



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WW-19-0099-C

DOCUMENT TITLE

MUNICIPAL HIGHWAY, BRIDGES, ARCHES & CULVERTS CHECKLIST

PROGRAM/BUREAU

WATERWAYS PROGRAM

STATUTORY AUTHORITY OR LEGAL CITATION

CH. 30, WIS. STATS.

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

12/2/2019

DATE FINALIZED

12/30/19

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

12/23/19

Signature

Date

WDNR-GP2-2017 GENERAL PERMIT APPLICATION INSTRUCTIONS

In compliance with the provision(s) of Wis. Stat. § 281.36 (3b)(b), no person may discharge/place dredged or fill material into a wetland unless the discharge is authorized by a wetland general permit or individual permit issued by the Department of Natural Resources (department or DNR) or the discharge is exempt by statute. In compliance with the provision(s) of Wis. Stat. § 30.123(2), unless an individual or a general permit has been issued by the department or authorization has been granted by the legislature, no person may construct or maintain a public highway, bridge or construct, place, or maintain a culvert in, on, or over navigable waters. To qualify for this general permit, your project must meet all eligibility standards, permit conditions and all other terms and conditions outlined in WDNR-GP2-2017. Projects that do not meet all standards are not eligible for this general permit and will need to apply for state waterway and wetland individual permits as outlined in Wisconsin Statutes § 281.36(3g)(i) and 30.206(3r).

STEP 1: Determine Project Eligibility by carefully reviewing all terms and conditions of **WDNR-GP2-2017** to verify the proposed project meets the eligibility standards and permit conditions. Eligibility standards are listed on pages three and four as an optional checklist that can be used by the applicant and WDNR. **Please contact the local [DNR Transportation Liaison](#) for a pre-application discussion.**

STEP 2: Prepare DNR Application Package by completing the [Water Resources Application for Project Permits \(WRAPP\)" \(Form#3500-053\)](#) OR an [Information Worksheet](#) and compiling all the required information as outlined on page 2 of this package. Eligibility standards are listed on pages three and four as an optional checklist that can be used by the applicant and WDNR.

STEP 3: Submit a Completed Application Package to the local [DNR Transportation Liaison](#) a minimum of 30 calendar days prior to the desired project construction start date.

STEP 4: Receive Notice of Coverage within 30 days after the DNR receives your **complete** application package. You will receive a notification of coverage letter under WDNR-GP2-2017 or you may be requested to provide additional information to verify the proposed project meets all the terms and conditions of this permit. In some cases, you may be notified that your project requires an Individual Permit.

WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

Note: To avoid delays, supply the information listed below in an organized format.

- | | LOCATION |
|--|--------------------------------|
| <input type="checkbox"/> Completed and signed Water Resources Application for Project Permits (WRAPP) OR Information Worksheet | Form |
| <input type="checkbox"/> Project plans or schematic drawings showing: <ul style="list-style-type: none"> • The existing roadway and/ or structure, including dimensions • The proposed roadway and/or structure, including dimensions and structure type. • Proposed site specific erosion control measures • Details for any stream diversion during construction, if needed, as well as temporary and permanent stabilization • Temporary and permanent disposal location for excavated materials • Location of waterway and wetlands, including dimensions and area of impact and wetland type as well as description of the type, composition and quality of material proposed to be used for fill in wetlands. • Names and addresses of adjoining property owners | Plan sheet/
drawing |

**GP
Attachment**

- A list and status of any local, state, federal authorizations needed. Check all that are applicable. Please indicate if the permit has been Approved (A), Denied (D) or Pending (P):

Local Zoning Permit		List other permits:	
US Army Corps of Engineers Permit			
WDNR Construction Site Stormwater Permit (for total impacts > 1 acre)			

- Photographs** that represent existing site conditions where project will occur. **Attachment**

Municipal Highway, Bridges, Arches and Culverts Alternatives Analysis:

If the project is impacting wetlands, the following information is required:

➤ **Background / Description of the Project – Purpose and Need (Check all that apply)**

Deteriorated Road / Structure		Emergency structure replacement	
Flooding problems on the road			
Safety Problems		Other (Please identify):	
Widening to accommodate traffic increase			

➤ **Alternatives:** Identify ways that wetland impacts were avoided and minimized during design (Check all that apply)

Reduced width of the road		Erosion control BMPs	
Reduced side slopes of the road			
No sidewalks or altered location of sidewalks or terrace		Other (Please identify):	
Chose shorter or more appropriate stream structure type			

➤ **Alternatives analysis:** Explain why alternatives that had less wetland impact were eliminated from consideration, including cost comparisons, logistics, technology and any other reasons

Use separate sheet to describe why the impact to the wetland cannot be avoided and how the impact to the wetland will be minimized.

