

Municipal Development Wetland Discharge General Permit Application Checklist

The General Permit (WDNR-GP11-2021) is available under section 281.36 (3g), Wis. Stats., for a permanent or temporary discharge to or fill of wetlands of no more than 10,000 square feet that is part of a municipal development. To qualify for this general permit, your project must meet all eligibility standards listed below and all other terms and conditions outlined in WDNR-GP11-2021.

Determine eligibility for this general permit:

- Choose an activity decision module on web, <https://dnr.wisconsin.gov/topic/Wetlands/permits>, or
- Review the eligibility criteria below
 - If the project does not meet all of the eligibility standards, apply for an Individual Permit

To apply for this general permit:

- Apply online at <http://dnr.wi.gov/permits/water>
- Include all required attachments. Failure to include all of the required information will result in an incomplete permit application and delay the processing of your permit application.
- Permit processing review times begin when all of the required application materials are received by the DNR. The Department may require additional information to evaluate the project.
- Your signed submittal of this project application checklists constitutes a request that certifying authority (State of Wisconsin) review and take action on this CWA 401 certification request, as required, within the applicable reasonable period of time.
- If the project does not meet all of the eligibility standards, then apply for an Individual Permit
 - The Department also has authority under s. 281.36(3g) (i), Wis. Stats., to require an individual permit in lieu of a general permit, if the Department has determined that conditions specific to the site require additional restrictions on the discharge or fill to provide reasonable assurance that no significant adverse impacts to wetland functional values will occur.

Please note, prior to starting any work at the project site, you are responsible for:

- Obtaining all necessary local (e.g. city, town, village or county) permits
- Obtaining U.S. Army Corps of Engineer permits or approvals, <https://www.mvp.usace.army.mil/Missions/Regulatory/Permitting-Process-Procedures/>.
- Any other applicable state permits

Required attachments - Forms or documents you upload in our online ePermitting System

- 1. Application form** - A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form 3500-053).
- 2. Application fee** - Payment must be submitted through the ePermitting System as part of the application process. A list of fees can be found at <http://dnr.wi.gov/topic/waterways/documents/PermitDocs/feesheet.pdf>.
- 3. Ownership Documentation** - (i.e. copy of deed, land contract, current property tax statement/receipt)
- 4. Photographs** that clearly show the on-the-ground conditions of the existing project areas. 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. Color images are preferred.
- 5. Site Maps** that 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, aerial, topographical, 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/swdvl/>. Be sure to include:
 - Clear directions to the project site with project and property boundaries clearly labeled
 - Wisconsin Wetland Inventory Map
 - Soil Survey Map
 - Topographic Map
 - Floodplain Map
 - Recent aerial map of site area with the locations of all proposed wetland fill/crossings clearly labeled.

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- 6. 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.
- Plans showing the proposed disturbance or fill (both temporary and permanent), including the location, dimensions, and area of wetland impact
 - Cross-section view(s) for each wetland impact area
 - Location of any waterways and wetlands, including dimensions and area of impact, and description of wetland type
- 7. Narrative description** of your proposal on a separate page. Please include:
- What the project is, purpose of project, and need for the project
 - How you intend to carry out the project, including methods, materials, equipment, and long-term site management
 - Your proposed construction schedule and sequence of work
 - What temporary and permanent erosion control measures will be used
 - The temporary and permanent location of any disposal area for excavated materials, if applicable
 - For disturbances or fill, provide a description of type, composition, and quality of materials
 - How you plan to avoid, minimize, and mitigate impacts to waterways
 - Description of the type, composition, and quantity of material proposed to be used for the discharge or fill
 - If temporary wetland impacts, provide a detailed restoration plan
- 8. Wetland Delineation Report** is required. Wetland delineation reports either need to be conducted by an Assured Delineator (<http://dnr.wi.gov/topic/Wetlands/assurance.html>) or have received concurrence from either the WI DNR Wetland ID program (<http://dnr.wi.gov/topic/Wetlands/identification.html>) or by the US Army Corps of Engineers (ACOE) prior to submittal of the application. The Department's local reviewer and the applicant(s) may agree in advance that a delineation is not necessary for the given site or area of impact. If this is true, please submit documentation from the local reviewer at the time of application.
- 9. Alternatives Analysis** - Provide clear, detailed documentation on how the wetland impact was avoided and minimized. Include the following information:
- Background or description of the project
 - o Describe the purpose and need for the project, and explain why the project must impact wetlands
 - o Explain if the project is an expansion of existing work or new construction
 - Alternatives
 - o Describe any alternative locations to avoid wetland impacts. (e.g. construct facility on upland, etc.)
 - o Describe any alternative designs to minimize wetland impacts such as a narrower structure with less vegetation removal. (e.g. reduce the size, shift or reconfigure structure or facility, reduce the width of the road, reduce the side slopes of the road, remove or reduce sidewalks, choose different structure type if there is a waterway crossing, etc.)
 - o For each of the alternatives you identified:
 - Explain and provide documentation on why you eliminated the alternative from consideration (e.g. cost comparisons, safety issues, logistical, technological, design choice – such as wetland or soil type, hydrology or topography, weight bearing needs, etc.)
 - Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, minimize vegetation clearing for construction, avoid more sensitive wetland types, timing of construction, other best management practices, etc.)
 - Additional guidance to help develop your alternatives analysis can be accessed at <https://dnr.wi.gov/topic/waterways/documents/PAA/PAAwetlands.pdf>
- 10. Endangered and Threatened Resources** - The applicant is not required, but is encouraged to request an Endangered Resources (ER) Review letter before applying for the permit. Information on how to obtain a review can be found by visiting the website at <http://dnr.wi.gov/topic/ERReview/Review.html>. The applicant can also visit the Natural Heritage Inventory (NHI) Public Portal, <http://dnr.wi.gov/topic/ERReview/PublicPortal.html>, to determine if a full ER Review is required. Read the 'What is an ER Preliminary Assessment and what do the results mean?' section to determine follow-up steps.
- 11. Historical and Cultural Resources** - If you are aware there is a historical or cultural resource present, you are required to contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources.

