Thank you for contacting the Wisconsin Department of Natural Resources. Please submit all of the required information listed below and follow any additional instructions listed. Send completed applications to Permit Intake
http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and federal (USACE) permits or approvals in addition to any applicable state permits prior to starting any work at the project site.

- Contact your local zoning department to find out if zoning requirements could affect your project.
- Visit our Endangered Resources Review page, to see if an endangered or threatened species could affect your project.

Electronic Application Submittal: The Department offers the opportunity to apply electronically for all waterway and wetland individual permits at http://dnr.wi.gov/Permits/Water/

Public Notice Newspaper Posting: If you would like to delegate to the Department the required task of publishing in the newspaper any Class I public notices required as part of the permit process, and pay a fee for this service, please apply electronically at http://dnr.wi.gov/Permits/PermitProcess.html

Informational Requirements: Use additional sheets if necessary.

- 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
- A copy of your deed or similar proof of ownership (e.g. land contract, current property tax receipt, etc.).
- 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.
- Project plans and specifications that show what you intend to do. Plan drawings should be clear and to scale. Be sure to draw all plans as accurately and detailed as possible. The Department reserves the right to require additional information to evaluate the project.
- 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. Provide copies of relevant maps (e.g. wetland, soil, floodplain, or zoning maps), with the project location clearly identified. The Department offers a web mapping tool to assist in creating these maps at http://dnr.wi.gov/topic/surfacewater/swdv/
- Narrative description of your proposal on a separate blank page. Please state:
  - What the project is, purpose of project, and need for the project,
  - How you intend to carry out the project, including methods, materials and equipment,
  - Your proposed construction schedule and sequence of work,
  - What temporary and permanent erosion control measures will be used, and
  - The location of any disposal area for dredged or excavated materials,
  - For discharges of fill, provide a description of type, composition, and quantity of material,
  - The names and addresses of adjoining property owners,
  - How you plan to avoid, minimize, and mitigate impacts to waterways,
  - Area (e.g., linear feet) impacted.

Electronic documents. If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a CD, Flash drive, disk, etc with your application materials, or providing a link to an FTP site, cloud server, 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.
PERMANENT BOAT SHELTER INFORMATION REQUIREMENTS

In addition to the instructions listed in this activity-specific document, please download and follow the instructions provided in the Individual Permit Application document [PDF, 199KB] (go to http://dnr.wi.gov and use search keywords “Waterway Individual Permit Application”). This includes filling out the application form provided in detail and following all instructions given.

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. Please provide color photographs of the project site, as well as the 5 principal buildings within 500 feet of the project that are clearly visible from the waterway at a time when leaves are present on trees and shrubs.

Refer to the sample plan for assistance in completing your plan drawing (Items 2-4 below)

2. In the “Proposed Materials” box, indicate all materials to be used for the project, including their colors.

3. In the “Location Sketch” box, draw a map that clearly indicates the location of the project. This map should allow the Department investigator to easily drive to the project site.

4. Under “Project Plans”, provide both a top view and a side view of the project. Indicate the scale on each drawing and identify all dimensions.

The “Top View” should include:
   a. Existing or proposed pier, with all dimensions.
   b. The location of the adjacent property lines.
   c. The shoreline location and shape.
   d. The water depth at the water ends of the pier and the boat shelter. All depths should be referenced to the normal summer level.
   e. The proposed boat shelter - show where the boat shelter will be situated with respect to the pier and the shoreline.
   f. Any existing boathouse, either over the water or on shore.
   g. The location and distance to the 5 principal buildings which are clearly visible from the waterway, and are within 500 feet of the project site.

The “Side View” should show the boat shelter, supports and lakebed contour, with all dimensions.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the contact for the county where your project is located. A complete contact listing by county can be found at: http://dnr.wi.gov/topic/waterways (please use search keywords “Permit Intake & Contacts”).
BOAT SHELTER APPLICATION SUPPLEMENT

Applicant Name

Waterway Name

County

Please fill in the answers to the following questions:

1. Are there any boathouses on the property, either over the water or within 75 feet of the shoreline?

2. Are there any existing permanent boat shelters on the property? (Note, contiguous lots in common ownership are considered one property)

3. How long and how wide is the existing or proposed pier?

4. What is the water depth at the end of the pier?

5. What are the outside dimensions of the boat shelter?
   - Height
   - Length
   - Width
   - Roof Pitch or Height from roof peak to eaves

6. How far from the shoreline is the outermost point of the boat shelter?

7. What is the water depth at the outermost point of the boat shelter?

8. What color is the boat shelter?

9. What lighting (if any) will the boat shelter have?

10. What are the dimensions of the watercraft to be stored in this boat shelter?
    - Length
    - Width

11. What is the size of your lake? _______ acres

12. What are the five principal structures within 500 feet of the proposed boat shelter location? (For example, Smith house) Note, principal structure is the main building on a particular lot, this is usually a residence.

REMINDER - Be sure to enclose photographs of the project site and each of the neighboring structures, along with a copy of your tax statement or deed and the proper permit fee.
To Apply:
When you are finished compiling your application materials, remember to check your application for completeness. Remember, incomplete applications may cause a delay in processing. We recommend that you keep a complete copy for your own records.

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 http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html