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 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.
Stream Realignment Information Requirements

All applications for permits to realign the course of or enclose a navigable stream require the following information. Some of this information will require the services of an engineer. Please make sure to provide in detail and completely all the information requested below.

☐ Indicate the method proposed to dig or enclose the new channel, and indicate where the spoil will be placed. If any riprap will be used, describe it.

☐ 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.

☐ Supply a top view and as many cross-section views of the project as necessary to show the existing and proposed channel conditions along its length. Indicate the scale on each drawing, and include dimensions as appropriate. All elevations should be referenced to the same benchmark.

The top view should include the following:

☐ The existing waterway and the proposed new waterway, and the location of the cross-sections. The floodplain boundary should also be included.
☐ The location, elevation and description of the benchmark (permanent vertical reference).
☐ The scale of the top view and a north arrow.
☐ The water surface elevation and the channel bottom elevation at selected positions along the center line of the stream. Show the water surface elevation on top, the ground elevation below (see sample drawing). These measurements should start upstream of the proposed channel change or enclosure, and should end downstream of the end of the channel change or enclosure.

The cross-section views of the project should include:

☐ The water level in the existing waterway.
☐ A complete profile of the flood plain at the cross-section.
☐ The cross-sections should be selected approximately perpendicular to the existing stream, and must show the proposed new channel. The cross sections should also show the areas beyond the banks.

☐ Hydrologic and hydraulic computations must be provided for the existing and proposed channel or enclosure. The design storms must be the two year and 100 year events. If the 100 year flood profile raises the flood elevation on property owned by someone else, you must provide flooding easements from all affected owners.

☐ The application must also contain a narrative identifying the sequence of construction events including the connection to or enclosure of the existing channels. A proposed time schedule must be included. The narrative must also include a detailed review of alternatives to channel realignment or enclosure.

☐ An erosion control plan must be provided.

Please select the scale of the drawing carefully to fit all the necessary information when applying. 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.
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