INDIVIDUAL PERMIT

An individual permit is required if your project does not meet the general permit eligibility standards. If you do not completely fill out the application or provide all of the requirements on this application form, your project cannot be reviewed and is considered incomplete. The permit process cannot begin until all requested information is submitted to the department.

STEP 1: Pre-appllication meeting is recommended before applying for an individual permit. We suggest that you request a pre-application meeting or site visit with a Water Management Specialist for preliminary comments regarding the proposed project. See the pre-application meeting checklist located on our website at **http://dnr.wi.gov/org/water/fhp/waterway/wetlands.shtml** to adequately prepare the necessary materials for initial consultation.

STEP 2: Prepare DNR Application Package by completing this application form and compiling all the required information as outlined below.

STEP 3: Submit a Completed Application Package to the DNR office for the county where the project is to be located. Application packages are to be submitted a minimum of 125 calendar days prior to the desired project construction start date to allow for processing and required 30 day public notice. A listing of the designated DNR offices for application submittal can be found at: **http://dnr.wi.gov/waterways/about_us/county_contacts.html.**

STEP 4: Receive your Permit within 120 calendar days after the DNR receives your complete application package or you may be requested to provide additional information in order to complete your application.

WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

Note: To avoid delays, supply all of the information listed below in a complete and organized format.

		LOCATION	DNR USE ONLY
☐	**Completed application forms**	**Form**	❑
☐	**Project drawings/plans:** - How proposed project will be carried out, including long-term site management - Proposed erosion control measures, temporary and permanent - Disposal location for excavated materials - Types of vegetation found in existing wetland and adjacent wetlands - Distance from your project to nearest lake, stream or pond	**Plan sheet/ drawing**	❑
☐	**Maps of the project site** that include Soil Survey Maps, WI Wetland Inventory Maps, and recent Aerial Photographs. All maps must show clear directions to the project site with project and property boundaries clearly labeled. The aerial photo shall also show the locations of each wetland restoration activity clearly labeled (i.e. ditch fill, scrape, etc.).	**Attachment**	❑
☐	**Photographs** that represent existing site conditions where project will occur including a general description of site and adjacent wetlands.	**Attachment**	❑
☐	**Completed Dam checklist and Design calculations** in section V, if dam is proposed (including any hydrologic or hydraulic calculations). The dam checklist was created to help you verify and include all dam information necessary to have a complete application and speed up the permit process. If you choose not to complete the dam checklist, DNR Engineers will need to review your dam plans to acquire the necessary information, which may lengthen the review process.	**Attachment**	❑
☐	**Fee sheet and check** for fee Amount Enclosed $_____.	**Form**	❑
☐	**Five copies of this entire completed application package.**		❑

Note: This is your state chapter 30/31 permit. You may also need to obtain other state permits or permits from agencies such as your federal, county or local governments.

Notice: This application form is required under Section 30.206, Wis. Stats. and ch. NR 310, Wis. Adm. Code or 30.026, Wis. Stats. Failure to submit a complete application to the Department may result in forfeitures or other enforcement. Personally identifiable information included on this form will be used to contact you and is not intended to be used for other purposes. It may be made available to requesters under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Section I: Landowner Information

For projects that involve multiple landowners, please attach additional landowner names and contact information.

Name			Contact Person	
Mailing Address			Email Address	
City	State	Zip	Phone ( )	Fax ( )

Section II: Wetland Conservation Activities Proposed

Please check all proposed activities for this project and indicate the number of each activity type to the right. The attached maps, photos or plans should show the location of each activity type. Note: If dams are proposed, please also complete Section V, Dam Checklist. Please refer to the Definition of Terms attachment.

