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# Quick Guide Outline for Aquatic Plant Management (APM) Permit Applications

Below are the steps to complete and submit an Aquatic Plant Management permit using the ePermitting system. More details, including screen shots are included starting on page 2.

<table>
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<tr>
<th>Need Assistance?</th>
<th>Permit questions: Please call (608) 438-9919 or email <a href="mailto:DNRAPMProgram@wi.gov">DNRAPMProgram@wi.gov</a></th>
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<tr>
<td>Technical support: <a href="https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx">ASK FOR HELP</a> link on your Welcome page in the ePermitting System for technical user support</td>
<td></td>
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### Website Information

Go to the [Water Portal web Page](https://permits.dnr.wi.gov/water), either type in “Water Permits” in the search bar on the DNR homepage, or go to [dnr.wi.gov/permits/water](https://permits.dnr.wi.gov/water).

### WAMS ID & Logging in to the ePermitting System

- Choose **Register** for a WAMS ID, **unless you already have a WAMS ID**.
- Return to the Water Portal webpage, choose **Begin** to log into the ePermitting system.
- Login using your WAMS ID and password
- You will be redirected to the “My Permit Applications” webpage. Here you can either start a new permit or edit an existing application.
  - Start new application: choose **Aquatic Plant Management** from the list of Permit Categories along the left and move on to the Permit Application Section.
  - Resume editing an existing application: choose the project name under either **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation**.

### Permit Application

- Enter a project name and select your project activity.
- Select either **Chemical Control Application** or **Mechanical Control Application** to start a new permit application. Select **Chemical Treatment Record** if you already have an approved permit and are submitting a treatment record.
- Using the **Application, Attachments, Payment, and Sign & Submit** buttons, navigate through the application process. These buttons appear just above the Project Name box.
- Once the **Application** and required **Attachments** are completed, select **Payment**.

### Payment Completion

- Choose **Complete Payment at US Bank** button. Payment is done through US Bank and we accept credit card, e-check, or debit card: When payment has been submitted to US Bank, US Bank will email a confirmation code to the email address provided in your payment information.
- Copy the confirmation code provided in the email from US Bank and paste it into the area on the **Payment** screen.

### Sign and Submit the Application

- Choose the **Sign and Submit** button.
- Read the **Terms and Conditions** and select the check box next to the signature area. This will fill in a digital signature using your WAMS ID information.
- Choose the **Sign and Submit to DNR** button to submit the permit application to DNR.

### After Submitting the Application

A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the application has successfully been submitted to the DNR.

The DNR has **5 business days for our Intake staff to review the permit application for completeness before assigning to a DNR employee**. After the initial 5 day Intake review you may track the status of permit applications at: [https://permits.dnr.wi.gov/water/SitePages/PermissionSearch.aspx](https://permits.dnr.wi.gov/water/SitePages/PermissionSearch.aspx)
Getting Started with the ePermitting System

1. Below are links to the Water Portal Page, program webpages and how to start the ePermits for the Water programs. a. To get to the Water Permit Water Portal Page either:
   i. Go to dnr.wi.gov and type in “Water Permit” into the search bar
   ii. Go to dnr.wi.gov/permits/water/

   At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR’s intention to authorize activity relating to water, including permits issued to the DNR, **TRACK** the status of Wisconsin’s water permits, and **WATCH** instructional training videos.

2. A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Then navigate back to the **Water Portal Page** to start a new permit application or work on an existing one.

3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.
4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password

![Login Screen](image)

5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
   a. To start new application: click **Aquatic Plant Management** from the list of Permit Categories along the left and move on to Step 6.
   b. The existing permit applications will be listed under 3 categories. These categories are: **Step 1: Draft Permit Applications**, **Step 2: Signature Confirmation Needed**, and **Items Submitted to the DNR**.
   c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed**.
   d. **Items Submitted to the DNR** is where applications that have been submitted to DNR will appear.
Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Home Tab

Site or Project Name:
Enter name of the waterbody/wetland site to be treated.

Activity:
Select Chemical Control Application.

The permit is now saved under your drafts and the following screen will appear:
Eligibility:
Answer questions based on the proposed treatment site. You must answer the questions before proceeding.

