

Wetland Disturbance or Fill Individual Permit Application Instructions

To find the local Water Management Specialist for your county, see <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

A pre-application meeting is required with the local Water Management Specialist **before** submitting a wetland individual permit application.

- The meeting is to help to design an approvable project and complete your application.
- It is also suggested that to invite a U.S. Army Corps of Engineers project manager.
- See the Pre-Application Checklist to adequately prepare the necessary materials for initial consultation.
 - Go to <http://dnr.wi.gov> and use search keywords "Wetland Pre-Application Checklist".

To apply:

- Apply online using our online ePermitting System at <http://dnr.wi.gov/permits/water>.
- Include all required attachments. Each document must be less than 15 megabytes and our online system offers a help guide to reduce file sizes.
- Permit processing review times begin when all of the required application materials are received by the DNR. The department may require additional information to evaluate the project.
- If you have questions regarding your application, contact the local Water Management Specialist.

Please note, prior to starting any work at the project site, you are responsible for obtaining:

- All necessary local (e.g., city, town, village or county) permits.
- Applicable U.S. Army Corps of Engineer permits or approvals.
- Applicable tribal permits or approvals
- Any other applicable state permits.

Public notice newspaper posting:

- As part of the permit process, it is required to publish in the newspaper as a Class 1 public notice.
- The department will prepare the Notice.
- If you would like to delegate to the Department the required task of publishing in the newspaper, please select and pay the additional fee.

Required attachments - Forms or documents you upload in our online ePermitting System

1. **Application form** - A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form 3500-053)
2. **Application fee** - Payment needs to be submitted through the ePermitting System as part of the application process. The appropriate fee will be viewable at the end of the ePermitting application submittal process.
3. **Ownership documentation** - (i.e. copy of deed, land contract, current property tax statement/receipt)
4. **Photographs** that clearly show the on-the-ground conditions of the existing project areas. Remember that too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference. Color images are preferred.

5. **Site maps** which clearly illustrate the location and perimeter of the project site, and its relationship to nearby water resources (e.g. lakes, rivers, streams or wetlands), major landmarks and roads. Provide copies of relevant maps (e.g. wetland, aerial, topographical, soil, floodplain, or zoning maps), with the project location clearly identified. The department offers a web mapping tool to assist in creating these maps at <http://dnr.wi.gov/topic/surfacewater/swdv/>. Be sure to include:

- Soil Survey Maps
- Wisconsin Wetland Inventory Maps
- Topographic Maps
- Recent Aerial Maps

6. **Plans and specifications** that show what you intend to do. Plan drawings should be clear and to scale. Be sure to draw all plans as accurately and detailed as possible. The department reserves the right to require additional information to evaluate the project.

7. **Narrative description** of your proposal on a separate page. Please include:

- Project description, purpose and need, and dimensions (length, width, depth)
- How you intend to carry out the project, including methods, materials, equipment and long term site management
- 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
- Surface area of wetland to be filled or excavated (square feet or acres)
- Types of vegetation found in existing wetland and adjacent wetlands
- Distance from the project area to the nearest lake, stream or pond

8. **Riparian owners list** - Names and addresses of the adjacent property owners.

9. **Wetland delineation report** is required and either need to be conducted by an Assured Delineator (<http://dnr.wi.gov/topic/Wetlands/assurance.html>) or to have received concurrence from either WI DNR Wetland ID program (<http://dnr.wi.gov/topic/Wetlands/identification.html>) or by the US Army Corps of Engineers (ACOE) prior to submittal of the application.

10. **Practicable alternatives analysis** - See the help documents on the Wetland Disturbance webpage (<http://dnr.wi.gov/topic/Waterways/construction/wetlands.html> under this heading: "Publications explaining DNR's review process") to prepare this analysis.

11. **Mitigation summary sheet**

12. **Compensation site plan**, only if permittee-responsible mitigation is proposed.

13. **Endangered and threatened resources** - The applicant is encouraged to request an endangered resources (ER) review letter before applying for the permit. Information on how to obtain a review can be found by visiting the website at <http://dnr.wi.gov/topic/ERReview/Review.html>. The applicant can also visit the NHI Public Portal, <http://dnr.wi.gov/topic/ERReview/PublicPortal.html>, to determine if a full ER Review is required. Read the 'What is an ER Preliminary Assessment and what do the results mean?' section to determine follow-up steps.

14. **Historical and cultural resources** - If you are aware there is a historical or cultural resource present, you are **required** to contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources.