

Thank you for contacting the Wisconsin Department of Natural Resources.

Enclosed are the project application materials you have requested.

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.

Before submitting this application for a miscellaneous structure 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 requirements could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 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.

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

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **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.
3. **Five (5) copies of a completed application Form 3500-53P including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings should be clear and to scale and have enough detail to find the site and understand the project proposal. **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.**
4. **Five (5) copies of a narrative description of your proposal,** on a separate blank page. Please state:
 - 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.
5. **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.
6. **The appropriate application fee (complete Form 3500-53A).**

Please select the scale of the drawing carefully to fit all the necessary information on the plan drawing sheet. 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>

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