Note: If all answers are “no”, the site is considered private and you will be automatically directed to the private pond form. Please see Instructions for Chemical Permit Application Private Sites (3200-155)

Enter previous years information (Optional)
To autofill the administrative information from a previous permit, enter previous permit number and your business certification number and click Import Permit. You might have to click this button more than once. When the two fields turn GREEN, the import was successful.

Important Note: This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. See Troubleshooting Permit Import if you have issues.

Click Contacts Tab to proceed.
Contacts Tab

Contact Information
NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Applicant Information
Fill out contact information as accurately as possible. Fields marked with red * are required.
**Waterbody Address**
Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields are optional. Provide that information if it differs from the applicant contact information above.

**Applicator**
Enter applicator contact information. The certification number is for the person(s) applying the herbicide and the business location license # is for the firm. If you do not know the numbers, you can search by last name of the applicator here [www.kellysolutions.com/WI/Applicators/index.asp](http://www.kellysolutions.com/WI/Applicators/index.asp) and by business name here [http://www.kellysolutions.com/WI/Business/index.asp](http://www.kellysolutions.com/WI/Business/index.asp). Valid numbers for all people who will be handling (loading
unsealed herbicide containers, mixing, or applying) must be supplied and the business also must be currently licensed with DATCP. Enter more than 1 number separated by a comma.

Adjacent Riparian Property Owners or Other Individuals Sponsoring Removal
If you checked Yes to the previous question “Is there more than one property owner?” you are required to enter their name(s) and address(es). This is also needed if there are riparian property owners within 150’ of the site.

Check the **Uploaded riparian owners to attachment tab** box and upload a list of names and addresses as a separate file in a later tab OR fill in blanks in this section. Use the **Add Contact** button to add more fields as needed.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements.
Click **Continue to Next Tab**
Site Tab

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Waterbody to Treated

Waterbody Property Owners' Association or Waterbody District Representative: Enter name or check the None box.

Waterbody Name and County:
Enter the most accurate name and county corresponding to the site. If not a specific waterbody, you may enter property name, wildlife area name, etc.

Latitude/Longitude:
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See Help section for assistance.

Township-Range-Section (TRS):
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See Help section for assistance.

Waterbody Surface Area:
Supply the total area of contiguous lake, wetland, etc. within which you are proposing to do herbicide treatment. There can be isolated pockets of treatment within the total area; it is sometimes appropriate to include several isolated wetlands onto one permit if they are part of the same project, and they are near the same lake, for example. If in doubt about what can be included in a single permit, check with your APM coordinator.

Estimated Surface Area that is 10 Feet or Less in Depth:
Enter best estimate. For wetlands, most will be all shallow water, so the area would be the same as indicated in Lake Surface Area.
Proposed Treatment Area

Area(s) Proposed for Control:

Determine the entire acreage of the contiguous wet area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here: https://dnrmaps.wi.gov/H5/?Viewer=SWDV

Use the area measurement tool to delineate the wet area within which you want to control plants. Sometimes this may include getting a best estimate of scattered treatment areas within a larger wet area. Enabling the Wetland layer can help for certain wetland sites, and high ground does not need to be included since that area would not be wet.

Make a best effort to enter length, width, and depth for each polygon and the form will calculate the acreage and provide a grand total. Use the Insert Item button to add more polygons.

In cases where this is not feasible, enter an estimated grand total acreage and leave the other fields blank. Enter 1 for average depth of wetlands.

**If the Grand Total is more than 10 acres, or more than 10% of the “Lake Surface Area” above, this is considered a large-scale treatment. (See below for additional requirements for large-scale treatments, and ensure Public Notice is uploaded under the Attachments Tab).**

Is this area within or adjacent to a sensitive area designated by the Department of Natural Resources?

Answer yes or no. If uncertain, you can use SWDV to check using the “Critical Habitat Areas” layer feature or contact your local APM Coordinator.

Click Press to Refresh Missing Fields to ensure you completed the requirements.

Click Continue to Next Tab
Chemical Aquatic Plant Control Information
Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible. Make sure you include all species you intend to control using herbicide on the site. Use the Other Target Plants box to enter additional species.
Chemical Control

Full Trade Name(s) of Proposed Chemicals:
Use the dropdown list to select the proposed chemicals you wish to use and use the Add Herbicide button to enter more than one.