☑	PROPOSED ACTIVITY:	How many?	☑	PROPOSED ACTIVITY:	How many?
☐	**Scrape**		☐	**~Existing Wetland Acres Enhanced**	
☐	**Embankment / Dike** (considered dams if placed across a watercourse)		☐	**~Wetland Acres Re-established**	
☐	**Micro-Topography**		☐	**~Wetland Acres Created**	
☐	**Breach Dike or Dike Removal** (circle which applies)		☐	**Existing Wetland Filled** (i.e. for berm, dike, embankment not across a watercourse)	
☐	**Dams or Water Control Structure Across a WaterCourse Dams** (i.e. weirs, tin whisteles, ditch plugs with outlet pipes)		☐	**Drain Tile Breaks**	
☐	**Ditch Fill / Ditch Plug** (ditch plugs do not have outlet pipes)		☐	**Other Activity** (Please describe):	

Section III: Agent Information

Note: DNR Water Management Specialists will send all correspondence directly to agent and applicant.

Check ☑ if applicable: ☐ Consultant ☐ Contractor ☐ Authorized Representative			Business/Agency	
Contact Person			E-mail Address	
Mailing Address				
City	State	Zip	Phone ( )	Fax ( )

Section IV: Site Information

Project Address					Waterway Name	
QQ	Q	Section	Township	Range	☐City ☐Town ☐Village	County
Start Date (Month/Day/Year):					Project End Date (Month/Day/Year):	

Section V: NR 353 Individual Permit Dam Checklist

For new dams, embankments or other water retention structures across a watercourse.
If project involves multiple dam structures, please complete a dam checklist for each structure.

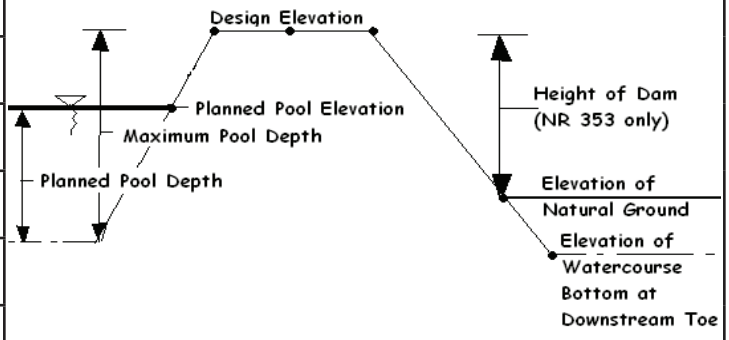
The following information is standard information looked at during review of dam plans. Where a checkbox has been provided, check if the information is included in the plans, specifications, or design calculations. Where a blank has been provided, please insert the information. If the information is not applicable to the design please indicate with N/A.

Owner Name:
Dam Name:

General Design Information

NRCS Field Office Technical Guide Standard Conservation Practice(s) use for dam design (check standard used):
☐ **378** Pond ☐ **410** Grade Stabilization ☐ **638** Water/Sed. Control Basin ☐ **657** Wetland Restoration

Drainage area (square miles)	
Planned pool elevation	
Design elevation	
Elevation of natural ground	
Elevation of watercourse bottom at toe	
Planned pool surface area (acres)	
Maximum pool surface area (acres)	



Planned storage (from bottom of impoundment to planned pool) (acre-feet)	
Maximum storage (from bottom of impoundment to design elevation) (acre-feet)	
Structural height (difference between design elevation and elevation watercourse at downstream toe) (feet)	
Design storm frequency/duration (if calculated for standard) (year) (hour)	
Design total discharge (if calculated for standard) (reservoir routing may reduce peak spillway outflow) (cfs)	

Outlet/Spillway Information

Outlet structure type, dimensions, elevations, joint treatment, corrosion protection, shown on plans/specifications.	☐
Auxiliary spillway location, elevations, bottom width, side slopes, materials, shown on plans/specifications.	☐
Auxiliary spillway constructed in natural undisturbed soils or show stability/erosion analysis. (circle appropriate)	☐
Trash rack	☐
Access for gate operation	☐
Anti-Vortex device	☐
Drawdown facilities	☐