CERTIFIED ELIGIBILITY STANDARDS	
1. The applicant has contacted the local WDNR Transportation Liaison during the development of the project to have a pre-application discussion. Go to dnr.wi.gov, key word “transportation” for more information.	
2. A municipality is the applicant and the project purpose is a public transportation project to construct, reconstruct or maintain a highway, bridge, arch or culvert associated with a single and complete project. Projects that are administered (or “let”) by WisDOT are not eligible for this general permit.	
3. If the project includes a bridge, arch or culvert that is greater than 36” in diameter, the applicant has made a reasonable effort to coordinate with the County Highway Commissioner or a professional engineer that is a designated agent for the municipality.	
4. Structures over lake outlets and lake systems are not eligible for this permit.	
5. A structure that is regulated under Chapter 31 is not eligible for this permit.	
6. A structure installed with the intent to back up water is not eligible for a general permit.	
7. The proposed road stream crossing has water passing characteristics at least as effective as the existing road grade and structure.	
8. Projects that include a new crossing of a navigable waterway where there previously was no structure are not eligible for this general permit.	
9. Projects that may impact tribal lands or rights, including potential impacts to water systems supporting wild rice, may require additional coordination. Please contact the DNR Transportation Liaison as soon as possible to begin coordination.	
10. This general permit does not authorize any permanent change in the course of a navigable stream, or removal of material from the bed of any waterway, except for what is necessary to place the structure.	
11. Minor dredging (less than 25 cubic yards) within the right-of-way (ROW) for road maintenance may be approvable under this general permit, provided best management practices (BMPs) are used to comply with water quality standards.	
12. The proposed project avoids and minimizes wetland impacts to the greatest extent practicable, in accordance with Wis. Admin. Code NR 103.	
13. The project shall not impact more than 10,000 square feet (0.23 acre) of wetland or waterway for a single and complete project.	
14. The discharge will cause only minimal adverse environmental impacts.	
15. Project will not result in a deleterious impact to any publicly owned trails or property.	
16. Project activities will not take place in or result in adverse impacts to Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, southern 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.	
17. The top surface elevation of the road will not be raised higher than pre-flood conditions without sufficient analysis and shall conform to the requirements of Wis. Admin. Code chapter NR 116 Wisconsin’s Floodplain Management Program and local floodplain ordinance.	
18. Rip rap used to stabilize a road will comply with best management practices and technical	

erosion control standards.	
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CERTIFIED ELIGIBILITY STANDARDS (CONTINUED)	
19. Minor stormsewer outfalls within the road right-of-way may be permitted under this general permit, provided that the structure will have minimal impacts to the waterway or wetland and BMPs are used in design and placement of the structure.	
20. Ditch maintenance may be permitted under this general permit provided that the dimensions of the ditch are not being altered and best management practices (BMPs) are used to comply with water quality standards.	
21. Flood Resiliency – Structures over navigable waterways must be sized and set at an elevation so that water depths, widths and velocities at the inlet and outlet match the natural stream channel. Invert elevations of culverts will be determined by surveying the stream upstream and downstream and setting the culvert below the natural flow line.	
22. The project shall not result in a material obstruction to navigation, and must allow for portage to anyone legally navigating the waterway. All bridges shall either maintain a clearance of not less than 5 feet above the ordinary high water mark (OHWM), or comply with requirements of Wis. Admin. Code NR 320.04(3) .	
23. To minimize adverse impacts on fish movement, fish spawning, and egg incubation periods, work in the waterway may not take place during the following periods, <u>unless modified by the Transportation Liaison</u> , who will coordinate with the DNR Fisheries Biologist: <ul style="list-style-type: none"> • September 15th through May 15th for all trout streams and upstream to the first dam or barrier on the Root River (Racine County), the Kewaunee River (Kewaunee County), and Strawberry Creek (Door County). To determine if a waterway is a trout stream, you may use the WDNR website trout maps which can be found at http://dnr.wi.gov/topic/fishing/trout/streammaps.html. • March 1st through June 15th for ALL other waters. 	
24. For projects located in an area that is known for wildlife movement or migration, the applicant has coordinated with the Transportation Liaison to use BMP's to provide habitat connectivity in the design and construction of the project.	

Signature of municipal representative certifying that the project meets the eligibility standards as outlined in the optional attached checklist and WDNR-GP2-2017:
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Signature of County Highway Commissioner or PE representing the municipality, if structure is >36" in diameter (optional):
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