If a chemical is not listed, enter the full trade name under “Other” if it is registered for aquatic use in Wisconsin and that its use at the site is consistent with the site type(s) listed on the label. For instance, if a chemical lists canals (and that is the only wet site listed), the chemical cannot be used in a wetland. Herbicides registered for use in Wisconsin can be searched here, including the labels: www.kellysolutions.com and click on the map of Wisconsin.

Method of Application and past results:
Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation. Describe any past results if the site was permitted in prior years.

Alternatives to Chemical Control:
Answer these appropriately and be sure to enter a reason if that alternative was not considered.

Surface water outflow be controlled?
For wetlands, answer No unless there is a check dam of some kind downstream from the treatment sites that will be used.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the treatment area greater than 5% of surface area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterbody concentration calculations (in ppm.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refer to DNR Waterbody pages <a href="http://dnr.wi.gov/lakes">http://dnr.wi.gov/lakes</a> to answer the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the waterbody stratify?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If yes, calculate whole waterbody concentration using volume above thermocline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If no, calculate whole waterbody concentration using total lake value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole Waterbody Concentration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the treatment area greater than 5% of surface area?
Answer appropriately. If yes, the above questions will appear. Please answer as accurately as you can.
WPDES Permit Request
WPDES permits must comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to “waters of the state” – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.

WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. If needed, see detailed information here: https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html

Fill out the appropriate responses and click Press to Refresh Missing Fields to ensure you completed the requirements. Click Attachments.
Attachments Tab

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked Complete on this tab. If marked Has Missing Items as shown here, go back to the tab and enter the required fields.

Upload Required Attachments

Riparian Owners:
If you checked the box from the Contacts Tab, you are required to upload a file containing the owners list.

Public Notice and Large-Scale Worksheet:
Required if the estimated acreage is greater than 10 OR if the estimated acreage is greater than 10% of the water body area that is 10 feet or less in depth. Most Non-private Ponds will need this.
Site Map:
Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. Indicate the direction of surface water flow out of the unit if applicable. If there is a river or creek, draw an arrow and label it as “flow”. The tools used for calculating acreage can help you generate a map (e.g., https://dnrmaps.wi.gov/H5/?Viewer=SWDV).

Use the Add another map button to add any other documents you wish to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing.

Click the Payment tab at the top of the page.

Payment Tab

The fee is calculated from the acreage information entered on the Site tab. Click Pay Online to begin the payment process and follow the instructions. Then click the Signature tab.
Signature Tab

Review Applicant Responsibilities and Certification items 1 – 5 before starting the signature process. You are agreeing with these statements or signingify you have completed them. Under item 2, you may request that APM staff not supervise the treatment, but the program may require it, in which case you would need to give notice to the regional APM staff of any application at least 4 business days before the treatment. If this is the case, your permit cover letter will specify this.

If there were one or more property owners adjacent to your treatment area, or a lake organization representative listed in section II, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are “agent for applicant,” and see the Assign Role Feature section if you require a two-person signature process.

Check the “I hereby certify...” box and click Initiate Signature Process. Follow prompts and you will receive an email. You will need to click the link there to finalize the signature process.
Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

**Aquatic Plant Management**

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted.

PLEASE NOTE: You must complete the section below before continuing.

**Site or Project Name:**
The permit application will be saved automatically with this name

**Activity:**
Select Activity....

Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact:

---

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site to be treated. It is best to use the pond owner’s name here.

**Activity:**
Select *Chemical Control Application*.

The permit is now saved under your drafts and the following screen will appear:
Eligibility:
Answer questions based on the proposed treatment site. You must answer the questions before proceeding. These should all be “no” for all ponds you plan to treat to fit the definition of a private site. If any are “yes”, the site is considered non-private and will be automatically directed to the non-private form. Please see Instructions for Chemical Permit Application Non-Private Sites (3200-004).

Enter previous years information (Optional)
To autofill the administrative information from a previous permit, enter previous permit number and your business certification number and click Import Permit. You might have to click this button more than once. When the two fields turn GREEN, the import was successful.

Important Note: This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number.
See Troubleshooting Permit Import if you have issues.

Click Contacts Tab at the top to proceed.
Contacts Tab

Contact Information

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Pond Owner Information
Fill out contact information as accurately as possible. Fields marked with red * are required.
Additional Contact Information
Enter additional contact information if it differs from the applicant contact information above.

