

Municipal Transportation Projects Individual Permit Application Instructions

An individual permit is required if the municipal transportation project does not meet the general permit eligibility standards. The municipality will need to apply for state waterway and wetland individual permits as outlined in Wisconsin Statutes § 281.36(3g)(i) and 30.206(3r), and Wisconsin Administrative Code § NR 320.

STEP 1: A Pre-application Meeting with a [WDNR Transportation Liaison](#) is **required** before applying for an individual permit. This meeting will help you design an approvable project and complete your application. We suggest you include US Army Corps of Engineers staff in this meeting. See the Municipal Transportation Pre-Application Checklist, which can be found on the [DNR Transportation webpage](#) under the “permits” tab, to adequately prepare the necessary materials for initial consultation.

STEP 2: Prepare DNR Application Package by completing the *Water Resources Application for Project Permits (WRAPP form # 3500-053)* and compiling all the required information listed in this checklist. The Department offers the opportunity to apply electronically for waterway and wetland permits. **For municipal transportation projects, only Individual Permits are available online.** The Water Permits portal page can be found at <http://dnr.wi.gov/Permits/Water/>.

STEP 3: Submit a Completed Application Package either online at <http://dnr.wi.gov/Permits/Water/>, OR you may work directly with your regional [WDNR Transportation Liaison](#), a *minimum* of 125 calendar days prior to the desired project construction start date to allow for processing and the required 30 day public notice. An electronic version of your entire permit application package is required. **NO FEE is required for municipal transportation permit applications.**

STEP 4: You may be requested to provide additional information in order to complete your application.

WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

Note: To avoid delays, supply all of the information listed below in a complete and organized format.

- ✓ Completed and signed **WRAPP form** (Form 3500-053), which can be found on the [DNR Transportation webpage](#) under the “permits” tab.
- ✓ **Maps** showing the project limits, topographic maps and aerial photographs
- ✓ **Project plans** or schematic drawings showing:
 - The existing roadway and/or structures, including dimensions (length, width, depth) in plan and profile views
 - The proposed roadway and/or structures, including dimensions and structure type
 - Proposed road fill and footing material, including slope intercepts, side slopes of the fill, and proposed excavation in the wetlands and waterways in plan and profile views
 - Location of existing wetlands and waterway and floodplain within the project area, including dimensions and area of impact, types of vegetation and wetland type (square feet or acres)
 - Proposed site specific temporary and permanent erosion control measures
 - Temporary and permanent disposal location for excavated materials
 - Description of the type, composition and quality of material proposed to be used for fill in wetlands.
 - Names and addresses of adjoining property owners
 - Proposed construction schedule and sequence of work
- ✓ **Photographs** that represent existing site conditions, including inside, upstream and downstream of any structures
- ✓ A **list and status** of any other local, state, or federal authorizations needed, including but not limited to local zoning permits, USACE Permit, WDNR Construction Site Stormwater Permit (for total area impacts > 1 acre)
- ✓ **Wetland Information (if applicable – Projects with wetland impacts of <10000 ft² may be eligible for a GP)**
 - Complete copy of wetland delineation, including location of wetlands on project plan
 - [Mitigation Summary Sheet](#) (if applicable) & Compensation site plan (if permittee-responsible mitigation)
 - A completed Project Practicable Alternatives Analysis
- ✓ **Waterway Information (if applicable)**
 - Details for any stream diversion during construction, if needed, as well as temporary and permanent stabilization
 - Temporary and permanent bank stabilization
 - Current surface water elevation, ordinary high water (OHW), and streambed elevation at proposed structure
 - A hydrologic / hydraulic analysis may be required if the proposed project involves complex water level and flow issues and will reduce the effective flood flow capacity of the waterway by obstructing existing flow area
 - [Municipal Supplemental Worksheet](#) for sizing and setting bridges, arches and culverts