

Use this checklist to avoid the most common NR107 application issues causing "incomplete/missing item" holds in Intake. Please note all of these should be complete *prior to* signing and submitting your permit application.

**Applicant section:**

- Has name, address, & phone/email for the current parcel landowner/sponsor.
- Does not have applicator business/employee information.

**Waterbody Address section:**

- Has name, address, & phone/email for the waterbody contact, which may be the same as the Applicant section.
- Does not have applicator business/employee information.

**Applicator section:**

- Has current & correct [applicator certification](#) numbers for all employees who will conduct control.
- Has one of the following:
  - Current & correct [business license](#) number for the business that will conduct the control. The number begins with 93-XXXX-XXXX.
  - “NA” entered for business license number if not applicable (rare).

**Riparian Owners section (select one):**

- Has a list of names & addresses for all parcel owners who share ownership of the waterbody or are located adjacent to the control area within 150'. The list may be typed in the form or included as an attachment.
- Riparian owners list is not needed because the waterbody is contained on a single parcel and/or no other parcel owners are located adjacent to the control area.

**Site Information – Waterbody section:**

- Has correct county in which the waterbody is located.
- Has correct latitude & longitude in decimal degree format that accurately plots to the control area.

**Site Information – Proposed Control Area section:**

- Has the correct acreage & corresponds with the site map. If permitting multiple waterbodies, the acreages of each are included on a separate line.

**Application Tab – Target Plant section:**

- Has accurate list of specific plants & aquatic organisms intended for control.
- Does not have generic statements such as “all invasives.”

**Application Tab - Chemical Control section:**

- Has accurate & targeted list of proposed chemicals that correspond with target species.
- Has specific trade names if using the “other” box.
- Does not have lengthy list of products, as this shows a lack of a clear control plan.

**Attachments – Site Map:**

- Has labeled map(s) that clearly show the control area(s) using recent aerial imagery & matches with site information section.
  - If permitting multiple waterbodies, map has labels that correspond to site information section.
  - If permitting areas within a larger waterbody, map has polygons outlining each control area.

**Attachments – Public Notice (select one):**

- Has [acceptable evidence](#) that public notice requirement was completed prior to submitting application. It is required when the control area exceeds 10ac or 10% of the waterbody’s area is 10ft or less in depth.
- Public notice is not needed because proposed control area does not exceed 10ac and does not exceed 10% of the waterbody’s area that is 10ft or less in depth.