Applicator
Enter applicator contact information. The certification number is for the person(s) applying the herbicide and the business location license # is for the firm. If you do not know the numbers, you can search by last name of the applicator here [www.kellysolutions.com/WI/Applicators/index.asp](http://www.kellysolutions.com/WI/Applicators/index.asp) and by business name here [http://www.kellysolutions.com/WI/Business/index.asp](http://www.kellysolutions.com/WI/Business/index.asp). Valid numbers for all people who will be handling (loading unsealed herbicide containers, mixing, or applying) must be supplied and the business also must be currently licensed with DATCP. Enter more than 1 number separated by a comma.

Click *Press to Refresh Missing Fields* to ensure you completed the requirements.
Click *Continue to Next Tab*
Site Tab

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Waterbody to Treated

**Waterbody Name and County:**
Enter the owner’s name/property name and county corresponding to the site.

**Latitude/Longitude:**
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See Help section for assistance.

**Township-Range-Section (TRS):**
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See Help section for assistance.

**Waterbody Surface Area:**
Supply the total area of contiguous pond within which you are proposing to do herbicide treatment.

**Estimated Surface Area that is 10 Feet or Less in Depth:**
Enter best estimate.
**Proposed Treatment Area**

**Area(s) Proposed for Control:**
Determine the entire acreage of the contiguous wet area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here: [https://dnrmaps.wi.gov/H5/?Viewer=SWDV](https://dnrmaps.wi.gov/H5/?Viewer=SWDV)

Use the area measurement tool to delineate the pond area and determine an estimated acreage.
Use the **Insert Item** button to add more sites if there is more than one pond. The form will automatically calculate a sum.

Depth is an optional field that can be filled out if you choose.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements.
Click **Continue to Next Tab**
Chemical Aquatic Plant Control Information

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible. Make sure you include all species you intend to control using herbicide on the site. Use the Other Target Plants box to enter additional species.

Chemical Control

Full Trade Name(s) of Proposed Chemicals:
Use the dropdown list to select the proposed chemicals you wish to use and use the Add Herbicide button to enter more than one.
If a chemical is not listed, enter the full trade name under “Other” if it is registered for aquatic use in Wisconsin and that its use at the site is consistent with the site type(s) listed on the label. For instance, if a chemical lists canals (and that is the only wet site listed), the chemical cannot be used in a wetland. Herbicides registered for use in Wisconsin can be searched here, including the labels: www.kellysolutions.com and click on the map of Wisconsin.
Method of Application and past results:
Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation. Describe any past results if the site was permitted in prior years.

WPDES Permit Request
WPDES permits must comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to “waters of the state” – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.

WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. If needed, see detailed information here: https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html

Fill out the appropriate responses and then click Attachments.
## Attachments Tab

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

### Upload Required Attachments

*Help reduce file size and trouble shoot file uploads*

*Indicates completion of this item is required*

**Note:** To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file' link. To remove additional items, select the item and press CNTRL Delete.

<table>
<thead>
<tr>
<th>Riparian Owners</th>
<th><a href="#">Click here to attach a file</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Map</td>
<td><a href="#">Click here to attach a file</a></td>
</tr>
</tbody>
</table>

**Site Map:**

Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. You can use various map tools listed above (e.g., [https://dnrmaps.wi.gov/H5/?Viewer=SWDV](https://dnrmaps.wi.gov/H5/?Viewer=SWDV)).

Use the *Add another map* button to add any other documents you wish to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing.

Click the *Payment* tab at the top of the page.
Payment Tab

There is a $20 base application fee. Click Pay Online to begin the payment process and follow the instructions. Then click the Signature tab.

Signature Tab

Review Applicant Responsibilities and Certification items 1 – 5 before starting the signature process. You are agreeing with these statements or signifying you have completed them. You may request that APM staff not supervise the treatment. The determination will be in your permit cover letter.

If there were any property owners adjacent to your treatment area, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are “agent for applicant,” and see the Assign Role Feature section if you require a two-person signature process.

Check the “I hereby certify...” box and click Initiate Signature Process. Follow prompts and you will receive an email. You will need to click the link there to finalize the signature process.
Mechanical/Manual Permit Application (3200-113)

Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

![Aquatic Plant Management](image)

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site to be treated.

