ePermitting Updates 2023

Reminders for 2023

- Permit applications must be submitted using the ePermitting system.
  - Help document at the top and bottom of our APM webpage.
  - https://dnr.wi.gov/lakes/plants/forms/

> We thank you for your patience as we review your permits. Your permit will be viewable in the ePermitting system once it has gone through the intake process, which reviews your application for completeness and correctness. Please be advised, any large batches of permit submittals in a single day or week may delay the permit review process.
>
> For more information and helpful tips, please review the APM ePermitting Guidebook [PDF].

Application Forms and Resources

- Apply for an Aquatic Plant Management Permit Online
- Worksheet for Large-Scale Chemical Aquatic Plant Treatment 3200-004a [PDF]
- Aquatic Plant Management Herbicide Treatment Record 3200-111 [PDF]
- APM Permit Site Map Examples [PDF]
- APM ePermitting Guidebook [PDF]

Reminders for 2023

- ePermitting system is the preferred way to submit treatment records.
  - Can validate permit number

Lookup Treatment Record Information

Permit ID #:	NE-2021-12-3456
Permit Name:	Example Permit
Waterbody Name:	Example Lake
Permit Holder Name:	Jane Smith
Chemical Treatment Completed:	⬚ Yes ⬚ No

Where to find your permit number

Reminders for 2023

- ePermitting system is the preferred way to submit treatment records.
  - Autofills some permit information

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Aquatic Plant Management Herbicide Treatment Record
Form 3200-111 (R4/20)   Page 1 of 2

Notice: Completion of this form is a condition of the permit and provides records required by WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22). The Department may not issue you future permits unless you complete and submit this form. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Submit this form: (1) immediately if any unusual circumstances occurred during treatment
(2) as soon after treatment as possible, no later than 30 days
(3) by October 1 if no treatment occurred

Completion of this form along with the permit satisfies the requirements of WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22).

Permit Number	Water body Name (including ponds, e.g., Smith Pond)			
SC-2021-25-9434	Example Pond			
County	Permit Holder Name (Customer Name)			
Dane	Jane Smith			
Permit Holder Address		City	State	Zip Code
123 Test Road		Madison	WI	53712

Applicator Information			
Individual or Business Name		Telephone xxx -xxx-xxxx	
Example Business		123-456-7891	x
Street Address			
123 Test Ave			
City	State	ZIP Code	
Madison	WI	53413	

Reminders for 2023

- ## ePermitting system is the preferred way to submit treatment records.
  - ### Can download PDF to share with clients right away

Reminders for 2023

- In applicant section, ensure correct contact information for permittee is provided (not your own)

  - Application is considered incomplete without correct phone number or email

  - Information is hidden from public view

Before submitting

After submitting

Reminders for 2023

- Ensure acceptable evidence of public notice is submitted with application.

  - Required for NR107 when acreage > 10.0 or 10% of the waterbody ≤ 10 ft in depth.

  - Most common cause of incomplete holds.

  - Acceptable evidence includes:

    - Signed affidavits with notice text included.

    - Picture of notice from the newspaper with newspaper name included.

    - Receipt of ad purchase with notice text, running dates, and newspaper name included.

Reminders for 2023

- Ensure acceptable evidence of public notice is submitted with application.
  - Examples

Reminders for 2023

- Site Maps
  - Site maps should use recent aerial imagery, accurately show the proposed control area(s), and correspond to area(s) listed on application. Should be able to easily tell what you're proposing.
  - Use labels if there is more than one waterbody.
  - If a waterbody's size/shape has completely changed, a new map is needed.
  - Drawn-in polygons are not acceptable if imagery of the waterbody exists.

Reminders for 2023

- Site Maps
  - Good Examples – Recent imagery, clear labels that match permit, zoomed to correct ponds, inset map showing location.

Pond B

Pond A

On permit application:

Pond A – 1.2ac
Pond B – 1.1ac
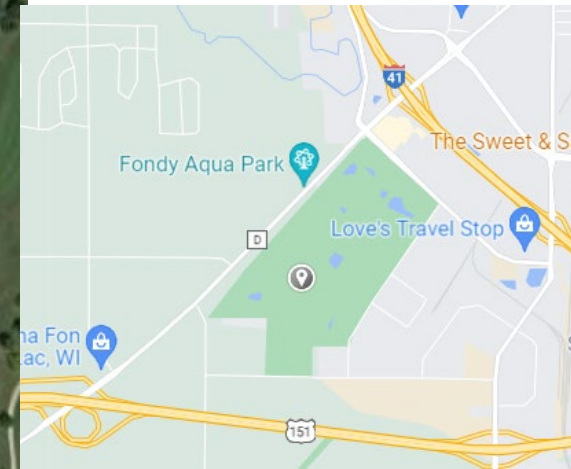
Reminders for 2023

- Site Maps

  - Good Examples – Recent imagery, clear labels that match permit, location inset.

