed as possible.

- Location of existing and proposed utility
- Scaled plans showing the final project design, including utility facilities, access routes, limits of disturbance, overlaid on a recent aerial photograph.
- Show the location for each type of utility facility (e.g. pole, pedestal, vault, etc.) and the construction method (e.g. trench, plow, bore, etc.).
- Proposed erosion control measures, temporary and permanent.
- Temporary and permanent disposal location for any excavated materials, if applicable.
- Location of any waterways and wetlands in relation to the proposed utility facilities and access routes.

7. Narrative description certifying the project meets the terms and conditions of WDNR-GP3-2013, on a separate page, please include:

- Describe the purpose and need for the project, and whether it involves an existing or new utility facility.
- Explain how each segment of the project will be constructed (e.g. trenching, boring, plowing, overhead poles, etc.).
- If wetlands are impacted, detail the amount (square feet or acres) of temporary and permanent wetland discharge or fill.
- Describe the restoration plan for areas of temporary disturbance.
- If structures (e.g. Poles, cables, etc.) are proposed on the bed of waterways, provide documentation that the affected riparian has been notified of the proposed project.
- Proposed erosion control measures, temporary and permanent.

8. Practicable Alternatives Analysis. See the Permit Process documents on the Utility Permitting webpage (<http://dnr.wi.gov/topic/Sectors/UtilityPermitting.html>) to prepare this analysis.

9. Endangered and Threatened Resources. The applicant is encouraged to request an endangered resources review, which can be obtained by visiting our website at <http://dnr.wi.gov/topic/ERReview/>. If these resources are present, the applicant must obtain all required reviews, approvals and consultation from the Department's Bureau of Natural Heritage Conservation to verify there will not be an adverse impact to these sensitive resources. The applicant is **not required** to submit this, only **encouraged** to do it ahead of time, if possible. Applicants have access to the NHI Public Portal, <http://dnr.wi.gov/topic/ERReview/PublicPortal.html>, where they can use the tool to determine if their project may have impacts to endangered or threatened resources.

10. Historical and Cultural Resources. Provide documentation that the project will not result in an adverse impact to known historical or cultural resources. The applicant is encouraged to consult with the Wisconsin Historical Society to verify and receive documentation that the activity will not result in adverse impacts to these resources.

<p>Eligibility Criteria</p> <p>Projects that do not meet all standards are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP3-2013. For projects that do not qualify for WDNR-GP3-2013, you may apply for a wetland individual permits as outlined in section 281.36(3m), Wis. Stats.</p>	
<p>1. A utility is the project applicant and the project purpose is to access, construct, reconstruct, repair or maintain a utility facility in or over a wetland or navigable waterway.</p>	
<p>2. The project applicant is the owner, or holds an easement over, or has other legal authorization to undertake the project on the land shown in the application.</p>	
<p>3. Utility projects that are necessary for the placement, reconstruction, maintenance, repair or removal of utility facilities must be defined as a single and complete project, and cannot be segmented for the purpose of meeting the eligibility requirements of this general permit.</p>	
<p>4. Utility projects that are necessary for the placement, reconstruction, maintenance, repair or removal of utility facilities must be defined as a single and complete project, and cannot be segmented for the purpose of meeting the eligibility requirements of this general permit.</p>	
<p>5. The activity will not result in adverse impacts to historical or cultural resources and will comply with s. 44.40, Wis. Stats., as determined by the Department.</p>	
<p>6. Projects that may impact tribal lands or rights may require additional coordination. Please contact the Bureau of Environmental Analysis and Sustainability staff to initiate coordination.</p>	
<p>GENERAL WATERWAY STANDARDS</p>	
<p>7. The permit does not authorize access or construction on or across a wild river designated under s. 30.26, Wis. Stats, and ch. NR 302, Wis. Adm. Code, or in a location where similar federal, state or local regulations prohibit the construction.</p>	
<p>8. This permit does not authorize bridges across waterways that are more than 35 feet wide, measured from ordinary high water mark to ordinary high water mark.</p>	
<p>9. This permit does not authorize the placement of structures on the bed that could materially obstruct navigation or designated public rights features (PRF).</p>	
<p>10. Upon completion of waterway work, the bed shall be restored to pre-existing conditions, and the banks shall be restored to pre-existing or stable conditions.</p>	
<p>GENERAL WETLAND STANDARDS</p>	
<p>11. The project will not result in more than 10,000 square feet (0.23 acres) of permanent wetland fill.</p>	
<p>12. The project will not result in more than two (2) acres of total temporary wetland impact associated with underground utility placement, repair, maintenance, or removal.</p>	
<p>13. The project will not result in more than five (5) acres of total temporary wetland impact associated with construction matting.</p>	
<p>14. The project will not result in more than 10,000 square feet (0.23 acres) of forested wetland clearing.</p>	
<p>15. The project is not eligible for authorization under a "Superior SAMP" permit reviewed by the City of Superior, Wisconsin.</p>	

