

**Thank you for contacting the Wisconsin Department of Natural Resources.**  
Enclosed are the project application materials you have requested.

## Grading Information Requirements

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

1. In the "**proposed materials**" box, indicate:
  - a. What erosion control materials you intend to use. If any riprap or bank protection is to be used, describe it.
  - b. Accurate computations of volumes of earth to be removed (in cubic yards) and areas disturbed (in square feet).
2. In the "**location sketch**" box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1" = 2000'. The map should include fire numbers or other landmarks to enable the Department investigator to locate the project site. **If the drawings are inadequate, or the investigator cannot find the site, delays in processing your application will result.**
3. The "**top (plan) view**" should include the following:
  - a. The location of the waterway and the area to be graded,
  - b. The floodplain boundary,
  - c. Any known wetland,
  - d. Location of all stormwater and erosion control practices,
  - e. The location, description and elevation of a reference benchmark (permanent vertical reference),
  - f. The scale of the top view and a north arrow,
  - g. Indicate any area between the grading project and the water body to be left undisturbed.
4. The "**cross-sectional views**" should be selected approximately perpendicular to the existing waterway and include:
  - a. The existing and proposed slope of the bank and the water level of the existing waterway,
  - b. Elevation of the 100-year floodplain at the cross-section,
  - c. The scale - both horizontal and vertical scale must be indicated.

**NOTE: If along a stream or river, consult staff for additional survey information that may be needed to evaluate flooding effects.**
5. The application must contain a description of the sequence of construction events including the installation of temporary and permanent erosion control measures and delivery of any fill or soil, and final landscaping/stabilization measures. Please include a proposed time schedule and a description of the equipment used.

**"Bank"** means the land surface abutting the bed of any navigable waterway which, either prior to any project or alteration of land contours or as a result of the proposed project or alteration, slopes or drains without complete interruption into the waterway.

**"Grade or otherwise remove"** means the physical disturbance of the bank by the addition, removal or redistribution of topsoil.

(as defined in NR 340 Wis. Adm. Code)

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 Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway Permits web page link below).**

<http://www.dnr.state.wi.us/waterways>

DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING

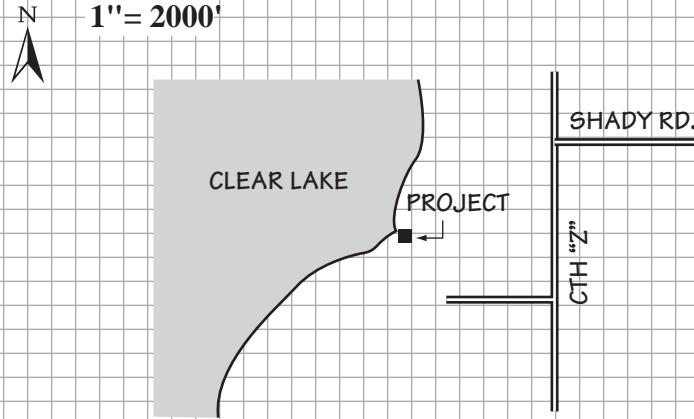
Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.