On permit application:

Pond A – 1.2ac
Pond B – 1.1ac

Reminders for 2023

- Site Maps
  - Bad Examples – Unclear which ponds are A and B

On permit application:

Pond A – 1.2ac
Pond B – 1.1ac

Reminders for 2023

- Site Maps
    - Bad Examples – Mismatch between permit and map

On permit application:

Pond A – 1.2ac
Pond B – 1.1ac
Pond C – 1.3ac
Pond D – 1.1ac
Pond E – 3ac

Reminders for 2023

- Ensure both permit and cover letter are in possession.

    - https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

E-Check Payment Option

- Avoids credit card fee
- Some business bank accounts have debit blocks/filter that don't allow e-check payments
- Provide your bank the DNR's Company ID#s to allow funds to be drawn
  - **F396006436**
  - **K396006436**

ePermitting Updates 2023 – Question Clarification

- Clarification of Home Tab questions for determining permit type
  - Asking about the <u>waterbody</u>, not the control area.

Does the waterbody have:
- More than one property owner? ○ Yes ⦿ No
- Uncontrolled surface water discharge? ⦿ Yes ○ No
- Public access? ⦿ Yes ○ No

ePermitting Updates 2023 – Required Fields

- Fields commonly left blank on forms are now required fields. Examples include:
  - Permit Form - Business License Number
  - Treatment Record – Herbicide Name and Amount Applied

- Should reduce confusion and reduce need for incomplete holds or follow up

ePermitting Updates 2023 – Lake Management Plan

- Updated section to be consistent with NR109 form questions
- Required for lakes
- Added section for attachment to be uploaded

ePermitting Updates 2023 – Whole Waterbody Concentration

- Updated section to include herbicide information and allow multiple products.
- Required for lakes.
- Instructions in ePermitting Guidebook.

ePermitting Updates 2023 – Mechanical Harvesting Renewal

- Option for renewing an existing harvesting permit

- Instructions outline when this is appropriate

- If you have questions, contact regional APM coordinator.

Other Minor Updates

- Updated Riparian Owners section on NR109 form to match NR107 form
- Added fee limited option for payment section

Future Updates

- New forms for 2024
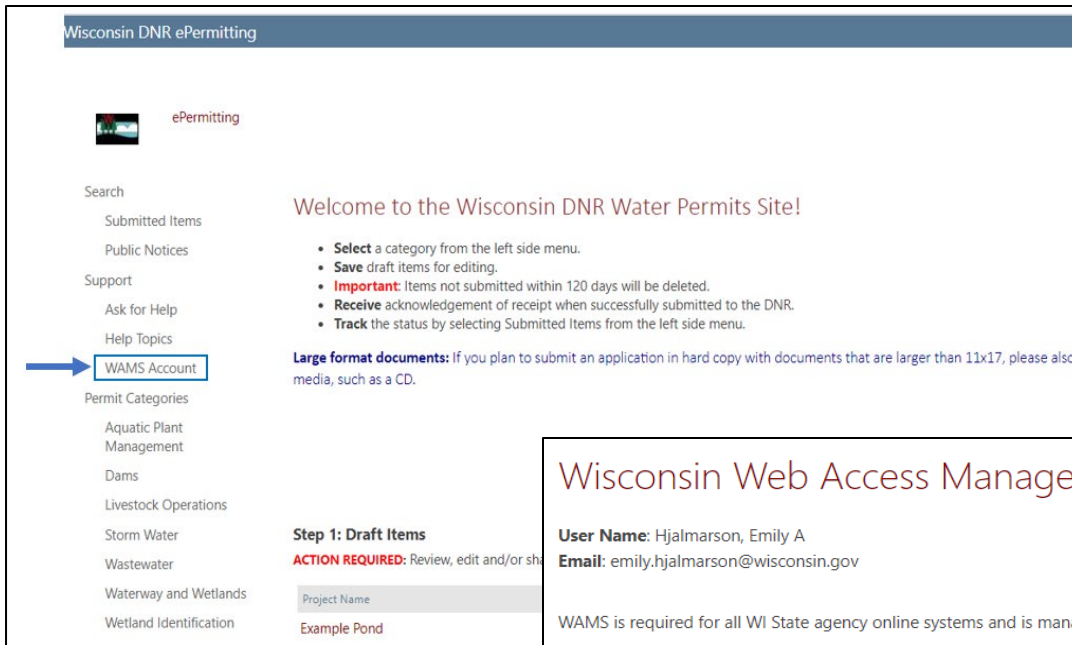 - NR107 Wetland Permit Form
  - NR109 Reporting Form

Survey Results – TR App

- Thank you to everyone who responded

- We are reviewing the results and developing criteria with web developers for the web application.

- We will keep you updated as we move this project forward.

Troubleshooting - WAMS Account Information

- Can verify your email address is correct. Also there is a link to update it

Issue Trackers

- For most problems, best to email DNRAPMProgram@Wisconsin.gov

  – Can potentially solve the problem without IT.

  – They know the "lingo" to best communicate the problem and can send issue trackers on your behalf.

Issue Trackers

- Detailed email including any #s
- Include screenshots
- Confirm you are using Chrome on computer
- Signature issues – confirm you checked Junk/Spam

Questions?

DNRAPMProgram@Wisconsin.gov