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.

<table>
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<tr>
<th>The fish habitat structure may be located in an area of special natural resource interest, or within a public rights feature as described in Wis. Admin. Code s. NR 1.06, or at a site where the Department requires a permit under Wis. Stats. s. 30.12(2m)</th>
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<td>The project purpose is to place a fish habitat structure solely for the purpose of improving fish and wildlife habitat and the placement does not result in significant adverse impacts to the public rights and interests, cause environmental pollution as defined in Wis. Stats. s. 299.01(4), or result in material injury to the riparian rights of any riparian owner pursuant to Wis. Stats. s. 30.206(3r)(a)2., nor does it cause more than minimal adverse environmental impacts, materially interfere with navigation, nor have an adverse impact on the riparian property rights of adjacent riparian owners pursuant to Wis. Stats. s. 30.206(1)(am)</td>
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<td>The applicant or co-applicant is the riparian owner.</td>
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<td>The fish habitat structure must be placed entirely within the riparian zone of interest as determined by one of the methods outlined in Wis. Admin. Code s. NR 326.07. Certain habitat structures may be placed waterward of the line of navigation where allowed by activity specific standards contained in this general permit checklist</td>
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<td>Spawning reefs will be constructed of clean, uncrushed gavel and rock from 2 to 8 inches in diameter, in a ratio of approximately 30% ranging from 2 to 4 inches in diameter and approximately 70% ranging from 4.1 to 8 inches in diameter.</td>
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<td>The spawning reef will be placed parallel to the shoreline and not more than 100 feet from shore.</td>
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<td>Spawning reefs may not be placed in locations with a bottom substrate of less than 90% clean sand.</td>
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**Note:** This condition prevents spawning reefs placement in locations that already provide natural walleye spawning habitat. Walleye spawning reefs require moderate wave action to keep substrate clean of algae and adequately circulate water for incubating eggs. Natural walleye spawning reefs generally consist of substrate materials 2-8 inches in diameter with rounded edges located in shallow water adjacent to gently sloping shorelines. A predominately sand substrate does not provide natural walleye spawning habitat because sand grains are too small and wave action that allows a 90% sand substrate to accumulate is too gentle to adequately circulate water for incubating walleye eggs.

| The spawning reef will not be placed in water depth greater than 5 feet. |
| The spawning reef will not exceed 100 feet in length and will not be wider than 30 feet. |
| The spawning reef will not be placed where the bottom contour of the waterway exceeds a slope of 4-foot horizontal to one-foot vertical |
| To minimize navigation hazards, a spawning reef must be placed within 100 feet of shore if it is located in water less than 5 feet deep and on a waterway bed with a contour slope less steep than 10:1 |
| Any person placing a spawning reef must, within 30 days after placement, provide written notice to the president or chair of any lake association, property owners association or Lake District. The notice must include a description of the spawning reef and a lake map identifying the exact location of the reef. The person placing the reef is also responsible for posting a laminated copy of the same map, within 30 days after placement, at all public boat landings on the waterbody where the reef is located and ensuring that the map remains posted for at least one year |
The riparian owner or the person who places fish habitat structures under coverage of this General Permit must report the placement of the structure to the local Department Fisheries Biologist within 30 days after placement. The report must contain a description of the project and its purpose, the name of the waterway and a map showing where the structure was placed. A list of fisheries biologists can be found at [http://dnr.wi.gov/topic/fishing/people/index.html](http://dnr.wi.gov/topic/fishing/people/index.html).

To minimize adverse impacts on fish movement, fish spawning, and egg incubation periods, structures may not be placed during the following time periods:
- September 15th through May 15th for all trout streams; and upstream to the first dam or barrier on the Root River (Racine County), the Kewaunee River (Kewaunee County), and Strawberry Creek (Door County). To determine if a waterway is a trout stream, you may use the WDNR website trout maps which can be found at [http://dnr.wi.gov/topic/fishing/trout/streammaps.html](http://dnr.wi.gov/topic/fishing/trout/streammaps.html).
- March 1st through June 15th for ALL waters.

The regional Department Fisheries Biologist may waive or modify timing restrictions in writing. To find your biologist and request in writing a waiver or modification of fish spawning timing restrictions for your project use the WDNR website at: [http://dnr.wi.gov/topic/fishing/people/index.html](http://dnr.wi.gov/topic/fishing/people/index.html).

The placement of structures must be conducted in a manner that prevents the collection, removal or dispersal of sediment away from the project site to the maximum extent practicable. Temporary sediment control measures used to accomplish this should be completely removed from the waterbody no more than 24 hours after the project is completed.

All temporary sediment control measures must follow all state lighting requirements and cannot materially obstruct navigation.

Live, living or growing plants may not be removed unless the removal is exempt under Wis. Stats. s. 23.24 (4) or complies with the provisions for waiver of the permit requirement under Wis. Admin. Code s. NR 109.06.

Removal of material above the ordinary high water mark is a land grading activity and is not authorized under the general permit.

Dredging under Wis. Stats. s. 30.20(1g) (b) 1. is not allowed for the placement of a fish habitat structure. This permit does not authorize the removal of native bed and bottom material which includes sand, cobble, silt, detritus, and other organic material. Dredging does not include "de minimus" activities.

A deposit of sand, gravel or stone under Wis. Stats. s. 30.12(1g) (a), may be associated with the placement of a fish habitat structure provided the deposit is limited to the area immediately underneath or within one foot of the structure and is less than 2 cubic yards.

Erosion control measures must meet or exceed the technical standards for erosion control approved by the department under Wis. Admin. Code subch. V of ch. NR 151. Any area where topsoil is exposed during construction must be immediately seeded and mulched or riprapped to stabilize disturbed areas and prevent soils from being eroded and washed into the waterway. Note: These standards can be found at the following website: [http://dnr.wi.gov/topic/stormwater/standards/](http://dnr.wi.gov/topic/stormwater/standards/).

Unless part of a permanent stormwater management system, all temporary erosion and sediment control practices must be removed upon final site stabilization. Areas disturbed during construction or installation must be restored.

**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).