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.

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. **Vegetation Plan** to meet the requirement of the general permit that native vegetation must be seeded above the ordinary high water mark (OHWM). The following non-invasive cool season species can be planted at critical sites adjacent to agricultural sites: Virginia wild rye, Timothy, alfalfa, alsike clover, orchard grass, Smooth brome grass and red top. Please refer to the Shoreland Habitat: Wisconsin Biology Technical Note 1 or the NRCS Conservation Practice Standard 643A: Shoreland Habitat to see the recommended practice standards for establishing native vegetation.

7. **Bank Erosion Potential Index (BEPI) Score worksheet** to meet the requirements of the general permit which directs the bank erosion control treatments based on erosive potential at a site within the stream. Please refer to BEPI found at http://dnr.wi.gov/topic/Waterways/permit_apps/BankErosionPotentialIndexWorksheet.pdf

8. **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 project site is located in the Driftless Area and Prairie Pothole Region, or Southeastern Wisconsin Till Plains and Chiwaukee Prairie Region, or is located in an urban watershed as identified in s. NR 328.38, or is within village or city limits.

**Note:** Driftless Area and Prairie Pothole Region, and Southeastern Wisconsin Till Plains and Chiwaukee Prairie Region can be found in s. NR 328.38, Figure 1. **Note:** Village or city boundaries are identified according to Tiger 2000 Census.

- For projects located within village or city boundaries in urban watersheds the project site must equal or exceed a Bank Erosion Potential Index (BEPI) of 20, or the bank edge recession must equal or exceed 0.5 feet per year. For all other project locations; the project site must equal or exceed a Bank Erosion Potential Index (BEPI) of 20.

**Note:** NR 328.38 (3) requires that the time between separate measurements shall equal or exceed 3 months during the open–water season.  
**Note:** The applicant will satisfy the “equal to or greater than 0.5 feet per year” requirement by demonstrating that the bank edge recession is equal to or greater than 1.5 inches per 3 months during the open–water season.

- The total project length **may not** exceed 500 linear feet of stream bank per ¼ mile of stream reach.

- The project site is **not** located on federal or state (under ss. 30.26 and 30.27, Stats.), designated wild or scenic river.

- Stone associated with toe protection shall be clean field stone or quarry stone appropriately sized according to the USDA, NRCS Wisconsin Supplement to the Engineering Field Handbook Chapter 16 – Streambank and Shoreline Protection.

**Note:** These standards can be found at the following website: [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/wi/technical/engineering/?cid=nrcs142p2_025412](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/wi/technical/engineering/?cid=nrcs142p2_025412).

- Toe protection materials **may not** be placed above the ordinary high water mark elevation plus one vertical foot in the Wisconsin Till Plains and Chiwaukee Prairie Region. Toe protection materials may not be placed above the ordinary high water mark elevation plus 2 vertical feet in the Driftless Area and Prairie Pothole Region, or is located in an urban watershed.

- Structural stabilization practices shall be sloped to 1.5 horizontal to one foot vertical or flatter. Banks treated only with vegetation shall be sloped to 2 feet horizontal to one foot vertical or flatter.

- Associated stream habitat structures shall practice standards found in NRCS Field Office Technical Guide (FOTG), Standard 395, Stream Habitat Improvement and Management.

- All stone above the ordinary high water mark shall be top dressed with a minimum of 6 inches of top soil.

- Vegetation, such as seeding, plant plugs, and dormant plantings shall be plant species native to the area of Wisconsin where the project is located. Non–invasive cool season species such as Virginia wild rye, Timothy, alfalfa, alsike clover, orchard grass, Smooth brome grass and red top, may be incorporated into native seed mixes for the purpose of rapid stabilization of critical sites adjacent to agricultural fields.  

- Bank erosion control structures may be placed only by a riparian.

- The bank erosion control structure **may not** be placed in a wetland.
Erosion control structures shall begin and end at a stabilized or controlled point.

Vegetation, such as seeding, plant plugs, and dormant plantings shall be plant species native to the area of Wisconsin where the project is located. Non-invasive cool season species such as Virginia wild rye, Timothy, alfalfa, alsike clover, orchard grass, Smooth brome grass and red top, may be incorporated into native seed mixes for the purpose of rapid stabilization of critical sites adjacent to agricultural fields.

The stabilization method shall follow the natural contour of the shoreline. No waterward extension of the property is permitted other than what is reasonably necessary to conduct the project and protect the existing bank. Except for placement of biostabilization materials, no soil or similar fill material may be placed in a wetland or below the ordinary high water mark of any navigable waterway.

Except as required for appropriate toe installation of the erosion control structure, dredging is not permitted under this section.

The erosion control structure design and placement **may not** result in a net decrease in the density or size-structure of tree-falls or logs in the water or on the bed and banks of the stream.

Except for the Driftless Area and Prairie Pothole Region, all trees greater than 4 DBH (diameter breast high) removed as part of the erosion control project within 35 feet of the ordinary high water mark shall be incorporated into the waterward portion of the erosion control design.

**Note:** Driftless Area and Prairie Pothole Region can be found in s. NR 328.38, Figure 1.

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.

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

All grading, excavation and land-disturbance activities in the plans and specs documents will be confined to the minimum area necessary for the placement, repair or removal of the structure and will not exceed 10,000 square feet.

**Note:** If the project includes any grading, excavation or land-disturbance activity in excess of 10,000 square feet you may also need to receive approval under a Grading General or Individual permit in addition to this permit.

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 (>104º 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)