16. Projects above the non-reporting threshold that impact wetlands must comply with the standards outlined in s. 281.36(3g)(h), Wis. Stats., including the submission of narrative describing avoidance and minimization of wetland impacts found in the application attachment for WDNR-GP3-2013.	
17. The proposed project cannot avoid wetland impacts.	
18. The proposed project minimizes wetland impacts to the greatest extent practicable.	
19. Except where permanent fill is authorized, all wetlands shall be restored to pre-existing elevations and hydrology. Where permanent fill is authorized, the project will be constructed in a manner that will maintain wetland hydrology in the remaining wetland complex.	
TEMPORARY BRIDGE STANDARDS - WATERWAYS	
20. All clear span bridges shall completely span the waterway from top of channel to top of channel with no support pilings in the waterway.	
21. This permit authorizes the placement of temporary clear span bridges (TCSBs) and does not authorize permanent bridges or channel relocation.	
22. This permit does not authorize the removal of any material below the ordinary high water mark for the placement of TCSBs.	
23. You shall inspect the bridge openings periodically for debris, and shall remove any restriction of flow. Removed debris must not be placed in a wetland.	
24. You shall ensure that all bridges and mats are secure and prevent them from being transported downstream during high flow conditions.	
25. Bridge approach should be open ramp style, or approach fill shall be limited to a maximum of one (1) foot deep at the bank, and zero (0) feet deep at the fifteen (15) feet landward mark, and shall be removed with the bridge.	
26. Bridges shall be removed no later than 7 days after the necessary waterway crossing activities have been completed, unless the removal conflicts with a required timing restriction.	
MISCELLANEOUS STRUCTURES ON BED STANDARDS - WATERWAYS	
27. If the utility does not own the land adjacent to the waterway where the miscellaneous structure is placed, then you shall provide documentation that all affected riparians have been notified of the proposed project.	
28. This permit authorizes the maintenance, repair, and replacement of existing miscellaneous structures below the OHWM, or placement of new submarine utility structures on the bed of public waters.	
29. This permit does not authorize new utility miscellaneous structures below the OHWM that are exposed above the water, or could affect natural scenic beauty as determined by the Department.	
30. Miscellaneous structures shall not impair navigation, flood flows, water quality, fisheries or wildlife habitat.	
31. All miscellaneous structures placed in the waterway shall be appropriately marked to prevent navigational hazards.	
32. This permit does not authorize any change in the course of a navigable stream under s. 30.195, Wis. Stats., and only allows removal of material from the bed of any waterway under s. 30.20, Wis. Stats., sufficient to place or remove miscellaneous structures.	
33. Unless the waterway is dry for the duration of the construction activities, you shall install a cofferdam system to isolate the workzone from the waterway.	

