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.
Piers Application Information Requirements

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

A permit is required for marinas, solid piers, piers on cribs, piers that go beyond a local pierhead line, some multiple-slip piers, and any piers that may interfere with public or private rights. See DNR brochure “Pier Planner” for more information.

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

1. Please submit a copy of the deed, lease, land contract or other documents showing riparian status. Wisconsin law generally allows piers to be placed only by waterfront property owners. Supply the names and addresses of the adjacent riparian landowners on both sides of your project.

2. In the "location sketch" box, sketch or trace a map that clearly indicates the location of your project. Recommended scale is 1"=2000'.

3. Supply project plans showing a top view and a side view of the project, including dimensions. Also show a detailed top view of the pier cribs or any other solid supports if applicable.

   The top view of the pier should include the following:
   a. The length and location of the shoreline;
   b. The location of adjacent property lines and piers or other structures in the water;
   c. The names of the neighbors on each side;
   d. Water depth contours at one-foot intervals from shore to the end of the proposed pier showing up to the depth contour beyond the end of the proposed pier (draw contours at normal lake level);
   e. A north arrow;
   f. The scale of the top view, or dimensions on the drawing;
   g. Length and width of pier and any hoist, shelter or in-water structures.

   The side view of the pier should include the location of supports.

4. Provide construction details of the pier and any supports including dimensions and materials

5. Provide information about the proposed (or existing) use of the pier

   a. The total number and types of boats to be moored;
   b. The length and draft of the boats;
   c. An estimate of the water depth necessary for mooring;
   d. The location and number of any existing mooring buoys, piers, boat lifts or other structures;
   e. How the boat slips and use are assigned (if multiple users);
   f. The historic use, placement and configuration of piers at the subject property.

Please select the scale of the drawing carefully to fit all the necessary information on the plan drawing sheet. 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