Spillway (outlet) Type(s): **P**ipe **W**eir **V**egetated **O**ther (please describe): _____		
Principal spillway Type Other	Dimensions(s) (feet)	Capacity* (cfs)
Auxiliary spillway Type Other	Dimensions(s) (feet)	Capacity* (cfs)

***Calculated at point design elevation.**

Embankment Information

Length (ft)	Top width (ft)	Side slopes (us)_____:_____ (ds)_____:_____	Fill volume (yd3)

Embankment fill soil type, compaction method, and maximum lift thickness shown on plans/specifications.	☐
Foundation soil type and preparation shown on plans/specifications.	☐
Depth of peat at structure or center of dike (if applicable):	☐
Seepage control measures (cutoff walls, toe drains, anti-seep collars, french drains, slurry trench, clay core).	☐

Other Considerations

Benchmark description for all elevations (include one on dam and one off dam benchmark location)	☐
Description of construction sequence (coffer dams, water diversion, etc.)	☐
Description/plan of construction erosion protection measures.	☐
Description of post-construction scour protection at outlet structures and on embankments.	☐
Clearing and grubbing plan for impoundment area (if necessary)	☐
Will planned pool flow on to lands not owned by the applicant? If yes, must have secured appropriate flowage easement or have affected property owner(s) as co-applicants.*	No
Will project affect regulatory floodplain on adjacent property (increase >= 0.01' off owner property)? If yes, must have secured appropriate flowage/flooding easement or have affected property owner(s) as co-applicant(s).	No
Will embankment affect floodplain elevation in adjacent watershed during 100-year event? If yes, submit encroachment analysis and secured appropriate flooding easement from affected property owner(s).*	No
Projected minimum flows and water quality of discharge (if applicable)	☐
Warning signs and portage route locations if necessary (structures on navigable waterway with permanent pool)	☐

*This may not meet local zoning or FEMA floodplain standards, so local zoning process should be started early.

Additional Information Required for Large Dams: (must comply with all requirements of NR 333) (Large Dam: structural height > 6' and storage >= 50 acft, or structural height >= 25' and storage > 15 acft.) If the following items are not provided it may affect the project approval. Contact a water management engineer for consultation.	
Stamp indicating preparation by a Wisconsin registered P.E. (or appropriate federal agency design delegation).	☐
Regional flood flows calculated per NR116.07 (3).	☐
Determination of floodplain boundary with and without dam per NR116.07(4).	☐
Stability analysis (for embankment with side slopes steeper than 2.5/1 and spillway structures, other than culverts).	☐
Identification of hydraulic shadow and calculations for dam break analysis per NR 333 and NR 116.	☐
Dam hazard rating determined per NR 333.06.	☐
Operation, Inspection and Maintenance Plan.	☐
Emergency Action Plan.	☐

Section VI: Adjacent Riparian Property Owner Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code
Name of Riparian #3	Address	City, State, Zip Code

Section VII: Certification and Permission

I am the owner of the riparian property or am the duly authorized representative and may sign this application on behalf of the owner(s) of said property. I hereby certify that the information contained herein is true and accurate. I will construct the above-mentioned project in compliance with all permit conditions. I hereby give the Department permission to enter and inspect the site at reasonable times, to evaluate this application and to monitor compliance with any resulting permit. I understand that failure to comply with any or all of the provisions of the permit renders the authorization contained herein null and void and may result in a fine and/or imprisonment or forfeiture under the provisions of ch. 30, 31 and 281 Wis. Stats.

Landowner or Agent Name (please print)	
Landowner or Agent Signature	Date Signed

DNR WMS USE ONLY

Date Application Received	Docket#		Date Application Completed	Fee Received
NHI Checked? ❑ Yes ❑ No	Historic Checked? ❑ Yes ❑ No	ASNRI? ❑ Yes ❑ No	PRF? ❑ Yes ❑ No	PNW? ❑ Yes ❑ No
State of Wisconsin Department of Natural Resources for the Secretary Issued by			Title Date Signed	

Copies of this permit sent to: ❑ DNR Dam Section-Madison, GEF 2WT/3 (required for projects with dams) ❑ U.S. Army Corps of Engineers
❑ County Zoning Administrator ❑ Town / Village / City ❑ Other _____

Definition of Terms

Artificial Ditch means a constructed channel that was not previously a natural stream that holds or conveys water some portion of the year, which may or may not connect to another waterbody. Artificial ditches are typically excavated or dug on agricultural lands to improve drainage and enhance crop production.

