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:


2. Application fee. Checks should be made payable to “Wisconsin DNR.” A list of fees can be found at http://dnr.wi.gov/topic/waterways/Permits/PermitProcess.html.

3. Site maps which 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.

4. Photographs that clearly show the existing project area. 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.

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.

6. 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.

<table>
<thead>
<tr>
<th>The culvert area will not exceed 20 square feet as calculated in the Culvert Sizing Worksheet, which is part of this packet and is also described in ch. NR 320.07(1), Wis. Admin Code. The culvert Sizing Worksheet can be found at: <a href="http://dnr.wi.gov/topic/Waterways/factsheets/Culvert_Placement_Worksheet.pdf">http://dnr.wi.gov/topic/Waterways/factsheets/Culvert_Placement_Worksheet.pdf</a></th>
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<tbody>
<tr>
<td><strong>Note:</strong> The Culvert Sizing Worksheet must be included with the plans and specifications portion of the permit application.</td>
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<td>The culvert will not be placed in a public rights feature as described in ch. NR 1.06</td>
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<td><strong>Note:</strong> To determine if a waterway is a public rights feature (PRF) you may use the Designated Waters Theme on DNR's Surface Water Data Viewer: <a href="http://dnr.wi.gov/topic/surfacewater/swdv/">http://dnr.wi.gov/topic/surfacewater/swdv/</a></td>
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<td>The culvert will not be placed in a lake system.</td>
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<td>The culvert placement and installation will mimic the natural streambed and gradient above and below the culvert channel.</td>
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<td>If flow conditions require the use of a multiple culvert arrangement, culverts shall be placed at varying elevations, one in the bed and the other at 4 inches to 8 inches higher, to facilitate base and low flows as well as larger rain or snowmelt events.</td>
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<td>Both ends of the culvert shall be installed so a minimum of 4 inches and a maximum of 8 inches for a round culvert and 6 inches for a pipe arch culvert lies below the bed of the waterway.</td>
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<td>New culverts or replacements of existing culverts spanning navigable waterways shall maintain a clearance of not less than 5 feet.</td>
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<td><strong>Note:</strong> The department may require clearance of more than 5 feet when it is likely the waterway will be navigated above its ordinary high water mark elevation or if it is used by watercraft or snowmobiles requiring greater clearance.</td>
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<td><strong>Note:</strong> The department may allow less than 5 feet clearance when all the following apply: waterway is known to have little or no navigation or snowmobile use; the waterway is not anticipated to have navigational use by other than lightweight craft; the owner provides a portage over or around the culvert; the reduced clearance would not be detrimental to the public interest.</td>
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<td>Culvert inlets may not be capped with screens, bars or any other means, with the exception of beaver control procedures, which prevent movement of fish or wildlife or collect debris.</td>
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<td>Culverts shall be designed to prevent washout. Culverts shall be long enough so road fill does not extend beyond the ends of the culvert. The culvert shall extend at least one foot beyond the fill. The channel shall be protected with variable-sized riprap extending horizontally at least 2 times the culvert diameter or height of arch culvert from the end of the culvert. Riprap placement shall include an adequate filter layer or filter fabric.</td>
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<td>Clean fill material shall be firmly compacted around the culvert. Multiple culvert crossings shall have a minimum of 2 feet clearance between adjacent culverts to allow adequate compaction of fill material. The culvert shall be designed or protected to prevent crushing.</td>
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<td>Dredging and deposition of sand, gravel or stone on the streambed may be associated with the placement of a culvert provided that the dredging is limited to the volume necessary to bury the culvert as required in this section and the deposit is limited to the area immediately underneath or within 2 feet of the culvert.</td>
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Approach fill shall be a maximum of one foot deep at the bank and 0 feet at 15 feet landward of the bank. If depth of greater than one foot of approach is required or the approach must be located in a wetland, it shall be of an open ramp style that does not impede flow.

During the placement of the structure, the removal of trees, shrubs and other shoreline vegetation above the ordinary high water mark will be minimized to the greatest extent possible.

Accumulated brush, debris or other obstructions that are trapped in or underneath the structure will be regularly removed to prevent upstream flooding and to maintain structural integrity.

Submit a series of photographs to the department within one week of placing the structure on this site and within one week of stabilizing disturbed areas on the site after the removal of the structure. The photographs shall be taken from different vantage points and depict all work authorized by the permit.

Erosion control measures shall meet or exceed the technical standards for erosion control approved by the department under subch. V of ch. NR 151. Any area where topsoil is exposed during placement, repair or removal of a structure shall be immediately seeded and mulched to stabilize disturbed areas and prevent soils from being eroded and washed into the waterway. These standards can be found at: http://dnr.wi.gov/topic/stormwater/standards/.

The plans ensure that any area where topsoil is exposed during the placement, repair or removal of the structure will be immediately seeded and mulched to stabilize disturbed areas and prevent soils from being eroded and washed into the waterway.

Unless part of a permanent storm water management system, all temporary erosion and sediment control practices will be removed upon final site stabilization. All areas disturbed during removal of temporary erosion and sediment control practices will be restored.

All equipment used for the project shall be designed and properly sized to minimize the amount of sediment that can escape into the water.

All grading, excavation and land-disturbance activities in the plans and specs documents will be confined to the minimum area necessary for the placement, repair or removal of the structure and will not exceed 10,000 square feet.

Note: If the project includes any grading, excavation or land-disturbance activity in excess of 10,000 square feet you may also need to receive approval under a Grading General or Individual permit in addition to this permit.

The project plans minimize adverse impacts on fish movement, fish spawning, egg incubation periods and high stream flows, the project may not occur during the following time periods:

- September 15 through May 15 for trout streams and navigable tributaries to trout streams.
- March 15 through May 15 for ALL waters located south of state highway 29.
- April 1 through June 1 for ALL waters located north of state highway 29.

Note: Per ch. 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 use the Designated Waters Theme on DNR’s Surface Water Data Viewer: http://dnr.wi.gov/topic/surfacewater/swdv/.

Note: The applicant may request that these time period restrictions be waived by the department on a case-by-case basis, by submitting a written statement signed by the local department fisheries biologist, documenting consultation about the proposed dredging project, and that the local department fisheries biologist has determined that the requirements of this paragraph are not necessary to protect fish spawning for the proposed project.

All equipment used for the project including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps shall be de-contaminated for invasive and exotic viruses and species prior to use and after use.

The following steps must be taken every time you move your equipment to avoid transporting invasive and exotic viruses and species. To the extent practicable, equipment and gear used on infested waters
shall not be used on other non-infested waters.

- Inspect and remove aquatic plants, animals, and mud from your equipment.
- Drain all water from your equipment that comes in contact with infested waters, including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps.
- Dispose of aquatic plants, animals in the trash. Never release or transfer aquatic plants, animals or water from one waterbody to another.

Wash your equipment with hot (>104°F) or high pressure water, steam clean or allow your equipment to dry thoroughly for 5 days.


**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 Water Management Specialist for your county.

Permit intake addresses and Water Management Specialist contact information can both be found at the following web link: [http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html](http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html)