**Activity:**
Select *Mechanical Control Application*.

The permit is now saved under your drafts and the following screen will appear:

Click **Contacts** Tab to proceed.
**Contacts Tab**

**Contact Information**

Fill out contact information as accurately as possible. Fields marked with red * are required.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>*</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(xxx-xxx-xxxx)</td>
</tr>
<tr>
<td>Alternative Phone Number:</td>
<td>(xxx-xxx-xxxx)</td>
</tr>
</tbody>
</table>
**Waterbody Address**
Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields are optional. Provide that information if it differs from the applicant contact information above.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State: Wisconsin</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Removal Firm Information (if sub contracted)**
Enter contact information if applicable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Firm:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State: Wisconsin</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>
Adjacent Riparian Property Owners or Other Individuals Sponsoring Removal
Enter name(s) of project participants and/or if there are riparian property owners within 150’ of the site. Indicate which are participants and which are not. Use Insert Riparian Owner button to add more names.

If you prefer to upload a list as a separate file, enter “see attached list” and choose No for project participant. Be sure to then upload a list in the Attachments tab containing the necessary information.

Click Press to Refresh Missing Fields to ensure you completed the requirements.
Click Continue to Next Tab
Site Tab

Waterbody to Treated
Lake Property Owners’ Association or Lake District Representative:
Enter name if applicable. If none, check the None box.

Waterbody Name and County:
Enter the most accurate name and county corresponding to the site. The name could be waterbody name, property name, wildlife area name, etc.

Latitude/Longitude:
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See Help section for assistance.

Township-Range-Section (TRS):
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See Help section for assistance.

Waterbody Surface Area:
Supply the total area of contiguous lake, wetland, etc. within which you are proposing to do herbicide treatment. There can be isolated pockets of treatment within the total area; it is sometimes appropriate to include several isolated wetlands onto one permit if they are part of the same project, and they are near the same lake, for example. If in doubt about what can be included in a single permit, check with your APM coordinator.

Estimated Surface Area that is 10 Feet or Less in Depth:
Enter best estimate. For wetlands, most will be all shallow water, so the area would be the same as indicated in Lake Surface Area.
Proposed Treatment Area

Determine the entire acreage of the contiguous treatment area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here: https://dnrmaps.wi.gov/H5/?Viewer=SWDV

Use the area measurement tool to delineate the wet area within which you want to control plants. Sometimes this may include getting a best estimate of scattered treatment areas within a larger wet area. Enabling the Wetland layer can help for certain wetland sites, and high ground does not need to be included since that area would not be wet.

Make a best effort to enter length, width, and depth for each polygon and for offshore control sites. In cases where entering length and width are not feasible, enter your best approximation of an Estimated Acreage. For wetland treatments, you may enter a 1 for depth (since it is a required field). Use the Insert Item button to add more fields. The form will calculate the Total Acreage based on what you enter.

Click Press to Refresh Missing Fields to ensure you completed the requirements.

Click Continue to Next Tab
**Application Tab**

**Notice:** Pursuant to s. 25.34, Wis. Stats., the information requested on this form is required by the Department of Natural Resources (DNR) to permit aquatic plant control mechanical and/or manual application. Failure to complete and submit this form will result in no permit being issued. Personally identifiable information collected will be used for program administration and may be made available to requesters to the extent required under Wisconsin’s Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

### Section II: Location of Aquatic Plant Removal

Has a Lake Management plan been provided to the DNR?  [ ] Yes  [ ] No  [ ] Don’t Know

If Yes, date approved of most current copy

<table>
<thead>
<tr>
<th>Location of Applicant file copy</th>
</tr>
</thead>
</table>

Does the proposed plant removal agree with the approved plan?  [ ] Yes  [ ] No

If No, explain. Attach additional sheets if necessary.

Is this area within or adjacent to a Sensitive Area designated by the Wisconsin Department of Natural Resources?  [ ] Yes  [ ] No  [ ] Don’t Know

If yes, list sites.

