

Pond/Artificial Waterbody – Wildlife General Permit Application Instructions

Determine eligibility for this general permit:

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

To apply:

- Apply online using our online ePermitting System at <http://dnr.wi.gov/permits/water>.
- Include all required attachments. Each document must be less than 15 megabytes and our online system offers a help guide to reduce file sizes.
- 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.
- If you have questions regarding your application, contact the local Water Management Specialist for your county <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.
- Your signed submittal of this project application checklist 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.

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

- Obtain all necessary local (e.g. city, town, village or county) permits.
- Obtain U.S. Army Corps of Engineer permits or approvals, <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>.
- 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/swdv/>.
- 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. Please refer to this sample drawing for assistance developing your plans and specifications, http://dnr.wi.gov/topic/Waterways/sample_drawings/PondsInWetlands.pdf.
- 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, and equipment
 - Your proposed construction schedule and sequence of work
 - What temporary and permanent erosion control measures will be used
 - The location of any disposal area for dredged or excavated materials
 - 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
 - Area (e.g. linear feet) impacted

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8. 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 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.

9. 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.

Eligibility Criteria:	
Projects that do not meet all criteria are not eligible for this general permit. If your project does not qualify for this general permit, you may apply for an individual permit.	
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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 NR 40, Wis. Adm. Code. These protocols and practices can be found on the Department website at https://dnr.wisconsin.gov/topic/Invasives/bmp.html Keyword: “equipment operator” and at https://dnr.wisconsin.gov/topic/Invasives/documents/EquipOper.pdf	<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 the above referenced eligibility criteria.

- This form may be signed electronically, pursuant to Wis. Stat. Chapter 137. By checking the electronic signature acknowledgement box and typing your name, you are expressing intent to sign this form and certifying that all information contained herein is true, accurate, and complete, to the best of your knowledge and belief. If you decline to sign this form electronically, you must physically sign this form and all other forms required for your project.*

Signature

Date signed _____

