

**Note:** In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

State of Wisconsin  
Department of Natural Resources (DNR)  
Bureau of Natural Heritage Conservation  
Attn: Endangered Resources Review Program  
PO Box 7921, Madison WI 53707-7921  
[dnr.wi.gov](http://dnr.wi.gov)

## Incidental Take Permit / Authorization Application

Form 1700-067 (R 4/19)

This application is used to request an Incidental Take Permit or Incidental Take Authorization through the Endangered Resources (ER) Review Program. Before completing this form, please read the additional information section on Pages 3-4 regarding Wisconsin's Endangered Species Law, initiation of the Incidental Take Consultation process, the required Conservation Plan (Section 6), the Implementing Agreement required for Incidental Take Permits, additional fees that may be charged for biological consultation needed to complete and make a determination regarding this request, and additional instruction for completing this form.

**Instructions:** The following materials are required to process this request and determine whether or not an Incidental Take Permit or Authorization is warranted based on the criteria specified in Wisconsin's Endangered Species Law. Please submit all materials well before the project is scheduled to begin (i.e., several months or more) to allow ample time for processing, public notice (see "Notice" below) and any needed follow-up actions prior to project initiation. Send all materials to the address above.

- Completed, signed form (Pages 1-2)
- Map(s) delineating the project area, preferably a topographic map and digital orthophoto (aerial photo)
- Photographs that clearly show the project area, including natural features and vegetation present on site
- Additional relevant information and reports (e.g., detailed project and habitat descriptions, wetland delineation, site plans)
- Fee of \$100 for Incidental Take Permits only (per s. 29.563(11), Wis. Stats. See Section 5 of this form to determine if you are requesting an Incidental Take Permit.) Make check payable to the ER Review Program.

**Notice:** Personal information collected will be used for administrative purposes and may also be made available to requesters under Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.). Additionally, Incidental Take Authorizations and Incidental Take Permits typically require a 30 day public notice period; the public notice will include some information provided on this form and in supplemental documents.

### Section 1: Applicant Information

Applicant Type:  Individual  Business  Corporation  Institution  Agency  Other \_\_\_\_\_

Name	Organization		
Mailing Address	City	State	ZIP Code
Telephone Number	Email Address		

### Section 2: Landowner Information (if different than Section 1)

Name	Organization		
Mailing Address	City	State	ZIP Code
Telephone Number	Email Address		

### Section 3: Project Information

Project Name:	Project Address (if applicable):
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Applicant Type(s):  Residential  Industrial  Transportation (roads, railroads, trails, harbors, airports)  NRCS  
 Commercial  Utility/Energy  Other: \_\_\_\_\_

Start Date (on-site disturbance):	End Date (on-site disturbance):	Total Acreage:
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County \_\_\_\_\_  City  Town  Village of \_\_\_\_\_

Township	Range	Direction	Section	Quarter Section	Quarter-Quarter Section	Additional Comments on TRS Location (attach additional information if necessary)
N		<input type="radio"/> E <input type="radio"/> W		<input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> SW <input type="radio"/> SE	<input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> SW <input type="radio"/> SE	
N		<input type="radio"/> E <input type="radio"/> W		<input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> SW <input type="radio"/> SE	<input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> SW <input type="radio"/> SE	

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## Section 3: Project Information (continued)

Provide a brief description of the proposed project and associated disturbance, including acres to be disturbed. (Detailed information will be provided in the Conservation Plan).

Provide a brief description of the habitat types and current land use within the project area. (Detailed information will be provided in the Conservation Plan).

## Section 4: Species Information

The project is likely to result in incidental take of which endangered or threatened species? (as determined by an ER Review (attach) and/or correspondence with other DNR staff or rare species experts)

Common and scientific name of species:

Name and contact information of DNR staff or rare species expert:

## Section 5: Type of Incidental Take Request (check one box)

Incidental Take Permit (ITP)

Incidental Take Authorization (ITA)

## Section 6: Conservation Plan (check one box)

Conservation Plan is being submitted with this request

Conservation Plan will be submitted at a later date (please note that the public notice cannot begin until this document has been submitted and finalized)

## Section 7: Implementing Agreement (check one box)

ITA: Implementing Agreement not required

ITP: Implementing Agreement will be submitted at a later date (please note that the public notice cannot begin until this document has been submitted and finalized)

ITP: Implementing Agreement is being submitted with this request

## Section 8: Related Permits, Licenses or Regulatory Approvals

Please list and attach copies of all ER Reviews or other reviews conducted for the project by the DNR or other agencies.

