GENERAL PERMIT APPLICATION INSTRUCTIONS

To apply for this General Permit, submit all of the required information listed below. A complete submittal with detailed plans will allow us to make a decision about your permit application. Permit processing review times begin when the application is received by the Department and is determined to be complete.

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The Department offers the opportunity to apply electronically for all waterway and wetland permits. The Water Permits portal page can be found at http://dnr.wi.gov/Permits/Water/

Informational Requirements:


2. **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](http://dnr.wi.gov/topic/waterways/Permits/PermitProcess.html).

3. **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.

4. **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.

5. **Project plans and specifications** reflecting the General Permit Eligibility Standards as listed in the project-specific checklist below. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.

6. **Electronic documents.** If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a disk with your application materials, providing a link to an ftp site, 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.

If you are applying electronically, you may be prompted for some of these items separately during the electronic submittal process.
Eligibility Criteria:
Projects that do not meet all criteria are not eligible for this general permit. If your project does not qualify for this general permit, you may apply for an individual permit.

- A boat landing shall be open to the general public.
- A boat landing may not be located in an area of special natural resource interest, except for boat landings constructed and maintained by a local, state or federal agency.
- A boat landing may not be placed within a public rights feature as described in s. NR 1.06.
- A boat landing may be placed and maintained only by a riparian.
- A boat landing shall be placed entirely within the riparian’s zone of interest, as determined by one of the methods outlined in ch. NR 326.
- A boat landing shall be designed and constructed to prevent structural failure caused by wave, wind or ice action and shall be maintained in good condition at all times.
- Material removed or excavated to construct the boat landing may not be placed in a wetland, floodway or below the ordinary high water mark of any navigable waterway.
- A boat landing shall consist of a 6– to 24–inch layer of crushed rock, a 6– to 18–inch layer of crushed rock capped with a 4–inch minimum thickness pre–cast reinforced concrete planks or a cast–in–place reinforced concrete slab, each with a 6– to 18–inch crushed rock base. Pre–cast planks shall be connected to prevent displacement.
- A boat landing shall have a slope no steeper than 7 foot horizontal to one foot vertical (7H:1V) and may not exceed 50 feet in length or beyond the line of navigation, whichever is less.
- A boat landing may not be located in or across a wetland.
- A boat landing shall have rock riprap toe protection at the lakeward end of the landing which may not extend above the natural level of the bottom of the waterway.
- The side slopes of the excavated banks on either side of the boat landing may not exceed 2 feet horizontal to one foot vertical (2H:1V).
- Cofferdams used for site de–watering shall consist only of clean recoverable materials such as sandbags or plywood sheeting, and all materials shall be removed immediately following project completion.
- Any grading, excavation and land disturbance shall be confined to the minimum area necessary for the construction and may not exceed 10,000 square feet.
- All equipment used for the project shall be designed and properly sized to minimize the amount of sediment that can escape into the water.
- Construction of the boat landing shall minimize the removal of trees, shrubs and other shoreline vegetation above the ordinary high water mark.

**Note:** Local zoning ordinances may place restrictions on cutting trees in the shoreland zone. The riparian is responsible for ensuring that their project is in compliance with any local zoning requirements.

Erosion control measures shall meet or exceed the technical standards for erosion control approved by the department under subch. V of ch. NR 151. Any area where topsoil is exposed during placement, repair or removal of a structure shall be immediately seeded and mulched to stabilize disturbed areas and prevent soils from being eroded and washed into the waterway. These standards can be found at: [http://dnr.wi.gov/topic/stormwater/standards/](http://dnr.wi.gov/topic/stormwater/standards/).

Unless part of a permanent storm water management system, all temporary erosion and sediment control practices will be removed upon final site stabilization. All areas disturbed during removal of temporary erosion and sediment control practices will be restored.

The project plans minimize adverse impacts on fish movement, fish spawning, egg incubation periods and high stream flows, the project may not occur during the following time periods:
- September 15 through May 15 for trout streams and navigable tributaries to trout streams.
- March 15 through May 15 for ALL waters located south of state highway 29.
- April 1 through June 1 for ALL waters located north of state highway 29.

**Note:** The applicant may request that these time period restrictions be waived by the department on a case-by-case basis, by submitting a written statement signed by the local department fisheries biologist, documenting consultation about the proposed dredging project, and that the local department fisheries biologist has determined that the requirements of this paragraph are not necessary to protect fish spawning for the proposed project.

All equipment used for the project including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps shall be de-contaminated for invasive and exotic viruses and species prior to use and after use.

The following steps must be taken every time you move your equipment to avoid transporting invasive and exotic viruses and species. To the extent practicable, equipment and gear used on infested waters shall not be used on other non-infested waters.

- Inspect and remove aquatic plants, animals, and mud from your equipment.
- Drain all water from your equipment that comes in contact with infested waters, including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps.
- Dispose of aquatic plants, animals in the trash. Never release or transfer aquatic plants, animals or water from one waterbody to another.

Wash your equipment with hot (>104°F) or high pressure water, steam clean or allow your equipment to dry thoroughly for 5 days.


**To Apply:**
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 the following web link: [http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html](http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html)