

## 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](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.

## STORMWATER POND 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 the materials that will be used during the construction of the pond, including those required for the outlet structure.
2. In the **“location sketch”** box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1”=2000’. This map should enable the Department investigator to easily locate the project.
3. Under **“project plans”**, supply a top view and as many cross-sections as necessary to illustrate the proposed dimensions of the pond. At a minimum, one cross-section at the proposed site is required. All elevations should be referenced to the same benchmark (permanent vertical reference). NOTE: Additional cross-sections may be required. The drawings should also include the following:
  - a. The scale and all pertinent dimensions of the pond and waterway, including the sideslopes of the pond.
  - b. Existing and proposed grades.
  - c. Description of method for excavating the pond.
  - d. Temporary and permanent erosion control measures that meet or exceed the stormwater management technical standards found at <http://dnr.wi.gov> (please use search keywords “runoff, stormwater, technical standards”).
4. The **top view** should include the following information:
  - a. The existing waterway, the proposed pond and other man-made or existing features in the vicinity such as houses, barns, other road crossings, or high areas.
  - b. The location, elevation, and description of the benchmark (permanent vertical reference).
  - c. The scale of the top view and a north arrow.
  - d. The disposal location for any excavated materials.
  - e. The location of any wetlands or regulated floodplains.
5. Labeled and clear photographs of the site from multiple vantage points.
6. Aerial photo or soils or topographic map that clearly shows a direction to the proposed site including major landmarks and roads.
7. If wetlands are present where any work will be done, supply the additional information requested in the Wetland Water Quality Certification (WQC) application found at <http://dnr.wi.gov> (please use search keywords “Wetland Water Quality Certification”).

Please provide all the requested information above in your drawing plans. If necessary, use additional sheets if the information will not fit in the provided drawing area of this application. The Department may require additional information to evaluate your 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](http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html)