Cold Water Community includes surface waters capable of supporting a community of cold water fish and other aquatic life, or serving as a spawning area for cold water fish species. This subcategory includes, but is not restricted to, surface waters identified as trout water by the department of natural resources (Wisconsin Trout Streams, publication 6-3600 (80)).

Complete Application Package means a completed and signed application, the information specified in Section 2 of this permit and any other information which can reasonably be required from an applicant that the department needs to make a decision.

Conversion means alterations made to existing wetlands that result in a change in wetland classification from one wetland community type to another (i.e. conversion of a sedge meadow to a shallow marsh or a forested wetland to a wet meadow).

Creation means the construction of a wetland in an area that was not wetland in the past.

Dams are any artificial barrier in or across a watercourse which has the primary purpose of impounding or diverting water. A dam includes structures such as embankments, dikes, weirs, water control structures and ditch plugs. A complete ditch fill is not considered a dam.

Degraded means a wetland subjected to deleterious activities such as drainage, excessive nutrient runoff, grazing, cultivation, increased stormwater input and partial filling, to the extent that the natural wetland characteristics are compromised and where wetland function is reduced.

Ditch Fills are complete or partial closure of an artificial surface drainage system (main and/or laterals) in hydric soil, applied to disable or render inoperable existing wetland drainage. A combination of soil, vegetation and woody debris may be used, and compaction is not required. This practice can be used in conjunction with a ditch plug at the lower end of the ditch fill.

Ditch Plugs are a partial block installed in an artificial drainage system in hydric soils, applied to disable or render inoperable existing wetland drainage. Earth fill used in ditch plug construction must be free of vegetation and compacted into place for a minimum distance as specified in NRCS Tech Guide Practice 657.

Dominated refers to those plant species with a vegetative cover of 20% or more.

Drain Tile Removal is the destruction or impairment of a subsurface drainage system in hydric soils, used to disable or render inoperable existing wetland drainage. Tile drains encountered can be made of clay, concrete or plastic and typically exist as a single tile line or series of tile lines installed as a network, typically 36 – 48 inches below the soil surface. In very flat agricultural landscapes with high water tables, tile drains may include pumping stations and underground storage tanks that must be removed in addition.

Enhancement is alterations made to existing wetlands that result in a net increase in wetland function (i.e. vegetation management techniques or changes to the hydrologic regime). Wetland enhancement generally does not include wetland conversion, unless the purpose of the conversion is to return the wetland to known pre-disturbance conditions AND also represents a net increase in wetland function.

Early Successional Hydrophyte means a plant adapted to quickly colonize open, disturbed wetlands, which does not persist over time and is replaced by perennials that hold space and persist over time. Examples of these plants include nut sedge (Cyperus spp.), nettle (Urtica dioica), smartweed (Polygonum spp.), wild millet (Echinochloa spp.), ragweed (Ambrosia spp.), Beggar's tick (Bidens spp.) and foxtail (Setaria spp.).

Forested Wetlands are those areas with > 17 trees per acre with > 50% canopy of trees > 3-inch DBH (diameter at breast height).

Functional Values means the physical, chemical and biological process or attributes that occur in a wetland and the benefit society derives from certain functions as listed in s. NR 103.03(1), Wis. Adm. Code and include the following: (1) Floral Diversity; (2) Fish and Wildlife Habitat; (3) Flood Protection; (4) Water Quality Protection; (5) Shoreline Protection; (6) Groundwater Recharge and Discharge and (7) Aesthetics, Recreation, Education and Science. To assess wetland functional values please use the Wisconsin Rapid Assessment Methodology found at DNR's website at http://dnr.wi.gov/wetlands/documents/RapidWetlandAssessment.pdf.

