

WDNR-GP1-2012 GENERAL PERMIT APPLICATION INSTRUCTIONS

A General Permit is available for a discharge to wetlands of no more than 10,000 square feet that is part of a commercial, residential or industrial development under section 281.36(3g), Wis. Stats. To qualify for this general permit, your project must meet all eligibility standards and all other terms and conditions outlined in WDNR-GP1-2012. Projects that do not meet all standards below are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP1-2012. In these cases, persons may apply for an Individual Permit as outlined in s. 281.36(3m), Wis. Stats. The department also has authority under s. 281.36(3g)(i), Wis. Stats. to require an individual permit in lieu of a general permit, if the department has determined that conditions specific to the site require additional restrictions on the discharge to provide reasonable assurance that no significant adverse impacts to wetland functional values will occur.

Other Authorizations Necessary: WDNR-GP1-2012 authorizations are provisional and require that project proponents obtain any other local state or federal permits before any work may proceed. U.S. Army Corps of Engineers wetland permits are required for discharges to federal wetlands.

Electronic Application. 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/>

To apply for coverage under this General Permit:

STEP 1: Determine project Eligibility by carefully reviewing all terms and conditions of WDNR-GP1-2012 to verify the proposed project meets the eligibility standards and permit conditions, see Section I of this application and the permit conditions in the statewide general permit. If you are not sure if a particular eligibility standard can be met, it is suggested that you contact the local WMS and /or agency expert prior to submittal. The general permit can be found on the webpage at <http://dnr.wi.gov/topic/Waterways/construction/wetlands.html>. The eligibility standards and permit conditions are listed in Section I and III of the statewide general permit.

STEP 2: Prepare the DNR application package by downloading and completing the [Water Resources Application for Project Permits form](#) [#3500-053, PDF 46KB] (go to <http://dnr.wi.gov> and use search keywords "Water Resources Application for Project Permits"), and ALL the other application attachments listed in this checklist.

Electronic documents. If you are applying on paper, all documents listed for the application package 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.

STEP 3: Please send the completed application materials to [the contact for the county where your project is located](#) (or go to <http://dnr.wi.gov> and use search keywords "Permit Intake & Contacts"). Application packages need to be submitted a minimum of 30 calendar days prior to the desired project construction start date to allow for processing.

STEP 4: Receive Notice of Coverage within 30 days after the DNR receives your **complete** application package. You will receive a notification of coverage letter under WDNR-GP1-2012 or you may be requested to provide additional information to verify the proposed wetland discharge meets all the terms and conditions of this permit. In some cases you may be notified that your project requires an Individual Permit.

	DOCUMENT TYPE
WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:	
Note: To avoid delays, supply all of the information listed below in a complete and organized format.	
<input type="checkbox"/> Completed and signed Water Resources Application for Project Permits form (Form 3500-053) *Note for multiple activities only one WRAPP is needed.	Form
<input type="checkbox"/> Narrative Description of proposed project	Attachment
<input type="checkbox"/> Project Drawings/Plans <ul style="list-style-type: none">• How proposed project will be carried out, including long-term site management• Plans showing the proposed discharge, including dimensions and area of wetland impact• Proposed erosion control measures, temporary and permanent• Temporary and permanent disposal location for any excavated materials (if applicable)• Location of any waterways and wetlands, including dimensions and area of impact, and description of wetland type• Description of the type, composition and quantity of material proposed to be used for the discharge• If temporary wetland impacts, provide a restoration plan	Plan sheet/ drawing
<input type="checkbox"/> Maps of the Project Site <ul style="list-style-type: none">• Clear directions to the project site with project and property boundaries clearly labeled.• Maps including Wisconsin Wetland Inventory, soils, topography and floodplain information• Recent aerial photograph of the site with the locations of all proposed wetland fill clearly labeled.	Attachment
<input type="checkbox"/> Wetland Delineation Report (unless the Department and applicant agree in advance that a delineation is not necessary for a given site or area of impact).	Attachment
<input type="checkbox"/> Endangered/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 the required reviews, approvals and consultation from the Department's Bureau of Endangered Resources to verify there will not be an adverse impact to these sensitive resources. <u>The applicant is not required to submit this, only encouraged to do it ahead of time if possible.</u>	Attachment
<input type="checkbox"/> Historical/Cultural Resources If you are aware there is a historical or cultural resource present you shall contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources.	Attachment