<table>
<thead>
<tr>
<th>Name of 1st Plant disposal site (if applicable)</th>
<th>1/4 1/4</th>
<th>1/4</th>
<th>Section</th>
<th>Township</th>
<th>Range</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of 2nd Plant disposal site (if applicable)</th>
<th>1/4 1/4</th>
<th>1/4</th>
<th>Section</th>
<th>Township</th>
<th>Range</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
</tbody>
</table>

What type of aquatic plants below the Ordinary High Water Mark are proposed to be removed? (check all that apply)

- [ ] Emergent (above water level)
- [ ] Submergent (below water level)
- [ ] Floating Leaf (at the surface i.e. lily pads)

### Section IV: Methods

What mechanical or manual methods to remove plants are proposed? (check all that apply)

- [ ] Mechanical harvesting
- [ ] Raking
- [ ] Other (specify)
- [ ] Hand Pulling
- [ ] Cutting
- [ ] Alum

If alum is proposed, has a plan been developed?  [ ] Yes  [ ] No

If yes, please include the plan with this application. Please explain why you selected the proposed cutting method(s).

**Section II: Location of Aquatic Plant Removal**

Fill out fields as accurately and completely as possible. For “attach additional sheets if necessary”, files can be uploaded in addition to a map in the Attachments tab.

**Section IV: Methods**

Fill out fields as accurately and completely as possible. For including an alum plan, files can be uploaded in addition to a map in the Attachments tab.
Section VI: Reasons for Aquatic Plant Control
Fill out fields as accurately and completely as possible. Be sure to name any plant species you can identify.

Section VII: Integrated Pest Management (Alternatives Considered)
Fill out fields as accurately and completely as possible. Remember that it is important to consider the feasibility of alternative for each control site. It helps the department decide on the application and helps you evaluate your investment in aquatic plant management.

Fill out the appropriate responses and click *Press to Refresh Missing Fields* to ensure you completed the requirements. Click *Attachments*. 
Check that Contacts, Site, and Mechanical-Manual Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

**Upload Required Attachments**

Riparian Owners:  
If you enter “See attachment” in the riparian owner fields from the *Contacts Tab*, please upload a file containing the owners list and project participant information here.

Site Map:  
Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. Indicate the direction of surface water flow out of the unit if applicable. If there is a river or creek, draw an arrow and label it as “flow”. Use the tools used for calculating acreage to generate a map (e.g., [https://dnrmaps.wi.gov/H5/?Viewer=SWDV](https://dnrmaps.wi.gov/H5/?Viewer=SWDV)).

Use the *Add another map* button to add any other documents you wish to submit with the application.

Click the *Payment* tab at the top of the page.
The fee is calculated from the acreage information entered on the Site tab. Click **Pay Online** to begin the payment process and follow the instructions. Then click the **Signature** tab.
Review Applicant Responsibilities and Certification items 1 – 5 before starting the signature process. You are agreeing with these statements or signifying you have/will complete them.

The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are “agent for applicant,” and see the Assign Role Feature section if you require a two-person signature process.

Check the “I hereby certify...” box and click Initiate Signature Process. Follow prompts and you will receive an email. You will need to click the link there to finalize the signature process.
Chemical Treatment Record (3200-111)

Navigate to the [ePermitting site](http://www.epерmitting site) and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site that you treated.

**Activity:**
Select *Chemical Treatment Record*.

The treatment record is now saved under your drafts and the following screen will appear:
Lookup Treatment Record information
Enter the permit number for the treatment record you are submitting and click **Double Click to Validate Permit Number**.

**Important Note:** This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your permit.

After your permit number validates successfully, the box will turn green and you will see Permit Name, Waterbody Name, and Permit Holder Name information below it. Please verify this is the correct permit you are entering.

**If you completed treatment for the permit** – Select **Yes** for Chemical Treatment Completed. Click **Treatment** Tab to proceed.

**If you did not complete treatment for the permit** – Select **No** for Chemical Treatment Completed. Click **Submit "no treatment" treatment record**. This will take you directly to the Signature Tab to sign and submit.
### General Permit Information

Fill out fields as accurately and completely as possible. Red * indicates required fields.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Waterbody Name (including ponds, e.g., Smith Pond)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE-2018-05-0079</td>
<td>Permit Holder Name (Customer Name)</td>
</tr>
<tr>
<td>County</td>
<td>Permit Holder Address</td>
</tr>
</tbody>
</table>

### Treatment Information

Fill out fields as accurately and completely as possible. Red * indicates required fields. For Treatment Date, please only enter one date. If you treated on a second date, please submit that as a separate treatment record.

