Fish Sticks Online Permitting Process: How to apply for your project

This document contains the following steps:

1) Application documents— information required for your permit application (Pages 1-6)
2) File organization – how to organize large projects (Pages 7–8)
3) The Water ePermitting System – how to submit the online permit application (Pages 9-25)
4) Your fish sticks permit (Page 26)

This document is not intended to be read beginning-end, but rather is a troubleshooting document to aid you in the online permitting process.

Step 1: Application documents— what information you will need for your permit application

a. Landowner (or authorized representative) or group information (lake association, conservation club, etc.) - This will include a name(s), mailing address, phone number, and email address. Make sure you have this information for everyone that may be involved in the project for this part of the application.

b. Project/ site location information – project name, county, location address, GPS coordinates or Township, Range, and Section.

c. Legible Site Map demonstrating where the project will take place, see example image (Fig. 1a & b) below with project site highlighted in red.

Figure 1a & b. Example Site Maps outlining project area
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d. **Site photos** - these need to be from ground level demonstrating what the project area currently looks like during growing conditions. If possible, please also include photos of what the fish sticks will look like from shore after they are installed. See example below (Fig 2a & b).

![Site Photos Example](image1)

![Site Photos Example](image2)

**Figure 2a & b. Example of Site Photos**

e. **Project Narrative** – please include the following information:
  - What the project is, purpose of the 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
  - **Indicate whether to allow**, as part of your permit coverage, to let **new fish sticks sites on the same lake to be afforded coverage under your general permit at a later date** with no additional fee.
f. **Ownership documentation** for all properties within the project area—examples include: a copy of a deed, land contract, or a current property tax statement or receipt, see example below (Fig. 3). The property tax information can typically be accessed from the county webpage.

![Figure 3. Example of Property Tax Statement](image)

Real Estate Washburn County Property Listing

Today's Date: 12/21/2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax ID: 5966</td>
<td>WASHBURN CO CFL</td>
</tr>
<tr>
<td>Legacy PIN: 65 010 2 38 10 13 3 3 0010</td>
<td>Updated: 3/23/2009</td>
</tr>
<tr>
<td>Map ID: B6 889</td>
<td></td>
</tr>
<tr>
<td>municipality: Town of Birchwood</td>
<td></td>
</tr>
<tr>
<td>description: SW SWY V 70 P 62. Y 18 MISD P 258 PCL</td>
<td></td>
</tr>
<tr>
<td>Recorded Acres: 40,000</td>
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</tr>
<tr>
<td>Calculated Acres: 40,000</td>
<td></td>
</tr>
<tr>
<td>Legacy Acres: 0</td>
<td></td>
</tr>
<tr>
<td>First Dollar: No</td>
<td></td>
</tr>
<tr>
<td>Waterbody: Loyhead Lake (2)</td>
<td></td>
</tr>
<tr>
<td>Zoning: (F) Forestry</td>
<td></td>
</tr>
<tr>
<td>Property Status: Current</td>
<td></td>
</tr>
<tr>
<td>Billing Address: WASHBURN CO CFL</td>
<td></td>
</tr>
<tr>
<td>Mailing Address: WASHBURN CO CFL</td>
<td></td>
</tr>
<tr>
<td>Billing Address: 10 4TH AVE, SHELL LAKE WI 54871</td>
<td></td>
</tr>
<tr>
<td>Mailing Address: 10 4TH AVE, SHELL LAKE WI 54871</td>
<td></td>
</tr>
<tr>
<td>Site Address: N/A</td>
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</tr>
<tr>
<td>Site Address: N/A</td>
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<tr>
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<td>2015 Assessment Detail</td>
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<tr>
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<td>2-Year Comparison</td>
<td>2014</td>
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<tr>
<td>Land:</td>
<td>0</td>
</tr>
<tr>
<td>Improved:</td>
<td>0</td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
</tr>
</tbody>
</table>

Recorded Documents | N/A |

Updated: N/A

N/A

N/A
g. **Plans and specifications**—example below. Please make sure to include a top view and cross section view as well as a description of the proposed materials. (Fig. 4)

![Diagram of plans and specifications]

Proposed materials:
- Use 20-30 ft live trees, cable trees together. Trees will be put together in groups of 3 to 4 to form a complex. 3 to 5 complexes will be placed within the site.
- Trees will be secured to anchor points along the shore.
- Trees will be placed in late January through February when ice is thick enough to sustain heavy equipment load and impacts to environment are minimal. Plowing may be necessary to maintain road to site.
- Trees will be harvested on site, but outside of the 35 ft buffer.