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No activity is authorized which is likely to jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act and/or State law or which is likely to destroy or adversely modify the critical habitat of a species as identified under the Federal Endangered Species Act.	<input type="checkbox"/>
The project shall not result in significant adverse impacts to fishery spawning habitat, including obstruction of fish passage, or adversely affect bird breeding areas or substantially disrupts the movement of species that normally migrate from open water to upland or vice versa (i.e. amphibians, reptiles and mammals) as determined by the Department.	<input type="checkbox"/>
	<input type="checkbox"/>
Discharge will not occur in the following resources: Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, emergent marshes containing wild rice, sphagnum bogs that are located in the area located south of a horizontal line drawn across the state based on the routes of STH 16 and STH 21 west of Lake Winnebago and on USH 151 east of Lake Winnebago, boreal rich fens, or calcareous fens.	<input type="checkbox"/>
The activity will not result in adverse impacts to historical or cultural resources and will comply with s. 44.40, Wis. Stats., as determined by the Department.	<input type="checkbox"/>
	<input type="checkbox"/>
All equipment used for the project, including but not limited to tracked vehicles, hoses, sheet piles, and pumps, shall be de-contaminated for invasive and exotic viruses and species prior to use and after use.	<input type="checkbox"/>
Follow the most recent department approved washing and disinfection protocols and department approved best management practices to avoid the spread of invasive species as outlined in ch. NR 40, Wis. Adm. Code. These protocols and practices can be found on the Department website at http://dnr.wi.gov/topic/Invasives/bmp.html Keyword: "equipment operator" and at http://dnr.wi.gov/topic/Invasives/documents/EquipOper.pdf .	<input type="checkbox"/>
	<input type="checkbox"/>
A site-specific vegetative plan must be included for projects that require significant grading or for projects where the remaining wetland complex is dominated by native or non-invasive vegetation. Native vegetation shall be established as soon as possible and monitored for one year after completing the project. During the monitoring period, the site shall be inspected regularly, and any areas requiring additional stabilization or re-vegetation shall be addressed to ensure final stabilization. The vegetation plan shall only include species native to the area of Wisconsin where the project is located, such as Virginia Wild-Rye (<i>Elymus virginicus</i>).	<input type="checkbox"/>
If the project purpose is to expand an existing solid waste disposal facility within the boundaries of the property where the existing facility is located or on property immediately adjacent to the existing solid waste disposal facility, then the facility must have a valid feasibility determination from the Department.	<input type="checkbox"/>
Projects proposed with existing recorded deed restrictions within the project area, including easements limiting construction and land use activities, are not eligible for this general permit.	<input type="checkbox"/>

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Certification

- I certify that I have read and understand all project eligibility criteria and agree to design and construct my project in accordance with all listed eligibility criteria found in this checklist. In addition, I agree to meet all conditions required for structure placement as identified in WDNR-GP11-2021.

Signature _____ Date signed _____