- **Treatment Date(mm/dd/yyyy):** 1/11/2021
- **Starting Time (24:00 hour):**
- **Ending Time (24:00 hour):**
- **Water Temp:** ◐ C  ◐ F
- **Ambient Air Temp:** ◐ C  ◐ F
- **Wind Speed (mph):**
- **Wind Direction:**
- **Expected Duration of Chemical Residuals:** Select or type...

**Adverse Conditions Noted (i.e., dead fish, spawning fish, algal bloom, etc.):**

**If adverse conditions noted, indicate corrective actions taken:**

**Comments:**

**Onsite Supervision by DATCP and/or DNR Staff:**

**Mixing and Loading Site Location (if other than business site or from prepackaged retail container or applied with equipment with a total capacity of not more than 5 gallons liquid or 50 pounds dry):**

**Water Use Restrictions:**
- No Restrictions
- Consuming Fish
- Pet/Livestock Water
- Irrigation (Crop)
- Swimming
- Drinking Water
- Irrigation

**Herbicide Treatment and Water Use Restrictions Signs Posted In Accordance With NR 107 and ATCP 29.22:**

Applicator shall provide each customer with a free copy of each pesticide label used (if requested).
Applicator Information
Fill out fields as accurately and completely as possible. All fields are required. Use the Add Individual button to add names and certification numbers for everyone who was part of the treatment.

Treatment Site and Chemical Information
Fill out fields as accurately and completely as possible. Fields with red * are required. Use the Insert Herbicide and Insert Site buttons to add additional information. Use the Other box to add chemicals not listed in the dropdown menu. Include an accurate lat/long for each site treated using decimal degrees.
**Aquatics at Treatment Site**

Indicate the plant species found during treatment using the check boxes. For records with more than one treatment site, indicate at which site(s) each species was found. If you need to enter more than one site, please separate them with commas.

Use the blank box on the lower right to add additional species not included on the list. If you need to enter more than one, please separate them with commas.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements.

(Optional) If you need to submit a treatment map or any other attachments, click **Attachments** tab.

To sign and submit, click **Signature** tab.

<table>
<thead>
<tr>
<th>TS</th>
<th>SP</th>
<th>Site(s)</th>
<th>TS</th>
<th>SP</th>
<th>Site(s)</th>
<th>TS</th>
<th>SP</th>
<th>Site(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattail</td>
<td></td>
<td></td>
<td>Fast-Starr Pondweed</td>
<td></td>
<td></td>
<td>Richardson Pondweed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chara</td>
<td></td>
<td></td>
<td>Floating-Leaf Pondweed</td>
<td></td>
<td></td>
<td>Robbins Pondweed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coontail</td>
<td></td>
<td></td>
<td>Illinois Pondweed</td>
<td></td>
<td></td>
<td>Sago Pondweed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curly-Leaf Pondweed</td>
<td></td>
<td></td>
<td>Large-Leaf Pondweed</td>
<td></td>
<td></td>
<td>Watershield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duckweed</td>
<td></td>
<td></td>
<td>Northern Milfoil</td>
<td></td>
<td></td>
<td>White Water Lily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elodea</td>
<td></td>
<td></td>
<td>Phragmites</td>
<td></td>
<td></td>
<td>Wild Celery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eurasian hybrid Milfoil</td>
<td></td>
<td></td>
<td>Planktonic Algae</td>
<td></td>
<td></td>
<td>White- Stem Pondweed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filamentous Algae</td>
<td></td>
<td></td>
<td>Purple Loesesthle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Check that *Chemical Treatment Record* completion status says “Complete”.

Upload Site Map and/or Treatment Plan if necessary.

Click the *Signature Tab* to proceed.
The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are “agent for applicant,” and see the Assign Role Feature section if you require a two-person signature process.

Check the “I hereby certify…” box and click Initiate Signature Process. Follow prompts and you will receive an email. You will need to click the link there to finalize the signature process.
Assign Role Feature (Optional)

Using the **Assign Role** feature, you also can start a permit application and then share it with someone else. This feature is commonly used by consultants to start a permit application and get the attachments added to the permit application packet and then they will send the application to the landowner/lake organization to review and then complete the payment and signature areas. Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above.

