

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
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Scott Walker, Governor
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March 7, 2012

Subject: Request for a WPDES permit application

Dear Operator:

As you may be aware, a Wisconsin Pollution Discharge Elimination System (WPDES) permit is required for all livestock operations that will contain 1,000 animal units or more. As required in Chapter NR 243 of the Wisconsin Administrative Code, your operation must complete and submit a **“preliminary”** application to the Department of Natural Resources (the Department) at least 12 months prior to your operation reaching or exceeding the 1,000 animal unit threshold. The Department will use this information to work with you to develop a complete “final” application. A complete final application must be submitted at least 6 months prior to your operation reaching or exceeding 1,000 animal units. Remember, state law requires that you obtain a WPDES permit before your operation reaches 1,000 animal units.

All permit application materials for the preliminary application and the final application must be sent to the central office for review of completeness by the Department CAFO Intake Specialist prior to further review by assigned staff. **All application materials must be mailed to:**

**Wisconsin Department of Natural Resources
CAFO Intake Specialist – WT/3
P.O Box 7185, Madison WI 53707-7185**

Some details of the preliminary and final applications are discussed below. (For comprehensive application instructions please consult the *How to Apply for a Wisconsin Pollutant Discharge Elimination System (WPDES) Permit* included with this packet. The discussion in this letter is only meant to be an overview.)

The purpose of the preliminary application is to begin processing your request for a WPDES permit. At this point in the application process, it is important that the information provided reflects how your operation currently exists and how you plan to operate within the next five years.

This preliminary application consists of providing contact and site information about your property or properties on the Livestock/Poultry Operation WPDES Permit Form 3400-025, providing calculations of current and or projected animal units on the Animal Units Calculation Worksheet(s) Form 3400-025A, and creating a site map of all locations associated with your operation. Specific instructions are provided along with the link to the DNR Surface Water Data Viewer website to assist you in completing the forms and creating the site maps. Please be aware that if revisions to the preliminary application are required, all materials (new and old) must be resubmitted with the final application.

The preliminary application materials will be distributed to your regional DNR representative once it has been deemed complete. At that time, the regional DNR staff will make an appointment to visit your farm to further explain the application process and answer any questions you may have.

The purpose of the final application is to provide the Department with much more detailed information regarding your operation necessary for drafting your WPDES permit and meeting all state or federal requirements. The Department will not consider your application complete or begin processing the application until all of the necessary information for the final application has been submitted.

The final application consists of an Environmental Analysis Questionnaire, Final Nutrient Management Plan (NMP), Plans and Specifications for any Proposed Facilities or Systems, Evaluations of Previously Constructed Facilities or Systems, and 180-days Manure Storage Calculations. Depending on how your farm currently operates and your expansion goals, all or some of the components may need to be completed. The regional DNR staff will make that determination during the scheduled site visit. It will also be determined at that time, whether your operation will receive issuance of an Individual WPDES permit or receive coverage under the General WPDES permit.

In order to assist you in developing the necessary materials for your final application, the Department has provided a number of checklists and templates within this packet. In addition, information on the permit process and other related issues such as a copy of the Chapter NR 243 of the Wisconsin Administrative Code, permit application process flowchart, state and local permit checklist, and a map of DNR staff has also been provided.

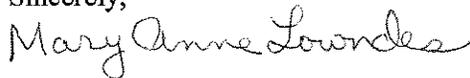
The final application materials will be distributed to the appropriate regional DNR staff and reviewer(s) once it has been deemed complete. Some application items (e.g. Nutrient Management Plan and Plans and Specifications) may take considerable amounts of time to prepare, review and, when necessary, amend to meet all state or federal requirements. Please note that submitting inaccurate information or failure to submit any of the required information will make your application incomplete and delay issuance of your permit. Application materials may be sent back to applicant if information for the final application can not be received within five business days upon Department request or major components of the final application are missing.

Share this information and work closely with your consultant(s) throughout the application process to ensure information given is correct and all necessary application items are included. In this packet we have provided a list of consultants for informational purposes. Please understand that the Department neither endorses nor recommends the services of any particular consultant.

It is important to note that other permits and approvals may be required by the Department or by local town or county ordinances depending on the size and location of a given operation. A partial checklist of common permits has been supplied in this packet as a starting point. However, operators should be sure to directly contact their county zoning administrator, county land conservation department (LCD) and local units of government early in the planning process for detailed information for their counties. Local permits or approvals may include Manure Storage Ordinances, Building Permits, Conditional Use Permits, or a variety of other requirements. Other permits required by the Department of Natural Resources commonly include Construction Site Storm Water Discharge Permits (for construction activities disturbing one acre or more of land), Chapter 30 permits (if any work is to be done in or near a navigable waterway) or high capacity well permits. Please refer to the application component "Final Plans and Specifications for any Proposed Structures and/or Systems" before beginning any construction to determine if other Department approvals are necessary.

Department regional or central office staff is available to provide assistance throughout this process. Please call the appropriate DNR contact for your area listed on the Department's website. Thank you for your cooperation, and we look forward to working with you.

Sincerely,



Mary Anne Lowndes
Chief

Runoff Management Section