- Alternatives Analysis** Provide clear, detailed documentation on a separate sheet of paper on how the wetland impact was avoided and minimized. Include the following information: **Attachment**
 - Background / Description of the Project
Describe the purpose and need for the project, and explain why the project must impact wetlands.
 - Alternatives
How could you redesign or reduce your project to avoid the wetland, and still meet your basic project purpose? (Examples: Reduce the width of the road, reduce side slopes of the road, remove or reduce sidewalk, choose a different structure type if there is a waterway crossing)
For each of the alternatives you identified, explain why you eliminated the alternative from consideration (include cost comparisons, logistical, technological, and any other reasons).
Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, best management practices, setbacks, etc.)
- A copy of your deed or similar proof of ownership.** **Attachment**
- Photographs** that represent existing site conditions where project will occur. **Attachment**
- Permit Application Fee and Restoration Surcharge Fee.** The permit application fee of \$500 is for processing and review of the application. The restoration surcharge fee in the amount of \$200.00 for wetland impacts of 0.1 acre or less and \$300.00 for wetland impacts of 0.1 acre to 10,000 square feet (0.23 acres) is required by law and will be used for wetland restoration projects. Submit a check for \$700 or \$800 (depending on the amount of wetland impact) made payable to Wisconsin DNR. **Attachment**
- When submitting paper copies, three copies of this entire completed application package.**

Section I: ELIGIBILITY CRITERIA Projects that do not meet all criteria are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP1-2012. For projects that do not qualify for WDNR-GP1-2012, you may apply for a wetland individual permit as outlined in section 281.36(3m), Wis. Stats.

1. Project purpose is to conduct construction activities to build or expand commercial, residential or industrial development associated with a single and complete project.	
2. The purpose of the project is not to fill wetlands to create buildable lot to be sold and/or developed at a later date for commercial, residential or industrial developments.	
3. The project is not eligible for authorization under a "Superior SAMP" permit reviewed by the City of Superior, Wisconsin.	
4. Project applicant is the landowner or easement holder or otherwise has legal authorization to proceed.	
5. Project discharge does not affect more than 10,000 square feet (0.23 acre) of wetland as part of a single and complete project.	

6. Wetland impact is not for any type of constructed storm water treatment facility including but not limited to a pond, infiltration basin, or swale.	
7. Discharge will not occur in the following resources: Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, emergent marshes containing wild rice, sphagnum bogs that are located in the area located south of a horizontal line drawn across the state based on the routes of STH 16 and STH 21 west of Lake Winnebago and on USH 151 east of Lake Winnebago, boreal rich fens, or calcareous fens.	
8. The proposed project cannot avoid wetland impacts.	
9. The proposed project minimizes wetland impacts to the greatest extent practicable.	
10. The discharge will cause only minimal adverse environmental effects.	
11. The project will be constructed in a manner that will maintain wetland hydrology in the remaining wetlands.	
12. Construction 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/	
13. No activity is authorized which is likely to jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act and/or State law or which is likely to destroy or adversely modify the critical habitat of a species as identified under the Federal Endangered Species Act.	
14. The activity shall not result in significant adverse impacts to fishery spawning habitat, including obstruction of fish passage, or adversely affect bird breeding areas or substantially disrupts the movement of species that normally migrate from open water to upland or vice versa (i.e. amphibians, reptiles and mammals) as determined by the Department.	
15. The activity will not result in adverse impacts to historical or cultural resources and will comply with s. 44.40, Wisconsin Statutes as determined by the Department.	
16. If the project purpose is to expand an existing solid waste disposal facility within the boundaries of the property where the existing facility is located or on property immediately adjacent to the existing solid waste disposal facility, then the facility must have a valid feasibility determination from the department.	