Figure 4. Example Plans and Specifications
h. **Wetland Assessment Method** - separate maps or a combined map displaying the Wisconsin Wetland Inventory (WWI) Layer, Wetland Indicator Layer, and an Aerial or Topographical map of the project area. See examples (Fig. 5a & b and Fig 6) below.

![Figure 5a. Wisconsin Wetland Inventory Layer. Fig 5b: Wetland Indicator Layer](image1.png)

![Figure 6. Digital Topographic Layer.](image2.png)
i. **Endangered or Threatened Resource Screening** – This is an optional item within the permitting process.
   - You can:
     - Use the NHI Public Portal (link below) to evaluate the site and save the finished report as a .pdf to be uploaded to the application later in the process.
     - Work with the DNR Biologist who can provide this screening information for you.
     - Select “No” on the WRAPP form if the project was not evaluated for the Endangered or Threatened resources.
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Step 2: File organization – how to organize large projects
Skip this step if you are comfortable with computers files/organization.

a. Create a file folder for your project on your desktop. This can be done by right clicking the screen, select new, then select folder. Then name the folder, as shown below.

![Figure 7. Image of created folder on desktop holding fish sticks project documents.](image)

b. In this folder, you can create subfolders for each fish sticks property and have each property’s respective information. (Fig. 8)

![Figure 8. Image of property sub-folder organization within folder](image)
c. While collecting information for your fish sticks permit application, save these documents within that property’s folder. You can also save a copy of your permit here once that is sent to you (Fig. 9).

Figure 9. Image of collected application documents within the Darter property sub-folder.
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**Step 3: The Water ePermitting System – how to submit the online permit application**

a. First, go to [http://dnr.wi.gov/permits/water](http://dnr.wi.gov/permits/water). From this page, you will need to register for a WAMS ID, if so choose **Register**. If you already have a WAMS ID, you will choose **Begin** (Fig. 10) and login using your WAMS ID and password (Fig. 11).

![Figure 10. Water Portal Page.](image1.png)

![Figure 11. Login screen on DNR online permitting website.](image2.png)
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a. Then you will be redirected to the **My Permit Applications** webpage (Fig. 12). Here you can either start a new application or continue editing an existing application.

- **To start new application**: click **Waterway and Wetlands** from the list of Permit Categories along the left and select **Start General Permit**.
- **The existing permit applications** will be listed under:
  - **Step 1: Draft Permit Applications** - This is where draft applications will appear that haven’t been submitted. To open a previously started application, select the project name and this will open to the home page of the application and will contain the all information previously saved in the application.
  - **Step 2: Signature Confirmation Needed** – This section is for different applications and applicants for Fish Sticks activities do not need to worry about this step.
  - **Permit Applications I Submitted to the DNR** and the **Permit Applications Submitted by others through the Assign Role feature** – these areas are when submitted applications will appear when they have been successfully completed. Applications that appear here are no longer editable.

![Figure 12. My Permit Applications Page.](image)
How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

b. Select **Start General Permit** (Fig. 13).

![Image of Permitting Process](image)

Figure 13. Starting either a General or Individual Permit webpage.

c. Name your project and select **Habitat Structure-Fish Sticks** from list of activities shown in Fig. 14 on the application home page.

![Image of Application Home Page](image)

**Figure. 14. Application Home Page.**
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d. Select the gray **Application** button above **Permit Info** section where you entered in the project name and begin filling in the **Section 1: Landowner Information – Section 4: Project or Site Location** (information from 1a and 1b) (Fig. 15).

   NOTE: While completing this portion of your application, make sure to frequently save using the blue save disc icon which appears towards the top left corner of the window.
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Figure 15. Section 1 through 4 of the Water Resources Application for Project Permits (WRAPP) form.
e. Based on the information gathered under Step 1h, select the appropriate option on Section 5 of the WRAPP form (Fig. 16).

![Water Resources Application for Project Permits](image)

**Figure 16. Section 5 Wetlands on the WRAPP form.**
f. Based on the information gathered under Step 1i, select the appropriate option on Section 6 of the WRAPP form (Fig. 17).

![Section 6: Endangered or Threatened Resources](image)

Figure 17. Section 6 Endangered or Threatened Resources on the WRAPP form.

g. Enter the anticipated dates that the project will occur and date of photographs to be added in the attachments section. It also provides instructions for how to write your project narrative. (Fig. 18)

![Section 7: Project Information](image)

Figure 18. Section 7 Project Information on the WRAPP form.
Section 8 verifies that you provided accurate information, explains some legal obligations of the permit, and that you are going to sign the permit application electronically. This is also available as the Terms and Conditions on the Signature page when you are signing and submitting the application to the DNR. (Fig. 19 & 28)

![Section 8: Certification and Permissions]

Figure 19. Certification and Permissions on the WRAPP form.

i. The Validation Summary is present to check your application for missing information or errors. This summary tells you where an issue exists and what needs to be corrected (Fig. 20). Required fields are indicated with a red asterisk, and to clear out errors, update the information and then either click Save or click the Press to Refresh Missing Items button. It appears at the bottom of the Application page.

j. You can navigate between the Application and Attachments pages as much as needed to in order to complete your application.

