

An individual permit is required if your project does not meet the general permit eligibility standards. If you do not completely fill out the application materials or provide ALL of the required materials listed in this application checklist, your project cannot be reviewed and is considered incomplete. **The permit process cannot begin until all requested information is submitted to the department.**

**STEP 1:** A Pre-application Meeting with a Water Management Specialist is required before applying for an individual permit. This meeting will help you design an approvable project and complete your application. We suggest that you include U.S. Army Corps of Engineers staff in this meeting. See the Pre-Application Meeting Checklist (go to <http://dnr.wi.gov> and use search keywords "Wetland Pre-Application Checklist") to adequately prepare the necessary materials for initial consultation.

**STEP 2:** Prepare the DNR application package by downloading and completing the [Water Resources Application for Project Permits form](#) [#3500-053, PDF 46KB] (go to <http://dnr.wi.gov> and use search keywords "Water Resources Application for Project Permits"), and ALL the other application attachments listed in this checklist.

**STEP 3:** Please send the completed application materials to [the contact for the county where your project is located](#) (go to <http://dnr.wi.gov> and use search keywords "Permit Intake & Contacts"). Application packages need to be submitted a minimum of 125 calendar days prior to the desired project construction start date to allow for processing and the required 30 day public notice.

**STEP 4:** You may be requested to provide additional information in order to complete your application.

## WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

**Note:** To avoid delays, supply ALL of the information listed below in a complete and organized format.

|   | LOCATION               | DNR USE ONLY             |
|---|------------------------|--------------------------|
| <input type="checkbox"/> <b>Completed <a href="#">Water Resources Application for Project Permits form</a> and attachments</b>  | Form                   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Project drawings/plans and narrative description:</b><br>- What the project is including dimensions (length, width, depth)<br>- Surface area of wetland to be filled or excavated (square fee or acres)<br>- How proposed project will be carried out, including long-term site management<br>- Your proposed construction schedule and sequence of work<br>- Proposed erosion control measures, temporary and permanent<br>- Disposal location for excavated materials<br>-Types of vegetation found in existing wetland and adjacent wetlands<br>- Distance from your project to nearest lake, stream or pond | Plan sheet/<br>drawing | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Maps of the project site</b> that include Soil Survey Maps, WI Wetland Inventory Maps, topographic maps and recent Aerial Photographs. All maps must show clear directions to the project site with project and property boundaries clearly labeled. The aerial photo shall also show the locations of the wetland discharges.  | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Photographs</b> that represent existing site conditions where project will occur including a general description of site and adjacent wetlands.   | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Wetland Boundary information</b><br>- Copy of wetland delineation<br>- Show location of wetland boundary on project plan<br>- Who determined the wetland boundary and a date of determination   | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>A completed <a href="#">"Practicable Alternatives Analysis"</a></b>   | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Mitigation summary sheet</b>  | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Compensation site plan</b> if permittee-responsible mitigation is proposed.   |                        | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Copy of your deed or similar proof of ownership</b>   | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Names and addresses of adjoining property owners</b>  | Attachment             | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Check</b> for application fee of \$800.   | Enclosure              | <input type="checkbox"/> |

Note: This is your application for a state wetland permit. You may also need to obtain other state permits or permits from agencies such as your federal, county or local governments.