INDIVIDUAL PERMIT APPLICATION INSTRUCTIONS

Thank you for contacting the Wisconsin Department of Natural Resources. Please submit all of the required information listed below and follow any additional instructions listed. Send completed applications to Permit Intake
http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and federal (USACE) permits or approvals in addition to any applicable state permits prior to starting any work at the project site.

☐ Contact your local zoning department to find out if zoning requirements could affect your project.
☐ Visit our Endangered Resources Review page, to see if an endangered or threatened species could affect your project.

Electronic Application Submittal: The Department offers the opportunity to apply electronically for all waterway and wetland individual permits at http://dnr.wi.gov/Permits/Water/

Public Notice Newspaper Posting: If you would like to delegate to the Department the required task of publishing in the newspaper any Class I public notices required as part of the permit process, and pay a fee for this service, please apply electronically at http://dnr.wi.gov/Permits/Water/

Informational Requirements: Use additional sheets if necessary.

☐ 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

☐ 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

☐ A copy of your deed or similar proof of ownership (e.g. land contract, current property tax receipt, etc.).

☐ 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.

☐ Project 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. The Department reserves the right to require additional information to evaluate the project.

☐ 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. Provide copies of relevant maps (e.g. wetland, soil, floodplain, or zoning 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/

☐ Narrative description of your proposal on a separate blank page. Please state:
  ☐ What the project is, purpose of project, and need for the project,
  ☐ How you intend to carry out the project, including methods, materials and equipment,
  ☐ Your proposed construction schedule and sequence of work,
  ☐ What temporary and permanent erosion control measures will be used, and
  ☐ The location of any disposal area for dredged or excavated materials,
  ☐ For discharges of fill, provide a description of type, composition, and quantity of material,
  ☐ The names and addresses of adjoining property owners,
  ☐ How you plan to avoid, minimize, and mitigate impacts to waterways,
  ☐ Area (e.g., linear feet) impacted.

☐ Electronic documents. If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a CD, Flash drive, disk, etc with your application materials, or providing a link to an FTP site, cloud server, 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.
GRADING APPLICATION INFORMATION REQUIREMENTS

Please fill out the application form provided in detail completely and follow all instructions given.

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. In the "proposed materials" box, indicate:
   a. What erosion control materials you intend to use. If any riprap or bank protection is to be used, describe it.
   b. Accurate computations of volumes of earth to be removed (in cubic yards) and areas disturbed (in square feet).

2. In the "location sketch" box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1" = 2000'. The map should include fire numbers or other landmarks to enable the Department investigator to locate the project site. If the drawings are inadequate, or the investigator cannot find the site, delays in processing your application will result.

3. The “top (plan) view” should include the following:
   a. The location of the waterway and the area to be graded,
   b. The floodplain boundary,
   c. Any known wetland,
   d. Location of all stormwater and erosion control practices,
   e. The location, description and elevation of a reference benchmark (permanent vertical reference),
   f. The scale of the top view and a north arrow,
   g. Indicate any area between the grading project and the water body to be left undisturbed.

4. The “cross-sectional views” should be selected approximately perpendicular to the existing waterway and include:
   a. The existing and proposed slope of the bank and the water level of the existing waterway,
   b. Elevation of the 100-year floodplain at the cross-section,
   c. The scale - both horizontal and vertical scale must be indicated.

   NOTE: If along a stream or river, consult staff for additional survey information that may be needed to evaluate flooding effects.

5. The application must contain a description of the sequence of construction events including the installation of temporary and permanent erosion control measures and delivery of any fill or soil, and final landscaping/stabilization measures. Please include a proposed time schedule and a description of the equipment used.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the contact for the county where your project is located. A complete contact listing by county can be found at: http://dnr.wi.gov/topic/waterways (please use search keywords “Permit Intake & Contacts”).
To Apply:
When you are finished compiling your application materials, remember to check your application for completeness. Remember, incomplete applications may cause a delay in processing. We recommend that you keep a complete copy for your own records.

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 http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html