34. You shall remove all cofferdams gradually, in such a way that minimizes the downstream sediment impacts.	
35. You shall minimize the need to operate construction equipment on the bed of the waterway, below the OHWM.	
36. All stockpiled spoils, supplies or materials shall be isolated from the waterway to prevent impacts beyond the work area.	
37. All construction vessels, vehicles, and equipment used shall be appropriate for the job, and can be brought to and removed from the project site without unreasonable harm to fish, wildlife, and their habitats.	
38. Installation of the miscellaneous structure(s) shall be completed as quickly as possible in order to minimize waterway disruption. Construction shall minimize the removal of shoreline vegetation above the OHWM.	
39. You are not allowed to begin construction if the water elevation or flow is expected to be above the OHWM before completion.	
WETLAND CONSTRUCTION STANDARDS	
40. The project will not result in permanent wetland impacts to Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, emergent marshes containing wild rice, southern sphagnum bogs, boreal rich fens, or calcareous fens.	
41. Temporary wetland excavation activities shall segregate topsoil from subsoil. Topsoil shall be replaced to its original stratum. Subsoil shall be removed or replaced to its original stratum.	
42. This permit does not authorize any permanent or temporary earthen, soil, or gravel roads in wetlands.	
43. To avoid topsoil and subsoil mixing, the vehicles and equipment used in wetlands shall work from construction mats, must be low ground pressure equipment, or shall work during stable conditions.	
44. All construction waste materials shall be removed from wetlands at the completion of construction.	
45. Final site stabilization in wetlands requires the re-establishment of native or pre-existing perennial vegetation to at least 70 percent vegetative cover.	
GENERAL CONSTRUCTION STANDARDS	
46. Measures shall be implemented to prevent fluid leaks (e.g., fuel, oil, hydraulic, coolant, etc.) from vehicles and equipment into wetlands or adjacent to waterways. Leaks shall be corrected before the equipment is allowed back into operation in wetlands or adjacent to waterways.	
47. Construction and dewatering activities shall be accomplished in such a manner as to minimize erosion and siltation into surface waters and wetlands. All erosion control measures shall meet or exceed the Department approved technical standards of ss. NR 151.11 and 151.12, Wis. Adm. Code. The technical standards are found at: http://dnr.wi.gov/topic/stormwater/standards/index.html	
48. At no time shall dewatering activities directly discharge to wetlands or waterways without prior effective water quality treatment.	
49. Pump intakes and discharges shall be placed to prevent impacts to fisheries, wildlife, and their habitat.	
50. Pump intakes and discharges shall be placed to prevent the disturbance, removal and scour of bed material.	
51. The project shall not result in a material obstruction of or result in a significant adverse impact upon navigation of public waters, and shall allow for portage to anyone legally	

<p>navigating the waterway. All bridges and structures shall comply with standards in ch. NR 320.04(3), Wis. Adm. Code.</p>	
<p>52. To minimize adverse impacts on fish movement, fish spawning, and egg incubation periods, placement and removal of the TCSB or work below the OHWM, may not occur during the following time periods:</p> <ul style="list-style-type: none"> • September 15th through May 15th for trout streams, and the segments upstream to the first dam or barrier of the following waterways: the Root River (Racine Co.), Kewaunee River (Kewaunee Co.), Strawberry Creek (Door Co.). • March 1st through June 15th for ALL other waters. <p>Note: The timing restrictions described above apply to waterways that have standing or flowing water. The timing restrictions listed may be waived by the Department’s regional Fisheries Biologist. Trout stream maps are available on line at: http://dnr.wi.gov/fish/species/trout/streammaps.html.</p>	
<p>53. To prevent the spread of invasive species, you shall ensure that all machinery and equipment used for the project is free of invasive and exotic species and viruses prior to use and after use in any waterway and wetland. Utility right-of-way best management practices for invasive species can be found at: http://dnr.wi.gov/topic/Invasives/bmp.html</p>	
<p>54. You shall report all incidents of non-compliance with this permit to the Department within 24 hours of the incident occurrence.</p>	
CLEAN-UP OF RELEASES OF DRILLING FLUID STANDARDS	
<p>55. The project involves the placement of temporary structures in wetlands associated with the clean-up of an inadvertent release of drilling fluid from a directional bore.</p>	
<p>56. The project involves the placement of a temporary miscellaneous structure below the OHWM for up to five (5) consecutive days associated with the clean-up of an inadvertent release of drilling fluid from a directional bore.</p>	
<p>57. The project will not result in more than 2 cubic yards of dredging below the OHWM associated with the clean-up of an inadvertent release of drilling fluid from a directional bore.</p>	
NON-REPORTING STANDARDS FOR MINOR PROJECTS AFFECTING WETLANDS	
<p>58. The project involves only minor fills associated with the clean-up of an inadvertent release of drilling fluid, the installation of scientific measuring devices, or the restoration of wetlands disturbed by scientific surveying or geotechnical exploration.</p>	
<p>59. The project will not result in more than 400 square feet of total wetland fill.</p>	
<p>60. The project consists of maintenance of a previously authorized utility facility within an existing utility easement that will not result in more than 0.5 acres of temporary wetland fill within an existing easement.</p>	