GRADING  
SAMPLE DRAWING

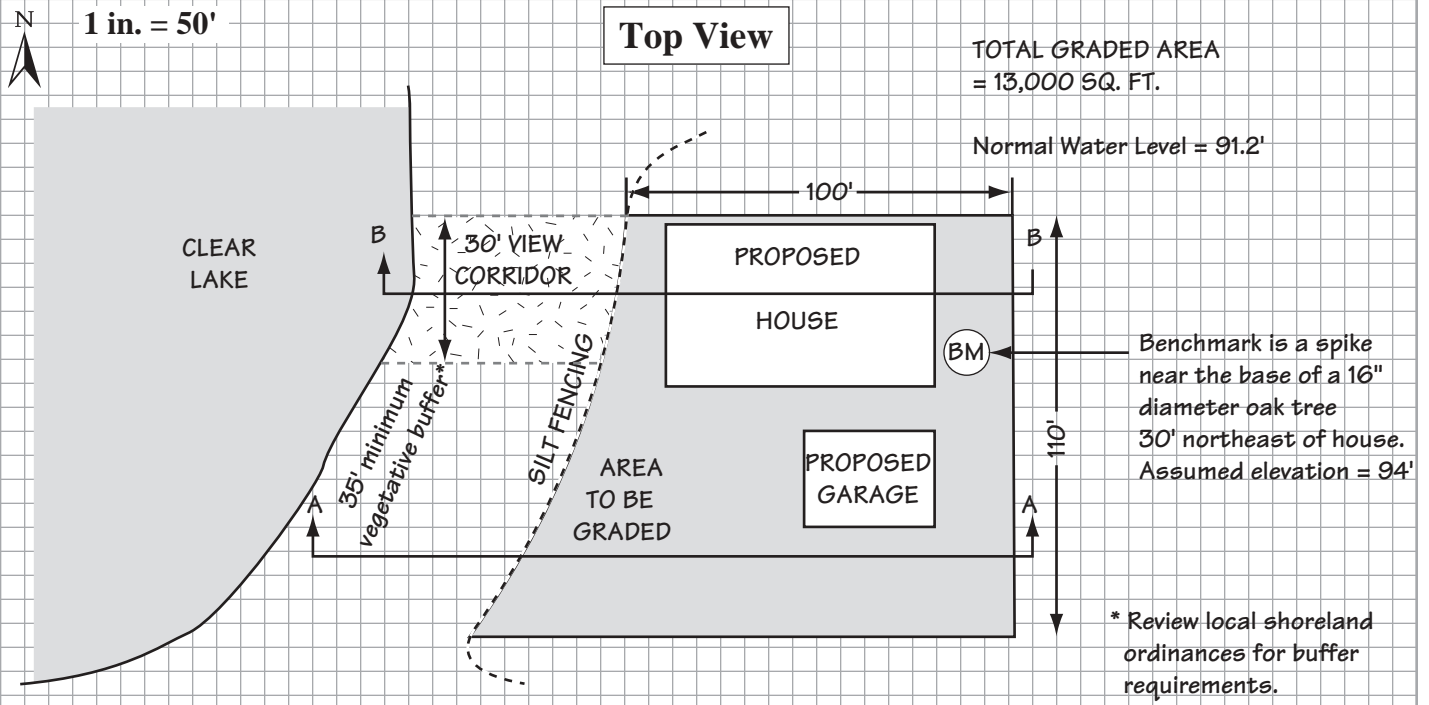
Fire Number **N3586**

**Proposed Materials**

Graded area will be topsoiled, mulched and seeded with a fast-growing grass mixture. Silt fencing will be installed along base of slope and remain until vegetation is established.

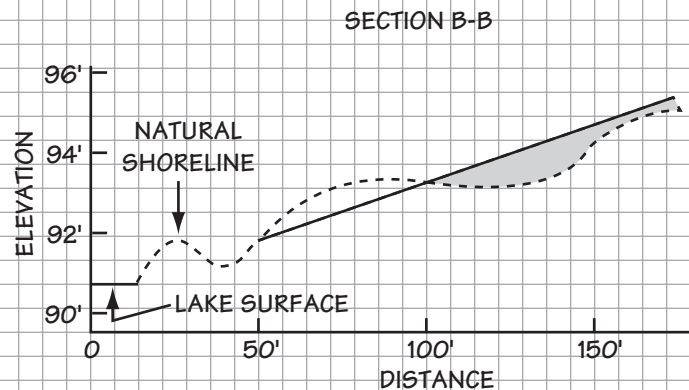
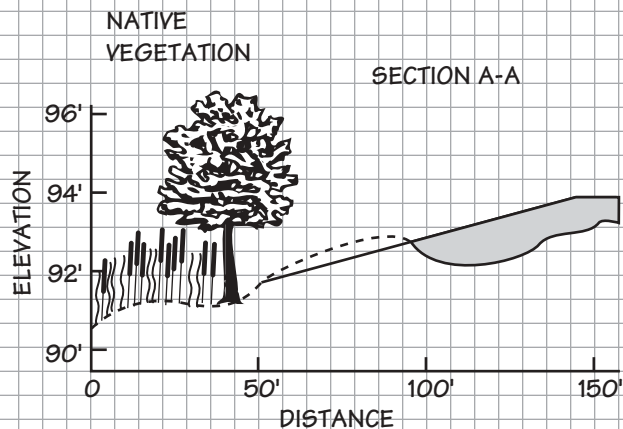


Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.



**Cross Section**

- FILL
- EXISTING GRADE
- PROPOSED GRADE



The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

**Before submitting this application for a waterway permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request the Wetland Packet in addition to this packet for details.**

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application. Please submit the following information:

1. **A copy of your deed, lease, land contract or other document showing ownership** (e.g. land contract, current property tax receipt).
2. **The name and address of the secretary of the property owner's association on the water body, or, if none, the names and addresses of at least five persons owning property on the waterbody.**
3. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
4. **Five (5) copies of a completed application Form 3500-53C including plan drawing sheet.** When completing your application, **please use a ballpoint pen with black ink.** Please follow the sample drawing and information requirements pages included. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.
5. **Five (5) copies of a narrative description of your grading proposal,** on a separate blank page. Please describe:
  - what the project is,
  - 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.
6. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
7. **The appropriate application fee (complete Form 3500-53A).**

If you have questions or problems in filling out or completing the application requirements, please call or contact the Water Management Specialist for the county where your project is located.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

**NOTE:** Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**



# State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

Page 2 of 2

Drawings of proposed activity should be prepared in accordance with sample drawing.

### Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = \_\_\_\_\_ ft.

Fire Number \_\_\_\_\_



Proposed Materials

### Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.

N

1" = \_\_\_\_\_ ft.

**Top View**



**Cross Section**