

GENERAL PERMIT APPLICATION INSTRUCTIONS

To apply for this General Permit, submit all of the required information listed below. A complete submittal with detailed plans will allow us to make a decision about your permit application. Permit processing review times begin when the application is received by the Department and is determined to be complete.

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The Department offers the opportunity to apply electronically for all waterway and wetland permits. The Water Permits portal page can be found at <http://dnr.wi.gov/Permits/Water/>

Informational Requirements:

1. **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>.
2. **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>.
3. **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.
4. **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.
5. **Project plans and specifications** reflecting the General Permit Eligibility Standards as listed in the project-specific checklist below. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.
6. **Vegetation Plan** to meet the requirement of the general permit that native vegetation must be seeded above the ordinary high water mark (OHWM). Please refer to the [Shoreland Habitat: Wisconsin Biology Technical Note 1](#) or the [NRCS Conservation Practice Standard 643A: Shoreland Habitat](#) to see the recommended practice standards establishing native vegetation.
7. **Wave Energy Calculation or Erosion Intensity (EI) Worksheet** to meet the requirements of the general permit which directs the type of shoreline erosion control structure needed based on the erosive energy at your site. Please refer to [Wave Energy Calculator](#) or the [EI Worksheet](#). Remember if the Erosion Calculator and the EI Worksheet result in different energy levels, you must use the EI worksheet energy level.
8. **Electronic documents.** If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a disk with your application materials, providing a link to an ftp site, 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.

If you are applying electronically, you may be prompted for some of these items separately during the electronic submittal process.

Eligibility Criteria:	
Projects that do not meet all criteria are not eligible for this general permit. If your project does not qualify for this general permit, you may apply for an individual permit.	
Riprap repair may not exceed 300 linear feet of shoreline and must be located on an inland lake or flowage.	
Riprap repair may occur no more than once every 5 years.	
The repair will not disturb sensitive areas identified in ch. NR 107.	
Documentation, using historical information and photos, the previous placement of riprap.	
Riprap may not be placed at an elevation higher than the ordinary high water mark plus the storm-wave height as calculated in s. NR 328.08 (1).	
The toe of the riprap may not extend more than 8 feet waterward of the ordinary high water mark.	
Riprap shall be clean fieldstone or quarry stone 6 to 24 inches in diameter.	
Riprap or other vegetated armoring shall be re-vegetated above the ordinary high water mark by using native plantings which may include native non-woody plants, native shrub plantings, native live stakes or native jointed plantings	
The structure may be placed and maintained only by a riparian.	
The project will not result in removal of greater than 20% of the aerial coverage of natural bank vegetation, emergent vegetation or floating vegetation, not including the area covered by the footprint of the riprap, or any access corridors necessary for the placement of the riprap.	
Any grading, excavation and land disturbance shall be confined to the minimum area necessary for the construction and may not exceed 10,000 square feet.	
Erosion control measures shall meet or exceed the technical standards for erosion control approved by the department under subch. V of ch. NR 151. Any area where topsoil is exposed during construction shall be immediately seeded and mulched or riprapped to stabilize disturbed areas and prevent soils from being eroded and washed into the waterway. Note: These standards can be found at the following website: http://dnr.wi.gov/topic/stormwater/standards/ .	
Unless part of a permanent stormwater management system, all temporary erosion and sediment control practices shall be removed upon final site stabilization. Areas disturbed during construction or installation shall be restored.	
All equipment used for the project shall be designed and properly sized to minimize the amount of sediment that can escape into the water	
No waterward extension of the property is permitted other than what is reasonably necessary to conduct the project and protect the existing bank. No soil or similar fill material may be placed in a wetland or below the ordinary high water mark of any navigable waterway.	
Dredging under s. 30.20 (1g) (b) 1., Stats., is not allowed for the placement or maintenance of any shore erosion control structure.	
All equipment used for the project including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps shall be de-contaminated for invasive and exotic viruses and species prior to use and after use.	
The following steps must be taken every time you move your equipment to avoid transporting invasive and exotic viruses and species. To the extent practicable, equipment and gear used on infested waters shall not be used on other non-infested waters.	

<ul style="list-style-type: none">• Inspect and remove aquatic plants, animals, and mud from your equipment.• Drain all water from your equipment that comes in contact with infested waters, including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps.• Dispose of aquatic plants, animals in the trash. Never release or transfer aquatic plants, animals or water from one waterbody to another. <p>Wash your equipment with hot (>104° F) or high pressure water, steam clean or allow your equipment to dry thoroughly for 5 days.</p>	
<p>Follow the most recent department approved washing and disinfection protocols and department approved best management practices to avoid the spread of invasive species as outlined in NR 40, Wis. Adm. Code. These protocols and practices can be found on the Department website at http://dnr.wi.gov/topic/Invasives/bmp.html Keyword: “equipment operator” and at http://dnr.wi.gov/topic/Invasives/documents/EquipOper.pdf</p>	

To Apply:

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 the following web link: http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html