![Validation Summary Section of WRAPP form]

Figure 20. Validation Summary Section of WRAPP form.
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k. Navigate to the Attachments page where the list of required attachments will be displayed for all of the project activities that were selected on the application home page. (Fig. 20 & 21)

![Figure 21. Top portion of Attachments page.](Image of Attachments page)
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Figure 22. Lower portion of Attachments page.

1. When there are no missing items on the Application or Attachments pages, you will be able to navigate to Payment.

m. Update the number of activities to generate the total due for the project or indicate if the project is fee exempt.
   i. If applying for only Fish Sticks on one waterbody, enter “1.” (if the project is not fee exempt, skip to step 3n for Payment instructions)
Figure 23. Payment screen to update the number of activities, if not fee exempt.

ii. **Fee exempt projects** must meet one of the following conditions:
   1. Receiving State or Federal funding
      a. Please upload a copy of the signed grant agreement or cover letter on the funding agency’s letterhead discussing the grant award to the Attachments page.
   2. Project is being conducted by the WI DNR and WI DNR is listed on the WRAPP form under Section 1, 2 and/or 3.
   3. Project is for additional fish sticks on a lake that has received a permit within the past 5 years.
      a. Please upload a copy of the previously submitted permit to the Attachments page.
   4. If the project qualifies for fee exemption, follow the 4 steps below in the special section for fee exempt projects and navigate to the **Signature** page.
SPECIAL SECTION DIRECTIONS FOR FEE EXEMPT PROJECTS ONLY

1. Update the number of activities on Fig. 23 so that all areas say “0”
2. Select the Federal & State Project or Municipal Transportation Fee Exempt button.
3. Enter short description of why the project is fee exempt and contact information. (Fig 24)

Figure 24. Fee Exemption information.

4. Click Sign and Submit button and Skip to Step 3q on page 23.

n. Choose the Complete Payment at US Bank button. Payment is collected through US Bank and can be submitted as either a credit/debit card or as an eCheck. If another login screen appears, choose the option to check out without registering as this is a different login information than your WAMS ID. Figure 25 shows a sample of the billing information entry screen with the amount due for an invoice.
Figure 25. View of US Bank Payment entry screen.
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o. When payment is finished an email transaction summary with a confirmation code will be sent the email entered with the US Bank billing information. (Fig. 26)

Figure 26. Example of email transaction summary with a confirmation code.

p. Copy the confirmation code and paste it into the area on the Payment screen. (Fig. 27)

Figure 27. Entry screen for the confirmation number.
q. Choose the **Sign and Submit** button.

r. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID user name and a time/date stamp. This is the same information that appears under Section 8 on the WRAPP form. (Fig. 19 & 28)

![Sign and Submit Permit](image)

Figure 28. Terms and conditions and signing the application.

s. Choose the **Sign and Submit to DNR** button to submit the application to DNR.

t. Receive Confirmation Email saying that application has successfully been submitted to the DNR (Fig. 29) to the email address associated with the WAMS ID that signed and submitted the application.
  - Here you will be able to print or save a copy of the finished application if desired.
How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

Figure 29. Example confirmation of application submittal email.

Subject: A permit application has been signed and submitted using your credentials

You have successfully signed and submitted your application for processing. Please review the printable version of your application below. Now that your application has been submitted to the DNR, it can not be altered or resent.

Save a Copy of your application: Printable Signed Application

After 3-5 working days you may track the status of your permit at Search Applications. An application does not appear in the online tracking status until it is routed from the Department of Natural Resources’s central intake to a Department of Natural Resources’s reviewer.

Depending on your permit type, you may receive other communication from the Department of Natural Resources.

NOTE: If you suspect someone has submitted an application without your consent, please notify the Wisconsin Department of Natural Resources through the issue submission process.
Step 4: Your fish sticks permit

a. When you receive your approved permit, it will be a letter from a Water Management Specialist (WMS) and the permit. Examples of this documentation appear below in Fig. 30 and 31.

Figure 30. The top of a permit letter received with fish sticks permit.

Figure 31. The top portion of the general permit received after DNR review. The permit will follow the permit letter.