Permit, License or Approval	Issuing Agency, Program or Municipality	Contact Person	Status
			<input type="radio"/> will be applying for <input type="radio"/> have applied for <input type="radio"/> have received
			<input type="radio"/> will be applying for <input type="radio"/> have applied for <input type="radio"/> have received

## Section 9: Applicant Certification

I am the individual or authorized representative of the individual, business, corporation, institution, or public agency with overall responsibility for the project that may result in the taking of the listed species identified in Section 4. To the best of my knowledge, the information I have provided is complete and accurate.

I have read and understand the information on Pages 3-4 regarding Wisconsin's Endangered Species Law, the Incidental Take Consultation process, fees that may be charged by DNR for completion of this request, the required Conservation Plan (Section 6), and the Implementing Agreement required for Incidental Take Permits. I understand that the submitted project may not be eligible for an Incidental Take Permit or Incidental Take Authorization.

If this request is for an Incidental Take Permit, I understand that I am required to sign an Implementing Agreement once the Conservation Plan has been finalized and prior to issuance of the Incidental Take Permit. I have read the template Implementing Agreement referenced on Page 3, and I am willing to commit to and sign this Implementing Agreement.

If this request is for an Incidental Take Permit, I am submitting with this form the \$100 fee required by s. 29.563(11), Wis. Stats. I also agree to pay, within 30 days of receipt of an invoice, the amount indicated on the invoice which covers the cost of DNR provision of biological consultation needed to complete and make a determination regarding this request (Ch. NR 29, Wis. Adm. Code).

Applicant Signature

Date Signed

Applicant Name (please print)

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## Additional Information (this section does not need to be submitted with the request)

**Wisconsin's Endangered Species Law** (s. 29.604, Wis. Stats.) prohibits the take, transport, possession, processing or sale of any wild animal on the Wisconsin Endangered and Threatened Species List. The law also prohibits the removal, transport, carrying away, cutting, rooting up, severing, injury or destruction of any wild plant on the Wisconsin Endangered and Threatened Species List on public lands or on lands the individual does not own or lease, except in the course of forestry or agricultural practices or in the construction, operation or maintenance of a utility facility.

Wisconsin's Endangered Species Law does allow the Department of Natural Resources (DNR) to authorize the taking of a listed species through an Incidental Take Permit or Incidental Take Authorization if the taking is not for the purpose of, but will be only incidental to, the carrying out of an otherwise lawful activity. More information about Incidental Take Permits and Incidental Take Authorizations is available at <http://dnr.wi.gov/topic/ERReview/Take.html>.

**Initiation of the Incidental Take Consultation process:** In nearly all cases, a formal Incidental Take Permit/Authorization Request should be preceded by other communication and consultation with the DNR. Most often, the applicant should first request an Endangered Resources (ER) Review of the proposed project. This ER Review will provide the applicant with the information needed to comply with Wisconsin's Endangered Species Law and other laws and regulations protecting endangered resources. With this information and proper planning, most projects can avoid negatively impacting Wisconsin's threatened and endangered species. The ER Review will also indicate whether or not the applicant will need to request an Incidental Take Permit or Incidental Take Authorization for the project to proceed. More information about ER Reviews is available at <http://dnr.wi.gov/topic/ERReview/Review.html>.

In some cases, the applicant may be notified by other DNR staff (e.g., as part of a DNR permitting process) or other rare species experts that they will need to request an Incidental Take Permit/Authorization for the project to proceed.

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**Implementing Agreement:** An Implementing Agreement is required for all Incidental Take Permits as part of the Incidental Take Consultation process. The template Implementing Agreement can be found on the DNR Incidental Take website <http://dnr.wi.gov/topic/ERReview/Take.html>. Please read this document carefully before proceeding with this application. The individual, business, corporation, institution, or public agency with overall responsibility for the project that may result in the taking of a listed species must commit to and sign this Implementing Agreement once the Conservation Plan is finalized and prior to issuance of the Incidental Take Permit.