Intermittent Flow typically will cease flowing for weeks or months each year especially in the summer months when lack of rainfall runoff or soil moisture will dry out drainage systems. The time period to determine intermittent versus permanent flow is typically July through Sept in most years with average weather conditions.

Invasive Plants are non-native or native plant species that invade natural plant communities and wild areas replacing desirable native vegetation. For a listing of common invasive plants found in Wisconsin visit DNR's website at http://dnr.wi.gov/invasives/plants.asp.

Large Dams have a structural height of 25 feet or impounds more than 15 acre-feet of water; or have a structural height of more than 6 feet and impounds more than 50 acre-feet of water.

Management means actions taken at a wetland to establish and maintain desired habitat and human use conditions including water level manipulations, herbicide application, wetland species introduction and control, fencing, monitoring, signage and vandalism repair.

Maximum Storage Capacity means the total volume of water in acre-feet capable of being stored behind a dam at the maximum water surface elevation before overtopping would occur using the design elevation.

Monoculture means a single plant species occupying a large area.

Permanent Flow typically occurs throughout the year and flow will be present even during the summer months when lack of rainfall runoff or soil moisture will dry out intermittent drainage systems. The time period to determine intermittent versus permanent flow is July through Sept in most years with average weather conditions.

Post European Settlement Deposition means sediment accumulated over original hydric soils since European settlement of the area.

Preservation means the protection of ecologically important wetlands in perpetuity through implementation of appropriate legal and physical mechanisms.

Project Sponsor means NRCS or FWS has supervision over of all phases of the wetland restoration project from project design through project construction and is responsible for making sure the project and all parties involved comply with the terms and conditions of this permit WRGP-2011-WI.

Re-establishment or restoration of wetlands means the re-introduction of wetland vegetation AND wetland hydrology to an area where these vegetative and hydrologic qualities previously existed (re-establishment of hydric soils may rarely be required). This alteration results in the re-establishment or restoration of previously existing wetland.

Small Dams have a structural height of less than or equal to 6 feet or a structural height of less than 25 feet provided that the maximum storage capacity is less than 50 acre-feet. Please reference dam diagram for the criteria of a small dam versus a large dam found on DNR's Wetland Conservation Activity Permit webpage.

Structural Height means the difference in elevation in feet between the point of lowest elevation of the top of the dam before overtopping and the lowest elevation of the natural stream or lake bed at the downstream toe of the dam.

Water Control Structures are typically installed as fixed crest weirs or variable weirs, these devices are used to manipulate water levels to a desired elevation for a prescribed period of time. Examples of fixed crest weir structures include: pipes and culverts, rock spillways, drop-inlet spillways, and sheet-piling structures. Variable weir structures include: in-line dos-r valves, stop-log pipe structures (half-round or full-round risers), sheet-piling weirs with stop log channels and radial gate or screw gate pumping systems.

Watercourse means a running stream of water; a natural stream fed from permanent or natural sources, including rivers, creeks, runs and rivulets. There must be a stream, usually flowing in a particular direction, though it need not flow continuously. It may sometimes be dry. It must flow in a definite channel, having a bed or banks, and usually discharges itself into some other stream or body of water. It must be something more than a mere surface drainage over the entire face of the tract of land, occasioned by unusual freshets or other extraordinary causes.

Wetland means an area where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wetland conditions.

Wetland Conservation means activities used in the restoration/re-establishment, enhancement, preservation and management of wetlands.

Wetland Scrapes are shallow excavations, typically 12" to 36" maximum depth, located in hydric soils. This practice is used to enhance wetland wildlife habitat condition, to remove accumulated sediment, to expose the water table, or to remove unwanted invasive native or non-native plants and is often applied in conjunction with other wetland restoration techniques such as ditch fills and embankments. Size varies between 10,000 – 60,000 sq ft. with 8:1 or flatter side slopes and irregular shape.