

INDIVIDUAL PERMIT APPLICATION INSTRUCTIONS

Thank you for contacting the Wisconsin Department of Natural Resources. Please submit all of the required information listed below and follow any additional instructions listed. **Send completed applications to Permit Intake**

http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and federal (USACE) permits or approvals in addition to any applicable state permits prior to starting any work at the project site.

- Contact your local zoning department to find out if zoning requirements could affect your project.
- Visit our [Endangered Resources Review page](#) , to see if an endangered or threatened species could affect your project.

Electronic Application Submittal: The Department offers the opportunity to apply electronically for all waterway and wetland individual permits at <http://dnr.wi.gov/Permits/Water/>

Public Notice Newspaper Posting: If you would like to delegate to the Department the required task of publishing in the newspaper any Class I public notices required as part of the [permit process](#), and **pay a fee for this service**, please apply electronically at <http://dnr.wi.gov/Permits/Water/>

Informational Requirements: Use additional sheets if necessary.

- Pre-Application Requirements.** Prior to submission of a complete, signed application form, anyone seeking to remove material from the beds of waterways is required to provide the following preliminary information including:
 - Name of waterbody and location of project,
 - Volume of material to be dredged,
 - Brief description of dredging method and equipment, including any containment BMPs to be used.
 - Brief description of proposed disposal method and location,
 - If a disposal facility is to be used, size of the disposal facility,
 - Any previous sediment sampling (including field observations) and analysis data from the area to be dredged or from the proposed disposal site,
 - Copy of a map showing the area to be dredged, the depth of cut, the specific location of the proposed sediment sampling sites and the bathymetry of the area to be dredged,
 - Anticipated starting and completion dates of the proposed project.
- Application form.** A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form# 3500-53) <http://dnr.wi.gov/files/PDF/forms/3500/3500-053.pdf>
- Application fee.** Checks should be made payable to "Wisconsin DNR." A list of fees can be found at <http://dnr.wi.gov/topic/waterways/Permits/PermitProcess.html>
- A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt, etc.).
- Photographs** that clearly show the existing project area. 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.
- Project 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.
- 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, wetlands), major landmarks and roads. Provide copies of relevant maps (e.g. wetland, 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/>

- Narrative description** of your proposal on a separate blank page. Please state:
 - What the project is, purpose of project, and need for the project,
 - How you intend to carry out the project, including methods, materials and equipment,
 - Your proposed construction schedule and sequence of work,
 - What temporary and permanent erosion control measures will be used, and
 - The location of any disposal area for dredged or excavated materials,
 - For discharges of fill, provide a description of type, composition, and quantity of material,
 - The names and addresses of adjoining property owners,
 - How you plan to avoid, minimize, and mitigate impacts to waterways,
 - Area (e.g., linear feet) impacted.

- Electronic documents.** If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a CD, Flash drive, disk, etc with your application materials, or providing a link to an FTP site, cloud server, or by other electronic methods. If possible, please create a separate file for each component of the application (i.e., forms, photos, maps, plans, etc.). Each file must be less than 15 megabytes in size, and the total size of the files combined must be less than 30 megabytes.

To Apply:

When you are finished compiling your application materials, remember to check your application for completeness. Remember, incomplete applications may cause a delay in processing. We recommend that you keep a complete copy for your own records.

Once your application is complete, submit using the online system, or mail it to the permit intake address based on the county where your project is located. If you have questions or problems filling out or completing the application requirements, contact the Water Management Specialist for your county.

Permit intake addresses and Water Management Specialist contact information can both be found at http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html

LAKE DREDGING APPLICATION INFORMATION REQUIREMENTS

Please fill out the application form provided in detail **completely** and follow **all** instructions given.

All applications to remove material from a lakebed require the following information, on the application form and plan drawing sheet supplied or additional sheets if necessary.

1. In the **“proposed materials”** box, indicate what equipment and method of excavation will be used. The application must contain a description of the sequence of construction events including the installation of temporary and permanent erosion control measures and final landscaping and stabilization measures for the spoil disposal area.
2. In the **“location sketch”** box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1” = 2000’. The map should enable the Department investigator to locate the project site.
3. The **top view** should include the following information:
 - a. The location of the shoreline and the location of the cross-section.
 - b. The proposed dredge area.
 - c. The spoil disposal area. NOTE: If spoils are to be hauled from the site for disposal, provide a map showing where disposal will occur.
 - d. Floodplain and wetland boundary.
 - e. Depth contours up to the limit of the proposed dredging.
 - f. The scale of the top view and a north arrow.
4. The **cross-section view** of the project should be selected approximately perpendicular to the lake and include the following:
 - a. The normal water level in the lake.
 - b. A profile of the existing bottom and the proposed dredged bottom.
 - c. The scale or dimensions of the drawing.
5. Proper erosion control measures, including the use of staked hay bales and silt fencing, must be used and maintained during and after the construction of this project. All erodible areas must be immediately seeded and mulched with a fast growing grass mixture. This grass seed mixture must become established and stabilize all erodible areas. These erosion control measures must adequately protect the waterway and wetlands from erosion and run-off.

Note: Spoil disposal is not allowed in wetlands or floodplains.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the contact for the county where your project is located. A complete contact listing by county can be found at: <http://dnr.wi.gov/topic/waterways> (please use search keywords “Permit Intake & Contacts”).

To Apply:

When you are finished compiling your application materials, remember to check your application for completeness. Remember, incomplete applications may cause a delay in processing. We recommend that you keep a complete copy for your own records.

Once your application is complete, submit using the online system, or mail it to the permit intake address based on the county where your project is located. If you have questions or problems filling out or completing the application requirements, contact the Water Management Specialist for your county.

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