### Section 1: Applicant Information

Incidental Take Permits and Authorizations are issued to the party with overall responsibility for the project that may result in the taking of a listed species. The responsible party may be an individual, business, corporation, institution, or agency. If you are applying as an individual, enter the complete name of the responsible individual who will be the permittee if an Incidental Take Permit is issued. If the Applicant Type is anything other than 'Individual', enter the name of the contact person to whom the Incidental Take Permit or Authorization, correspondence, and invoice should be sent (this will also be the individual signing the form). If you are applying as a business, corporation, or institution, enter the complete name of the business, corporation, or institution who will be the permittee if an Incidental Take Permit is issued. If you are applying as the DNR or another state agency, enter the complete name of the state agency which will be the authorized agency if an Incidental Take Authorization is issued (an individual must also be listed as a contact). If you are applying on behalf of a client, the 'Applicant Information' must pertain to the client, and a document evidencing power of attorney must be included with the application.

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### Section 5: Type of Incidental Take Request

**Incidental Take Permit (ITP):** An ITP is the most common incidental take request and is used for activities not conducted by the DNR and not conducted, funded or approved by another state agency. Incidental take associated with most commercial and residential projects (e.g., commercial buildings, subdivisions, single-family home construction) will require an ITP.

**Incidental Take Authorization (ITA):** Incidental take associated with proposed activities being conducted by the DNR itself or being conducted, funded, or approved by another state agency will require an ITA.

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### Section 6: Conservation Plan

A Conservation Plan is required to complete this request. We strongly encourage you to submit all required materials at one time to facilitate processing of the request, however the Conservation Plan can be submitted at a later date if you would like more time to work with species experts and DNR staff on the Conservation Plan. The final version of the Conservation Plan must be approved by the DNR prior to public notice of the Incidental Take Permit/Authorization request. The Conservation Plan may also need to be modified following the public notice period based on public input received during that period. If you have questions about completing the Conservation Plan, please contact the DNR Incidental Take Coordinator at 608-264-6040.

(continued on next page)

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## Additional Information (continued)

### Section 6: Conservation Plan (continued)

The Conservation Plan must include the following sections and information:

- Project Location**  
County, municipality, address, legal description (TRS), map delineating the project boundary, site photographs.
- Project Information**  
Detailed descriptions of 1) the proposed project and associated disturbance, including acres to be disturbed, and 2) the habitat types and current land use within the proposed project area.
- Species Information**  
Information on the biology, ecology, and population status of the species likely to be impacted, including range and habitat preferences.
- Likely Impact to Species**  
Description of the impact to the species that will likely occur as a result of the taking, including an estimate of the number of individuals and amount of habitat likely to be disturbed or destroyed.
- Alternative Actions**  
Description of the alternative actions that have been considered to avoid take of the species and the reasons that these alternatives will not be utilized.
- Minimization and Mitigation Measures**  
Description of proposed measures that the responsible parties will take to minimize and mitigate the impact that the species will suffer.
- Responsible Parties (required only for ITP requests)**  
Name and description of obligations and responsibilities of each party that will be involved in the project that may result in the taking of a listed species.
- Funding (required only for ITP requests)**  
Description of the funding the responsible parties will have available (including the amount, account type, and name of institution where it is held) to implement the proposed minimization and mitigation measures.
- Public benefit (required only for ITA requests)**  
Description of the benefit of the proposed project to public health, safety or welfare.
- Interagency consultation (required only for ITA requests from other state agencies)**  
Description of the interagency consultation procedures established for the purpose of minimizing any adverse effect of the activity on the species.
- Additional Information**  
Any additional information that may be pertinent to the proposed project (e.g., wetland delineation).

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### Section 8: Applicant Certification

**Additional fees that you may be charged for completion of this request:** You may be invoiced an additional fee for DNR provision of biological consultation needed to complete and make a determination regarding this request (Ch. NR 29, Wis. Adm. Code). Biological consultation includes activities such as assessing the impacts to the species that will likely occur as a result of the taking, assistance with development of avoidance, minimization, and mitigation measures, and other activities related primarily to the biological content of the Conservation Plan. The fee is \$20 for each hour, or any portion thereof, of biological consultation provided by DNR staff (with a minimum fee of \$60 if you have not previously requested an ER Review), according to s. NR 29.04, Wis. Adm. Code.

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