



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-19-01 C

DOCUMENT TITLE

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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

Wetland Conservation Individual Permit Application Instructions

Determine eligibility for this individual permit:

- Choose an activity decision module on web, <http://dnr.wi.gov/topic/waterways>

Pre-Application Meeting is recommended with the local Water Management Specialist, <http://dnr.wi.gov/topic/Waterways/contacts.html#county>, and **prior** to submitting the application packet for an individual permit.

- The meeting is to help to design an approvable project and complete your application.
- It is also suggested that U.S. Army Corps of Engineers project manager

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 refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

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
- Obtain any other applicable state permits

Public Notice Newspaper Posting:

- As part of the permit process, it is required to publish in the newspaper as a Class 1 public notice.
- The Department will prepare the Notice
- If you would like to delegate to the Department the required task of publishing in the newspaper, please select and pay the additional fee.

To find the local Water Management Specialist for your county refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

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 needs to 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>.

- Application fee is **not required** if the project:
 - If the project has state or federal funding **AND** the project installation work will be **conducted** by the same state or federal agency.
 - Documentation of the fee exemption and statement describing who will be doing the actual project installation work, if approved.

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/>. Be sure to include:

- Soil Survey Map(s)
- Wisconsin Wetland Inventory Map(s)
- Recent Aerial Photographs with the locations of each wetland restoration activity clearly labeled (i.e. ditch fill, scrape, etc.)

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.

- Number and location of:
 - Scrapes
 - Micro-topography
 - Water control structures, includes in-stream structures which are considered dams, such as weirs, tin whistles, ditch plugs with outlet pipes, etc.
 - Embankments/dikes, which are considered dams if across a watercourse
 - Ditch fill/ditch plugs, which must have no outlet pipes
 - Breach dike or dike removal
- Total acres of wetland filled (berm/embankment/dike, not ditch fill)
- Approximate wetland acres enhanced
- Approximate wetland acres restored
- Approximate wetland areas created

7. **Narrative description** of your proposal on a separate page. Please include:

- Goal and object for project
- How you intend to carry out the project, including methods, materials, equipment, and including long-term site management
- 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 excavated materials
- Types of vegetation found in existing wetland and adjacent wetlands
- Number and location of:
 - Scrapes
 - Micro-topography
 - Water control structures, includes in-stream structures which are considered dams, such as weirs, tin whistles, ditch plugs with outlet pipes, etc.
 - Embankments/dikes, which are considered dams if across a watercourse
 - Ditch fill/ditch plugs, which must have no outlet pipes
 - Breach dike or dike removal
- Total acres of wetland filled (berm/embankment/dike, not ditch fill)
- Approximate wetland acres enhanced
- Approximate wetland acres restored
- Approximate wetland areas created
- How proposed project will be carried out, including long-term site management
- Proposed erosion control measures, temporary and permanent
- Disposal location for excavated materials
- Types of vegetation found in existing wetland and adjacent wetlands
- Distance from your project to the nearest lake, stream or pond.

8. **Wetland Delineation Report** may be required. Use the Surface Water Data Viewer, <http://dnr.wi.gov/topic/surfacewater/swdv/>, to determine if there are mapped wetlands or wetland indicator soils in the area (using the Wisconsin Wetland Indicator and the Wetland Indicator layers). If wetlands are present near the project area, it is suggested to have a wetland delineation done for the property. Wetland delineation reports either need to be conducted by an Assured Delineator (<http://dnr.wi.gov/topic/Wetlands/assurance.html>) or to have received concurrence from either 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, unless otherwise determined by the local Water Management Specialist.

9. **Completed dam design calculations, if a dam is proposed**, which includes any hydrologic or hydraulic calculations and project benchmark description used for design elevations – attach benchmark location information to the plan and specification submittal (Can be assumed datum, but reference to National Geodetic Vertical Datum (NGVD) is preferred, if available at site). **NOTE:** The supplemental dam checklist included in this packet was created to help verify and ensure you include all dam information necessary for staff to begin the permit review process. Failure to include all of the required information will result in an incomplete permit application and delay the processing of your permit.

10. **Wetland Conservation Form** - Complete Sections II and V certifying the project meets the terms and conditions of the eligibility standards listed in Section 1 and permit conditions in Section V. For projects that propose dams across a watercourse, please be sure to complete the Additional Information section for each dam. This is completed within the ePermitting System.

11. **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.

12. **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.