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:

1. **Pre-Application Requirements.** Prior to submission of a complete, signed application form, anyone seeking to remove material from the beds of waterways is required to provide the following preliminary information including:
   a. Name of waterbody and location of project,
   b. Volume of material to be dredged,
   c. Brief description of dredging method and equipment, including any containment BMPs to be used.
   d. Brief description of proposed disposal method and location,
   e. If a disposal facility is to be used, size of the disposal facility,
   f. Any previous sediment sampling (including field observations) and analysis data from the area to be dredged or from the proposed disposal site,
   g. Copy of a map showing the area to be dredged, the depth of cut, the specific location of the proposed sediment sampling sites and the bathymetry of the area to be dredged,
   h. Anticipated starting and completion dates of the proposed project.


3. **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).

4. **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.

5. **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.

6. **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.

7. **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.
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.

The location of the utility crossing shall be located to reduce environmental impacts by minimizing the disturbance of the following: adjacent wetland corridors, banks with steep slopes and fish and wildlife habitat within the waterway.

The dredging may occur only to cross a navigable stream no more than 35 feet across.

This general permit may authorize up to 10 waterway crossings that are part of a single project.

The size of the open trench or plowed channel may not exceed 48 inches in width in perennial streams and 72 inches in intermittent streams where no flow is present during construction.

The dredging shall conform to the dimensions and elevations shown on the application.

During construction and installation of the utility crossing, the entire volume of the stream flow shall be maintained downstream from the project site.

The trench excavation, filling and installation of utility crossing the below the ordinary high mark shall be completed within an 8−hour period.

In perennial streams, clean, washed gravel or crushed stone or clean river stone originally removed from the utility trench or plowed channel, shall be used as backfill material to replace the excavated material. In intermittent streams with no flow present, the originally removed material may be used as backfill material for the dredged trench if the disturbed site is immediately stabilized.

When the dredging is complete, the streambed contours shall be the same as the pre−construction contours.

Any dredged material removed from the waterbody may not be permanently placed in a wetland, or floodway or re−deposited below the ordinary high water mark of a navigable waterway.

Any dredged material removed from the waterbody may be temporarily stockpiled in an upland area provided it is separated from the stream by an installed silt fence or a protective, vegetated buffer strip not less than 20 feet in width.

Dredged material may be temporarily placed for not more than 8 hours within a wetland or below the ordinary high water mark of a navigable waterway if the material is placed on matting with appropriate erosion control to prevent runoff. Any areas used for temporary placement shall be completely restored within 24 hours.

The project shall be conducted in a manner that prevents dispersal of sediment away from the project site. Temporary control measures such as silt curtains shall be used as needed, and shall be installed prior to dredging and removed from the waterbody no more than 24 hours after dredging is complete. Any temporary control measures shall follow all state lighting requirements and may not obstruct navigation.

Dredging shall be conducted to minimize the re−suspension of sediment to the maximum extent practicable in accordance with the following:

• For trout streams identified under s. NR 1.02 (7) and perennial tributaries to those trout streams, the total suspended solid concentrations may not exceed 40 mg/L.

• For all other waters, the total suspended solid concentrations may not exceed 80 mg/L.

The applicant shall provide information that the dredged material does not contain any hazardous substance as follows:

• Through the collection and laboratory analysis of the dredged material in compliance with ch. NR 347; or
- Through the review of historical dredge material information from the vicinity of the proposed project that was collected and analyzed in accordance with ch. NR 347; or
- By assessing the potential for hazardous substances to be present based upon the characteristic of the watershed, industrial and municipal discharges to the waterbody and dredge material data from similar waterways.

If the project location is within the riparian zone, the applicant is the riparian owner or has permission of the riparian owner to dredge the bottom material.

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.

Any area within 75 feet of the ordinary high water mark, where topsoil is exposed during construction, shall be stabilized within 24 hours to prevent soil from being eroded and washed into the waterway.

All equipment used for the project shall be designed and properly sized to minimize the amount of sediment that can escape into the water.

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: Per ch. NR 1.02(7), the department identifies and classifies trout streams to ensure adequate protection and proper management of this unique resource. To determine if a waterway is a trout stream, you may use the Designated Waters Theme on DNR's Surface Water Data Viewer: [http://dnr.wi.gov/topic/surfacewater/swdv/](http://dnr.wi.gov/topic/surfacewater/swdv/)

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.

Follow the most recent department approved washing and disinfection protocols and department approved best management practices to avoid the spread of invasive species as outlined in NR 40, Wis. Adm. Code. These protocols and practices can be found on the Department website at [http://dnr.wi.gov](http://dnr.wi.gov).
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)