

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

Applicator Information			
Individual or Business Name Example Business		Telephone xxx-xxx-xxxx 123-456-7891 x <input type="text"/>	
Street Address 123 Test Ave			
City Madison		State WI	ZIP Code 53413

Reminders for 2023

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

ACTION REQUIRED: Complete the Submittal Process

 DNREPERMIT@wisconsin.gov
To  Hjalmarson, Emily A - DNR;  DNR ePermit

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Mon 12/6/2021 4:32 PM

NOTE: If you suspect someone has initiated this process without your consent, please notify the Wisconsin Department of Natural Resources through the [Ask for Help](#) link on the [Welcome Page](#).

Your item is **not submitted** until you finalize your signature. Please review your item and finalize your signature **within 72 hours**.

Your one-time signature code: /qz4QyEciNxD7BQ3Nf9OAp0Lcso=

Review your item again: [Printable PDF copy](#)

Finalize the signature process: [Click here](#)

NOTE: If your signature code expires or you need to resend this message, return to the [Welcome Page](#) for instructions.

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

Contact Information	
Pond Owner Information	
Organization	
Last Name:	Smith
First Name:	Jane
Mailing Address:	123 Test Drive
City:	Madison
State:	WI
Zip Code:	53712
Email:	test@example.com
Phone Number:	111-222-333
(xxx-xxx-xxxx)	
Alternative Phone Number:	123-456-78911
(xxx-xxx-xxxx)	

Before submitting

Contact Information	
Pond Owner Information	
Organization	
Last Name:	Smith
First Name:	Jane
Mailing Address:	123 Test Drive
City:	Madison
State:	WI
Zip Code:	53712
Email:	
Phone Number:	
(xxx-xxx-xxxx)	
Alternative Phone Number:	
(xxx-xxx-xxxx)	

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

- 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.

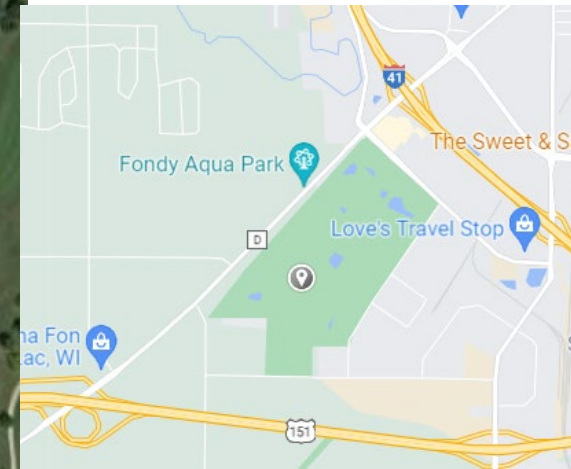
Reminders for 2023

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



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 waterbody, 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

Treatment Type: <input checked="" type="radio"/> <i>Lake</i> <input type="radio"/> <i>Pond</i> <input type="radio"/> <i>Wetland</i> <input type="radio"/> <i>Marina</i> <input type="radio"/> <i>Other</i>		
Has a Lake Management plan been provided to the DNR? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	If Yes, date approved of most current copy <input type="text"/>	Link to Approved Plan: <input type="text"/> <input type="checkbox"/> Uploaded Plan copy as an Attachment
Does the proposed plant removal agree with the approved plan? <input type="radio"/> Yes <input type="radio"/> No		
If NO, explain, Attach additional sheets if necessary. <input type="text"/>		

ePermitting Updates 2023 – Whole Waterbody Concentration

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

Is the treatment area greater than 5% of surface area?
 Yes No

Waterbody concentration calculations (in ppm.)
Refer to DNR Waterbody pages <http://dnr.wi.gov/lakes> and <https://dnr.wisconsin.gov/topic/lakes/plants/forms> to answer the following:

Does the waterbody stratify? Yes No

- If yes, calculate whole waterbody concentration using volume above thermocline.
- If no, calculate whole waterbody concentration using total lake value

Herbicide Name	Other Herbicide	EPA Reg. No.	Whole Waterbody Concentration (mg/l – ppm)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert Herbicide



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

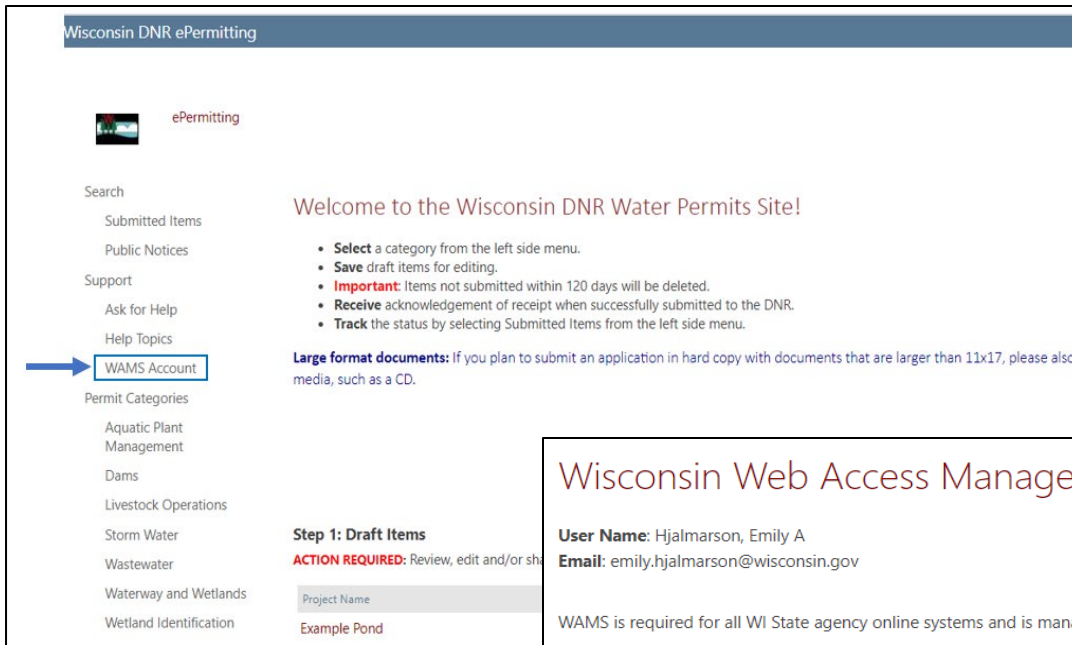


Survey Results – TR App

- 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



Wisconsin DNR ePermitting

ePermitting

Search

- Submitted Items
- Public Notices

Support

- Ask for Help
- Help Topics
- WAMS Account**

Permit Categories

- Aquatic Plant Management
- Dams
- Livestock Operations
- Storm Water
- Wastewater
- Waterway and Wetlands
- Wetland Identification

Welcome to the Wisconsin DNR Water Permits Site!

- **Select** a category from the left side menu.
- **Save** draft items for editing.
- **Important:** Items not submitted within 120 days will be deleted.
- **Receive** acknowledgement of receipt when successfully submitted to the DNR.
- **Track** the status by selecting Submitted Items from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also media, such as a CD.

Step 1: Draft Items

ACTION REQUIRED: Review, edit and/or share

Project Name

Example Pond

Wisconsin Web Access Management System (WAMS)

User Name: Hjalmarson, Emily A
Email: emily.hjalmarson@wisconsin.gov

WAMS is required for all WI State agency online systems and is managed by the Department of Administration (DOA), **not** the Department of Natural Resources.

If you need to update the email associated with your WAMS ID
You can update your email and other profile settings at : <https://on.wisconsin.gov/WAMS/home>

Questions? Use our Ask for Help



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