If desired, you can also send the application to another person, i.e. the landowner or lake organization, so that they can review it, complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the “My Permit Applications” webpage discussed under #5 [here](#). The person you are sharing it with needs to have a WAMS ID set up already, and you need to know the email associated with it to send the application to them.

**IMPORTANT NOTE:** Do not use this process if you are the applicant and are trying to complete the signature confirmation process. The steps below are for a two-person signature process. Each signer must have their own WAMS ID to complete the steps.

If you are an **Authorized Representative**, you may create, update and review the application and then assign it to the applicant.

If you are the **applicant**, you may create, update and review an application and then assign it to an authorized representative for review. Upon completion of the review process the authorized representative must reassign it back to you for final submittal.

In both cases, please do not share your WAMS credentials with others. The process to assign an application is done by selecting the email address associated with a WAMS ID. This process does not delegate access to any additional document beyond the application being assigned.

To assign to an Authorized Representative or Landowner for their review or signature:

1. Select an application from "Draft Permit Applications" list that require a second signature.
2. In the 'Share Application' column select 'Assign Role' link. If an email address already appears in this column, you have already shared the application. You can re-share it with other users selecting this same link.
3. Enter the email address associated with the WAMS ID for person you wish to share the permit application in the 'Signatory Email' field. **Important:** A matching email address will display the user’s WAMS ID instead of their email address, this is intentional.
4. Use the drop down for the 'New Signatory Role'. If you are the applicant, choose authorized representative. If you are the authorized representative, choose applicant.
5. Read the certification text.
6. Press 'Continue'. This action routes an email to the selected individual WAMS email account to complete the second signature process. Please contact this individual ahead of time to remind them to check 'junk email' or 'Spam' folders in case the email is bounced.

**NOTE:** The application is not submitted to the DNR until the signature process is complete. The application may be edited until it is signed and submitted.
Help Section

General Help Contact: Email DNRAPMProgram@wi.gov or call 608-438-9919

Helpful Links

Video Guides for using the ePermitting system:
https://permits.dnr.gov/water/Pages/Video-Links.aspx

Converting to Decimal Degrees from other coordinate formats:
https://www.fcc.gov/media/radio/dms-decimal

You can also locate the site using Google Maps by address or whichever coordinate system you prefer. Click and hold the mouse down over the site. A gray place marker icon should appear along with a box at the bottom containing the correct coordinate format. You can copy/paste these into the latitude and longitude section of your application. See example screenshot:

Finding Section, Township, and Range information:
https://www.earthpoint.us/TownshipsSearchByLatLon.aspx

Finding lake information:
Search by lake name using Location dropdown menu to narrow results down by county. Go to Facts & Figures Tab to find details about surface area, depth, latitude, longitude, and maps.
Troubleshooting Permit Import

If you are having trouble finding your previous permit number - Search for it by name here: https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

Type applicant, waterbody name, or permit name into the search box. It may help to filter by Type using the dropdown menu and selecting Aquatic Plant Management. Click the link under the “Application” column to access all the permit documents.

Both the permit and cover letter file names contain the permit number (highlighted in yellow above). You may also view the permit number inside the letter itself by clicking “Download Item” and opening the PDF.

If you have your permit number, but it is not validating – Make sure you are entering it exactly. It is case-sensitive and may be sensitive to special characters or extra spaces. If you are trying to use copy and paste, try manually typing it in instead.

If you are sure you are entering it correctly, but it still does not validate – Email DNRAPMProgram@wi.gov or call 608-438-9919 for assistance. Please provide the number you are attempting to enter.
Troubleshooting Signature Issues

Check that the email address associated with your WAMS account is current and correct.

Go to the Welcome Page and click WAMS Account under the Support section of the menu on the left hand side.

You should see your WAMS information and a link to update your email if necessary.

After verifying your email, check your Junk and Spam folders in case the signature email went there.

Try resending the email by following these steps:
1. On the Welcome Page, locate the "Step 2: Signature Confirmation Needed" section (see example below).
2. Locate the project name for the desired application.
3. Click the email address under the "Confirmation sent to" column.
4. The system will open a confirmation screen, and you must click Continue to proceed.
5. Open your WAMS account email and open the new confirmation email.
6. Complete the instructions in the confirmation email.

If the email still does not arrive, please contact DNRAPMProgram@wisconsin.gov or call 608-438-9919.